

Department of Revenue Services
 Walk-In Team - Floor G3
 450 Columbus Blvd STE 1
 Hartford CT 06103-1837
 (Rev. 12/16)

Form O-252

Order Form for Connecticut Cigarette Tax Stamps

Complete this form in black or blue ink only.

Distributor's name (type or print)			Connecticut Tax Registration Number ▶
Delivery address	Number and street		FEIN
City or town	State	ZIP code	Department of Revenue Services (DRS) use only Date of Purchase ▶ _____ / _____ / _____
Authorizing signature		Print name and phone number	

DRS Use Only			Indicate method of payment: <input type="checkbox"/> Charge <input type="checkbox"/> Payment with order				
Unit	Unit Serial Numbers		Denomination (Cigarettes per pack)	Quantity	Unit Cost		Amount
	From	To					
▶ \$3.90	▶	▶	20 cigarettes (30,000 per roll)	▶	▶ \$3.90	▶ 1.	\$
▶ \$3.90	▶	▶	20 cigarettes (1500 per pad)	▶	▶ \$3.90	▶ 2.	\$
			<i>Reserved for future use</i>			▶ 3.	
▶ \$4.875	▶	▶	25 cigarettes (1000 per pad)	▶	▶ \$4.875	▶ 4.	\$
▶	▶	▶		▶	▶	▶ 5.	\$
▶	▶	▶		▶	▶	▶ 6.	\$
Total						▶ 7.	\$
Less 1% discount						▶ 8.	\$
Net amount of tax						▶ 9.	\$
Amount paid for this order						▶ 10.	\$
Balance due this invoice						▶ 11.	\$

In case of a credit (returned stamps, etc.), check the appropriate box below on how to apply an overpayment to the account.

Credit

Refund

Signature of person filling order (DRS employee)	Date	Make check payable to: Commissioner of Revenue Services Note: Charge customer payments must be made within 30 days of the purchase date. Otherwise, interest will be added at the rate of 1% per month or fraction of a month on any portion that is unpaid 30 days after the purchase date.
Signature of person receiving the stamps	Date	

Indicate shipping method below and enter your Shipper Account Number here: _____

Federal Express (FedEx)		United Parcel Service (UPS)	
<input type="checkbox"/> FedEx First Overnight	<input type="checkbox"/> FedEx 2 Day	<input type="checkbox"/> UPS Next Day Air Early	<input type="checkbox"/> UPS 2nd Day Air
<input type="checkbox"/> FedEx Priority Overnight	<input type="checkbox"/> FedEx Express Saver	<input type="checkbox"/> UPS Next Day Air	<input type="checkbox"/> UPS 3 Day Select
<input type="checkbox"/> FedEx Standard Overnight	<input type="checkbox"/> FedEx Ground	<input type="checkbox"/> UPS Next Day Air Saver	<input type="checkbox"/> UPS Ground
<input type="checkbox"/> FedEx 2 Day A.M.		<input type="checkbox"/> UPS 2nd Day Air A.M.	

If you need additional information or assistance, call the DRS Walk-In Team at **860-297-5770**, Monday through Friday, 8:30 a.m. to 4:30 p.m. Orders may be faxed to DRS at 860-297-4818. Orders received by 9:00 a.m. will be processed the same day.

Form O-252 Instructions

General Instructions

Send stamp purchase orders to:

Department of Revenue Services
Walk-In Team - Floor G3
450 Columbus Blvd STE 1
Hartford CT 06103-1837

Stamp orders may be faxed to DRS at 860-297-4818. Orders received by 9:00 a.m. will be processed the same day.

Pay Electronically: Visit www.ct.gov/TSC to use the **Taxpayer Service Center (TSC)** to make a direct payment. After logging onto the **TSC**, select the *Make Payment Only* option and choose tax type *Cigarette Distributor* from the drop down box.

Using this option authorizes the Department of Revenue Services (DRS) to electronically withdraw from your bank account (checking or savings) a payment on a date you select up to the due date. As a reminder, tax not paid on or before the due date will be subject to interest at the rate of 1% per month or fraction of a month on any portion that is unpaid 30 days after the purchase date.

Pay by Mail: Make check payable to **Commissioner of Revenue Services**. To ensure payment is applied to your account, write the “*DRS date of purchase*” and your Connecticut Tax Registration Number on the front of your check.

Sign your check. Do not send cash.

DRS may submit your check to your bank electronically.

Mail check to:

Department of Revenue Services
Walk-In Team - Floor G3
450 Columbus Blvd STE 1
Hartford CT 06103-1837

For additional information or assistance, call the DRS Walk-in Team at 860-297-5770, Monday through Friday, 8:30 a.m. to 4:30 p.m.

For Further Information

Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); **or**
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications

Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.