

Transmittal Form for Submission of State and Local Government Tax Exempt Income (TEI) Information

Name of entity transmitting files:		Federal Employer Identification Number (FEIN):
Contact person's name and title::		
Mailing address – Line 1:		
Mailing address – Line 2 (optional):		
City:	State:	ZIP Code:
Phone:	Email:	
Name of vendor that prepared the data files with a contact person's name, phone and email address. (If applicable)		

Indicate if this submission is:

<input type="checkbox"/>	Original
<input type="checkbox"/>	Replacement- Includes replacement of physical media damaged in mail, replacement of submissions rejected because files were unreadable; incomplete; presented in wrong file layout or format; or on incompatible media.
<input type="checkbox"/>	Correction - Submit a complete replacement file for all records, not just replacements for incorrect records.

List the identity of each entity whose data has been included in this submission. Attach additional lists as needed.

Name of the issuer of the 1099 forms:	FEIN	Contact person's name and phone:
1)		
2)		
3)		

Encrypted and Password Protected Files:

<input type="checkbox"/>	Files are <u>not</u> password protected or encrypted. (Only safe if submitted directly to DRS using secure methods.)
<input type="checkbox"/>	Files are password protected. (Do not include the password in the same physical mailing as the data files.) The password and decryption information will be supplied as follows:
<input type="checkbox"/>	Transmitter will/has sent password in a separate: <input type="checkbox"/> paper mailing or <input type="checkbox"/> email (check one). Be sure to include a copy of this transmittal with the password so the data and password can be matched up.
<input type="checkbox"/>	DRS should contact transmitter by: <input type="checkbox"/> phone or <input type="checkbox"/> email (check one) to request the password. Supply contact information:
<input type="checkbox"/>	Other – Enter details:

Tax year:	Count of each type of physical media submitted:	Number of separate files being submitted:	Total number of records being submitted:
	<div style="margin-bottom: 5px;">_____ CDs</div> <div style="margin-bottom: 5px;">_____ USB drives (not to be returned)</div> <div>_____ Check here if submitted by secure email or secure file transfer</div>		

If physical media is mailed it should be protected from both the risk of data theft and physical damage.

Mail submissions of physical media to: Connecticut Department of Revenue Services (DRS)
Income Tax Audit Unit
Attention: **2018 TEI Data Submission**
450 Columbus Blvd. - Suite 1
Hartford CT 06103-1837

For more information and updates please visit: www.CT.Gov/DRS/ReportingTEI

For all questions and extension requests please contact: DRS.Datasubmission@po.state.ct.us