

CT-6559



TRANSMITTER REPORT for Form W-2 Magnetic Media Filing

NOTE: This form must be accompanied by Form CT-W3(s)

1. Type of file represented by this transmittal <input type="checkbox"/> Original <input type="checkbox"/> Replacement	2. Calendar year for which media is submitted	3. Transmitter's Connecticut Tax Registration Number
4. Name and address of transmitter (Include street, PO box, city, state and ZIP code)		5. Transmitter's Federal Employer Identification Number
6. Name and address of person to contact about this magnetic media file		7. Contact telephone number (include area code) ()
8. Type of media submitted <input type="checkbox"/> Magnetic Tape <input type="checkbox"/> Cartridge <input type="checkbox"/> Diskette		9. Total number of media in shipment
10. Total number of employers	11. Total number of employees	12. Transmitter's magnetic media inventory numbers

(In general, the employer must sign the declaration; however, an authorized agent of the employer may sign if all conditions stated on the back are met.)

DECLARATION

I declare under the penalties of false statement that I have examined this report and, to the best of my knowledge and belief, it is true, complete and correct.

Signature	Title	Date
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13. Employer Summary of Form W-2 Magnetic Media Wage Information			
Name of Employer			
Street address			
City	State	Zip	
Connecticut Tax Registration Number			
Federal Employer ID Number			
Total Connecticut Amount of Form W-2 Fields			
Number of W-2s Submitted			
Total Connecticut Wages Reported			
Connecticut Tax Withheld From Wages			

13. Employer Summary of Form W-2 Magnetic Media Wage Information			
Name of Employer			
Street address			
City	State	Zip	
Connecticut Tax Registration Number			
Federal Employer ID Number			
Total Connecticut Amount of Form W-2 Fields			
Number of W-2s Submitted			
Total Connecticut Wages Reported			
Connecticut Tax Withheld From Wages			

13. Employer Summary of Form W-2 Magnetic Media Wage Information			
Name of Employer			
Street address			
City	State	Zip	
Connecticut Tax Registration Number			
Federal Employer ID Number			
Total Connecticut Amount of Form W-2 Fields			
Number of W-2s Submitted			
Total Connecticut Wages Reported			
Connecticut Tax Withheld From Wages			

13. Employer Summary of Form W-2 Magnetic Media Wage Information			
Name of Employer			
Street address			
City	State	Zip	
Connecticut Tax Registration Number			
Federal Employer ID Number			
Total Connecticut Amount of Form W-2 Fields			
Number of W-2s Submitted			
Total Connecticut Wages Reported			
Connecticut Tax Withheld From Wages			

INSTRUCTIONS FOR FORM CT-6559

Form CT-6559, Transmitter Report, is used to identify the transmitter of a magnetic media file. For W-2 magnetic media reporting, a FILE is a report that begins with a Code-A Transmitter Record and ends with a Code-F Transmitter Record.

Block 3: Enter the 10-digit tax registration number assigned by the Connecticut Department of Revenue Services to the transmitter (if applicable).

Block 5: Enter the 9-digit Federal Employer Identification Number (FEIN) assigned by the IRS to the transmitter.

Block 10: Indicate total number of employers covered by this transmittal. A **Form CT-W3** must be included for each employer.

Block 11: Indicate total number of employees (as entered on the Code-F final record).

Block 12: Enter the inventory number for each tape/cartridge/diskette in this file. The inventory number is any type of number assigned by the transmitter to the tape/cartridge/diskette for the transmitter's own inventory control purposes. If this is a multi-volume file, list the numbers in order. If this block is not applicable, leave blank.

Block 13: Complete an "Employer Summary of Form W-2 Magnetic Media Wage Information" (Block 13) for each employer included in the magnetic media file. If data for more than four employers is being reported, use the additional Block 13 areas on **Form CT-6559A**.

Substitute Forms CT-6559 and CT-6559A: DRS encourages the use of computer-generated substitutes for **Forms CT-6559 and CT-6559A**. The format must include all information requested on those forms, including the declaration.

Mailing Address: Prepare a **Form CT-6559** for each separate magnetic media file being transmitted. Send the magnetic media in the same package with **Forms CT-6559, CT-6559A**, (if applicable) and **Form CT-W3** to the address below.

If a PO Box cannot be used, send to:

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
PO BOX 2930
HARTFORD CT 06104-2930

Attn: PROCESSING II, 15TH FLOOR
STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 SIGOURNEY STREET
HARTFORD CT 06106-5032

DECLARATION INSTRUCTIONS

A transmitter, service bureau, paying agent, or disbursing agent (*hereafter referred to as "agent"*) may sign **Form CT-6559** on behalf of the payer (or other person required to file), if both conditions below are met:

- 1. The agent has the authority to sign the form under an agency agreement (oral, written or implied) that is valid under state law.
- 2. The agent signs the form and adds the caption "For: (*Name of the payer or other person required to file*)".

The authorized agent's signing of the declaration on the employer's behalf does not relieve the employer of the responsibility for filing a correct, complete and timely **Form CT-6559**, with attachments, and will not relieve the employer of any penalties for not complying with those requirements.

MAGNETIC MEDIA SPECIFICATIONS FOR W-2 REPORTING

Tape Requirements

- 1/2 inch tape
- 1600 bpi or 6250 bpi (bytes per inch)
- 275 byte fixed length records

Cartridge Requirements

- 3480 cartridge
- 38000 cpi (characters per inch) (automatic default)
- 275 byte fixed length records

Tape/Cartridge Recommendation

- Tape 6250 bpi, cartridge 38000 cpi (automatic default)
- 85 records per block (23,375)
- EBCDIC character set

Options

Character Set

Check one

- EBCDIC
- ASCII

Diskette Requirements

- PC compatible
- 128 byte or 275 byte fixed length records
- 3 1/2 inch (720K, 1.44M densities)

Options

Character Set

Check one

- EBCDIC
- ASCII

Fixed Length Records

Check one

- 128 bytes
- 275 bytes