

TPG-189

Request Change of Administrator in TSC or myconneCT

Complete this form in blue or black ink only.

Purpose: Use **TPG-189** to appoint a new administrator of your current Department of Revenue Services (**DRS**), **Taxpayer Service Center (TSC)**, or **myconneCT** account. Complete a separate TPG-189 for each **TSC** or **myconneCT** account that you need to change.

Part 1 - Business Information

In order to authenticate your identity, print all information exactly as shown on your Connecticut tax account.

Business name		Connecticut Tax Registration Number	
Name of current TSC or myconneCT account administrator		Business telephone number - -	
Address	Number and street	PO Box	City or town
			State
			ZIP code

Part 2 - Verification

Provide information as shown on a previously filed tax return (do not use information from the return you are attempting to file). The **TSC** or **myconneCT** account administrator will not be changed if the following information is not accurately completed.

1. Enter the tax type of the return previously filed.	1.	
2. Enter the tax period of the return previously filed.(MM/DD/YYYY)	2.	
3. Enter the amount of tax liability of the return previously filed.	3.	.00

Check here if you would like to reset the **TSC** login.

Check here if you would like to reset **myconneCT** login.

Part 3 - New Administrator

Name of NEW TSC or myconneCT account administrator	New administrator's telephone number - -
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Part 4 - Confirmation Method

Indicate how DRS should send your new temporary password. Select only **one** method below.

Mail to the same mailing address listed in **Part 1 - Business Information**.

Email to the following email address:

Fax to the following **FAX** number: - -

How to Submit Request

Submit your completed request 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
 PO Box 2937
 Hartford CT 06104-2937**

Declaration: I declare under penalty of law that I have examined this document and, to the best of my knowledge and belief, it is true, complete, and correct. I understand that the penalty for willfully delivering false information to the DRS is subject to a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Sign Here Keep a copy for your records.	Authorized signature	Title
	Print authorized name	Date
	Email address	Telephone number - -