

CTC-318

(New 04/18)

Connecticut Town Clerk Application to e-File Form OP-236, Connecticut Real Estate Conveyance Tax Return

Provide the following information to register to participate in the electronic filing of Form OP-236, *Connecticut Real Estate Conveyance Tax Return*, using the *electronic real estate conveyance tax portal (e-REC)*. Complete in blue or black ink only.

Town name		3-Digit Town Code
Mailing address		
City	State	ZIP Code
Town Clerk's name		
Contact person (if different than Town Clerk)	Telephone number	
Email address	Fax number	

If your office is already participating in the e-REC application and there is a change to the Town Clerk, the contact person information, or email address, complete and submit a revised CTC-318, *Connecticut Town Clerk Application to e-File Form OP-236, Connecticut Real Estate Conveyance Tax Return* as indicated above.

New application

Revised application

- Participation allows access for the Town Clerk to review Connecticut real estate conveyance tax returns submitted through the Department of Revenue Services (DRS) e-REC portal for their municipality.
- The Town Clerk will verify that the real estate conveyance tax return has been filed, and confirm that the amount of state tax reported due, if any, has been authorized to be paid to the DRS.
- The Town Clerk, after verification, completes the recording process in accordance with Chapter 223 of the Connecticut General Statutes, by using the e-REC portal to enter the date the instrument was recorded, as well as the volume and page of the municipal land records on the Form OP-236.

Print your name, sign, and fax this application to DRS at **860-297-4761** or mail your request to:

Department of Revenue Services
Electronic Commerce Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

By submitting this application to participate in the Department of Revenue Services (DRS) e-Rec system, the Office of the Town Clerk named above agrees to comply with Connecticut laws and regulations for electronically filing Connecticut Real Estate Conveyance Tax returns on the behalf of Connecticut taxpayers.

Print name of authorized representative

Title

Signature of authorized representative

Date

After your application has been processed, DRS will send you a user ID, temporary password, and additional information at the email provided above.

Town Codes

Andover	001	East Haven	044	Morris	087	Southbury	130
Ansonia	002	East Lyme	045	Naugatuck	088	Southington	131
Ashford	003	Easton	046	New Britain	089	South Windsor	132
Avon	004	East Windsor	047	New Canaan	090	Sprague	133
Barkhamsted	005	Ellington	048	New Fairfield	091	Stafford	134
Beacon Falls	006	Enfield	049	New Hartford	092	Stamford	135
Berlin	007	Essex	050	New Haven	093	Sterling	136
Bethany	008	Fairfield	051	Newington	094	Stonington	137
Bethel	009	Farmington	052	New London	095	Stratford	138
Bethlehem	010	Franklin	053	New Milford	096	Suffield	139
Bloomfield	011	Glastonbury	054	Newtown	097	Thomaston	140
Bolton	012	Goshen	055	Norfolk	098	Thompson	141
Bozrah	013	Granby	056	North Branford	099	Tolland	142
Branford	014	Greenwich	057	North Canaan	100	Torrington	143
Bridgeport	015	Griswold	058	North Haven	101	Trumbull	144
Bridgewater	016	Groton	059	N. Stonington	102	Union	145
Bristol	017	Guilford	060	Norwalk	103	Vernon	146
Brookfield	018	Haddam	061	Norwich	104	Voluntown	147
Brooklyn	019	Hamden	062	Old Lyme	105	Wallingford	148
Burlington	020	Hampton	063	Old Saybrook	106	Warren	149
Canaan	021	Hartford	064	Orange	107	Washington	150
Canterbury	022	Hartland	065	Oxford	108	Waterbury	151
Canton	023	Harwinton	066	Plainfield	109	Waterford	152
Chaplin	024	Hebron	067	Plainville	110	Watertown	153
Cheshire	025	Kent	068	Plymouth	111	Westbrook	154
Chester	026	Killingly	069	Pomfret	112	West Hartford	155
Clinton	027	Killingworth	070	Portland	113	West Haven	156
Colchester	028	Lebanon	071	Preston	114	Weston	157
Colebrook	029	Ledyard	072	Prospect	115	Westport	158
Columbia	030	Lisbon	073	Putnam	116	Wethersfield	159
Cornwall	031	Litchfield	074	Redding	117	Willington	160
Coventry	032	Lyme	075	Ridgefield	118	Wilton	161
Cromwell	033	Madison	076	Rocky Hill	119	Winchester	162
Danbury	034	Manchester	077	Roxbury	120	Windham	163
Darien	035	Mansfield	078	Salem	121	Windsor	164
Deep River	036	Marlborough	079	Salisbury	122	Windsor Locks	165
Derby	037	Meriden	080	Scotland	123	Wolcott	166
Durham	038	Middlebury	081	Seymour	124	Woodbridge	167
Eastford	039	Middlefield	082	Sharon	125	Woodbury	168
East Granby	040	Middletown	083	Shelton	126	Woodstock	169
East Haddam	041	Milford	084	Sherman	127		
East Hampton	042	Monroe	085	Simsbury	128		
East Hartford	043	Montville	086	Somers	129		