

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 ▶
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				
▶ \$3.65	▶	▶	20 cigarettes (30,000 per roll)	▶	▶ \$3.65 ▶	1. \$
▶ \$3.65	▶	▶	20 cigarettes (150 per sheet)	▶	▶ \$3.65 ▶	2. \$
▶	▶	▶	<i>Reserved for future use</i>	▶	▶ ▶	3.
▶ \$4.5625	▶	▶	25 cigarettes (100 per sheet)	▶	▶ \$4.5625 ▶	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

Make check payable to **Commissioner of Revenue Services.**

Signature of person filling order (DRS employee)	Date
Signature of person receiving the stamps	Date

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.

This section must be completed and signed if stamps are to be shipped.

Indicate method of shipment: FedEx *Priority* FedEx *Standard*

Account number: _____ Account number: _____

The risk that the ordered stamps may not be received by the distributor is borne solely and exclusively by the distributor. In the event that the ordered stamps are not received by the distributor, the distributor remains liable for the balance due on this invoice and any demand or claim against the State of Connecticut by the distributor for refund or credit of the amount paid for the ordered stamps is waived and released.

Signature of authorizing officer

Print name and phone number

Important

For all stamp purchases: A copy of the order form will be returned with your stamp order. Reference the “DRS date of purchase” on all inquiries.

For payments: When remitting payment for a previous charge, reference the “DRS date of purchase” on the check or submit a copy of the completed order form with your payment. DRS may submit the check to your bank electronically.

Please send stamp purchase orders or payments to:

Department of Revenue Services
Walk-In Team - 5th Floor
PO Box 2937
Hartford CT 06104-2937

For Overnight Express Mail:

Department of Revenue Services
Walk-In Team - 5th Floor
25 Sigourney St Ste 2
Hartford CT 06106

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.