

TPG-138

Application to Become a Third-Party Bulk Filer

TPG-138 (Rev. 09/20)

You do not need to complete this form if you are using myconneCT online portal.

To register to become an approved Third-Party Bulk Filer (TPBF), provide the following information.

Business name	Federal Employer Identification Number (FEIN)	
Mailing address	Connecticut Tax Registration Number (if available)	
City	State	ZIP code
Contact person	Telephone number - -	
Email address	Fax number - -	

I will use TPBF to electronically transmit:

Taxpayer Service Center (TSC)

Access the **TSC** to bulk upload for the following tax types:
(TPG-138 application is required to be filled out.)

- Attorney Occupational:**
Form 472
- Pass-Through Entity:**
Form CT-1065/CT-1120SI; Form CT-1065/CT-1120SI ES;
and Form CT-1065/CT-1120SI EXT
- Corporation Business:**
Form CT-1120, Form CT-1120ES, and Form CT-1120 EXT
- Payment(s) Only**

myconneCT

Access **myconneCT** to bulk file for the following tax types:
Visit portal.ct.gov/DRS/myconneCT/TPBF for more information.

- Sales and Use Tax:**
Form OS-114
- Withholding Tax (Wage & Non-wage):**
W-2s/1099s; CT-W3 & CT-1096; W-2Gs; CT-941, CT-945 &
CT-WH payroll payment.
- Room Occupancy:**
Form OP-210
- Disaggregated Sales Tax Report**

By submitting this application, the party named above agrees to comply with Connecticut laws and regulations in filing returns on the behalf of Connecticut taxpayers. This application in no way grants power of attorney for the party named above to act on behalf of Connecticut taxpayers in tax disputes. This application does not grant the party named above authority to act as an agent of the Department of Revenue Services (DRS). Any agent relationship would exist between the party named above and its client(s).

All returns must be timely filed and paid electronically on the Internet using the Connecticut Electronic Filing System. As a TPBF, the party named above has the option to enter each client's filing information individually through the key and send method **or** to send an electronic file that contains the information for all its clients.

How to Submit Application

Submit your completed application using **one** of the following

EMAIL to: ct.efile@po.state.ct.us

FAX to: **860-297-4761**

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

Print Name of Authorized Representative

Title

Signature of Authorized Representative

Date

After your application has been processed, DRS will mail you a package containing a bulk filer identification number, temporary password, and additional information.