

## Form CT-8809

### Request for Extension of Time to File Informational Returns

*(For Forms W-2, W-2G, 1098, 1099-R, 1099-S, and 1099-MISC)*

<b>Extension Request for Calendar Year</b>	1. Filer or transmitter name and mailing address (number and street including room or suite number, or PO box, city, state, and ZIP code)	2. Connecticut Tax Registration Number
		3. Federal Employer Identification Number
<b>200__</b>	4. Person to be contacted about this request	5. Telephone Number (    )

6. Check the boxes that apply. You need not enter the number of returns.

Type of Return	Paper Returns (✓)	Magnetic Media (✓)	Type of Return	Paper Returns (✓)	Magnetic Media (✓)	Type of Return	Paper Returns (✓)	Magnetic Media (✓)
W-2			1098			1099-S		
W-2G			1099-R			1099-MISC		

7. Has an extension of time to file federal informational returns been requested from the Internal Revenue Service?

No     Yes     Pending    (If "Yes," attach a copy of federal Form 8809.)

If "Yes," was the request for extension approved?

No     Yes    (If "Yes," attach a copy of the extension request approval.)

8. State in detail why you need an extension. If you need more space, attach additional page(s).

9. Will you provide, or have you provided, a copy of the informational return or the required statement to the recipient on time?  
 (See instructions.)

No     Yes

#### DECLARATION

I declare under the penalty of false statement that I have examined this form and to the best of my knowledge and belief it is true, complete, and correct. (The penalty for false statement is imprisonment not to exceed one year or a fine not to exceed two thousand dollars, or both.)

Signature	Title	Date
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# INSTRUCTIONS FOR CT-8809

**Purpose of Form:** Use this form to request an extension of time to file **Forms W-2, W-2G, 1098, 1099-R, 1099-S, and 1099-MISC**. **Do not** use this form to request an extension of time to furnish the statement to the recipient or for an extension of time to file Form CT-1040. For rules on extending the time to file Form CT-1040, see Form CT-1040 Instructions.

**Who May File:** Filers of returns submitted on paper or on magnetic media may use this form to request an extension of time. A transmitter for multiple filers may file this form but must attach a list of the names, addresses, and Federal Employer Identification Numbers of those for whom they will be filing.

**When to File:** The Department of Revenue Services (DRS) encourages you to file Form CT-8809 as soon as you know an extension of time to file is necessary. However, Form CT-8809 **must** be filed on or before the due date of the informational returns, which is the last day of February. If the due date falls on a Saturday, Sunday, or legal holiday, the next business day is the due date. If you are requesting an extension of time to file several types of forms, you may use one Form CT-8809. You can request an extension for only one calendar year on this form. **An extension cannot be granted if a request is filed after the original due date of the returns.**

Filing Due Dates:	Form Number	Due Date
	W-2	Last day of February
	W-2G	Last day of February
	1098	Last day of February
	1099	Last day of February

**Where to File:** State of Connecticut  
Department of Revenue Services  
PO Box 2930  
Hartford CT 06104-2930

**Extension Period:** If your extension request is approved, an extension is granted for 30 days from the original due date.

**Additional Extension:** If you need additional time to file, you may request an additional 30 days by submitting another Form CT-8809.

**Approval or Denial of Request:** Requests for extensions of time to file informational returns are not automatically granted. Approval or denial is based on administrative criteria and guidelines. DRS will send you a letter of explanation **only** if your request is denied.

## SPECIFIC INSTRUCTIONS

**Item 1.** Enter the name and complete mailing address, including room or suite number, of the filer requesting the extension of time. If you act as transmitter for a group of filers, enter the transmitter name and address and attach a list of filer names, addresses, Connecticut Tax Registration Numbers, and Federal Employer Identification Numbers. Notification of denial will only be sent to the person who requested the extension.

**Item 2.** Enter your ten-digit Connecticut Tax Registration Number.

**Item 3.** Enter your nine-digit Federal Employer Identification Number or Social Security Number if you are not required to have an employer identification number. Do not enter hyphens. A transmitter should enter the transmitter's Federal Employer Identification number in this box.

**Item 4.** Enter the name of someone to contact if additional information is required.

**Item 5.** Enter the telephone number, including area code, of the person shown on Item 4.

**Item 6.** Indicate the type(s) of informational return(s) for which you are requesting an extension of time to file and method of filing by checking the appropriate box(es).

An employer or payer who is required by the Internal Revenue Service to file copies of federal Forms W-2, W-2G, 1098, 1099-MISC, 1099-R, and 1099-S on magnetic media must file these forms on magnetic media with DRS. However, an employer or payer who files 24 or fewer Forms W-2, W-2G, 1098 or 1099 with DRS is not required to file those forms on magnetic media and need not request a waiver.

**Item 7.** Indicate whether or not the filer applied for an extension of time to file federal informational returns. If an extension was requested, a copy of the federal Form 8809, *Request for Extension of Time to File Informational Returns*, must be attached to Form CT-8809. In addition, if a federal extension was requested, indicate whether or not it was approved by the Internal Revenue Service. If the extension was approved, attach a copy of the approval to Form CT-8809.

**Item 8.** Explain why you need an extension of time to file your informational returns.

**Item 9.** Check the appropriate box to indicate whether you will provide, or have provided, a copy of the informational returns or the required statement to the recipients on time.

If this extension request is approved, it will only extend the due date for filing the returns with DRS. It will not extend the January 31st due date for furnishing the required copies of statements to recipients.

**Signature:** The extension request must be signed by you or a person who is **duly authorized** to sign a return, statement or other document.

Failure to properly complete and sign this form may cause a delay in processing or result in the denial of your request. Be sure you are requesting an extension of time only for returns listed on Form CT-8809.

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**For Further Information:** For magnetic media reporting specifications, contact the Department of Revenue Services during business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday:

- **1-800-382-9463** (toll-free within Connecticut), or
- **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries 24 hours a day by calling **860-297-4911**.

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**Forms and Publications:** Forms and publications are available all day, seven days a week:

- **Internet:** Preview and download forms and publications from the DRS Web site: **www.drs.state.ct.us**
- **DRS TAX-FAX:** Call **860-297-5698** from the handset attached to your fax machine and select from the menu
- **Telephone:** Call **1-800-382-9463** (toll-free within Connecticut) and select Option 2; or the Forms Unit at **1-860-297-4753** (from anywhere)