



STATE OF CONNECTICUT  
DEPARTMENT OF REVENUE SERVICES

**AN 2009(5)**

25 Sigourney Street  
Hartford CT 06106-5032

**ANNOUNCEMENT**

---

**Obtaining Connecticut Publications in Booklet Form**

---

**Purpose:** This Announcement provides information about obtaining copies of informational publications in booklet form.

---

**Effective Date:** Effective when issued.

---

**DRS Publications:** The Department of Revenue Services (DRS) produces a variety of publications which contain tax information, such as Special Notices, Policy Statements, Announcements, and Informational Publications. These publications are available on the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) for reading and downloading at no cost. Most of these publications are one to four pages in length and DRS does not charge for these publications or for the cost of mailing single copies. However, DRS produces three publications in booklet form: **Informational Publication 2006(35)**, *Building Contractors' Guide to Sales and Use Taxes*; **Informational Publication 2009(13)**, *Sales and Use Taxes Guide for Manufacturers, Fabricators, and Processors*; and **Informational Publication 2007(31)**, *Guide to Connecticut Business Tax Credits*.

---

**Obtaining Informational Booklets:** Because of the costs involved in reproducing and mailing the booklets, DRS limits distribution of these publications to one copy per request.

There is no charge for a copy of any publication in booklet form if it is picked up at the DRS main office in Hartford or in its field office locations. Please call the location at the telephone number listed below before you visit to be sure copies of the publication you want are available.

Hartford	860-297-5962
Bridgeport	203-336-7890
Norwich	860-425-4123
Hamden	203-287-8243
Waterbury	203-805-6789

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

To order a booklet by mail, you must provide a 9" x 12" self-addressed envelope with postage affixed to cover the cost of first class delivery by the U.S. Postal Service of one copy of the requested booklet to an addressee anywhere in the United States. Currently, \$1.90 will cover the mailing of one booklet. To order:

**Informational Publication 2006(35):** Affix **\$1.90** postage to a self-addressed envelope and send it to:

Department of Revenue Services  
Mail Unit, Building Contractors' Guide  
25 Sigourney St Ste 2  
Hartford CT 06106-5032

**Informational Publication 2009(13):** Affix **\$1.90** postage to a self-addressed envelope and send it to:

Department of Revenue Services  
Mail Unit, Manufacturer's Guide  
25 Sigourney St Ste 2  
Hartford CT 06106-5032

**Informational Publication 2007(31):** Affix **\$1.90** postage to a self-addressed envelope and send it to:

Department of Revenue Services  
Mail Unit, Corporation Credit Guide  
25 Sigourney St Ste 2  
Hartford CT 06106-5032

---

**Effect on Other Documents:** This publication supersedes **Announcement 2007(5)**, *Obtaining Connecticut Publications in Booklet Form*.

---

**Effect of This Document:** Announcements alert taxpayers to new developments (other than newly enacted or amended Connecticut or federal laws or newly released judicial decisions), including new administrative positions, policies, or practices.

**For Further Information:** Call DRS during business hours, Monday through Friday:

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

Select **Option 6** to speak to a representative.

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

---

**Forms and Publications:** Forms and publications are available anytime by:

- **Internet:** Visit the DRS website at **www.ct.gov/DRS** to download and print Connecticut tax forms; **or**
  - **Telephone:** Call **1-800-382-9463** (Connecticut calls outside the Greater Hartford area only) and select **Option 2** or **860-297-4753** (from anywhere).
- 

**Paperless Filing/Payment Methods (fast, easy, free, and confidential):**

Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** to file a variety of tax returns and extensions, as well as to pay taxes or bills over the Internet. Visit the DRS website at **www.ct.gov/DRS** and select an option from the list on the *TSC* image.

---

**DRS E-Alerts Service:** Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, *TSC-BUS* Online Filing Alerts, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at **www.ct.gov/DRS** and select e-Alerts from the left navigation bar.

---

AN 2009(5)  
Various  
Postage Rates  
Issued: 04/13/2009