



# Instructions for Form CT-8453-OL

## PURPOSE OF FORM

Use **Form CT-8453-OL** to:

- Verify the information on an electronically transmitted 2000 **Form CT-1040** or **Form CT-1040EZ**;
- Send any required paper schedules or statements; and
- Provide your consent to the direct deposit of any overpayment.

## WHO MUST FILE

If you are filing a 2000 **Form CT-1040** or **Form CT-1040EZ** through an On-line Filing Company (OLFC) you must file a signed 2000 **Form CT-8453-OL** with the Connecticut Department of Revenue Services (DRS). If this form is not received, you have not filed a valid 2000 Connecticut income tax return and you may not be allowed to file electronically next year. **Form CT-8453-OL** is no longer required if an IRS approved 5 digit self-select PIN is used.

## WHEN AND WHERE TO FILE

You must mail this form to DRS on the next business day after you receive acknowledgment from your OLFC that DRS has accepted your electronically filed return. Mail **Form CT-8453-OL** to DRS at the address shown on the first page.

## LINE INSTRUCTIONS

**Declaration Control Number (DCN):** The DCN is a 14-digit number assigned to your return. It is included in your acknowledgment message. Clearly type or print the DCN on the top of **Form CT-8453-OL**. The first two digits are always "00." The next six digits are the electronic filer identification number (EFIN) assigned to your on-line filing company by the IRS. The next five digits are the batch number and serial number assigned to your return by your on-line filing company. The final digit "1" represents the year during which the return is filed (2001).

**Example:** The EFIN is 509325. The batch number is 000. The serial number is 56. The DCN should read: 00-509325-00056-1.

**Name, Address and Social Security Number (SSN):** If you received a peel-off label from DRS, place the label in the name area. Cross out any errors and print the correct information. Add any missing items, such as your apartment number. If you did not receive a label, print or type the information in the spaces provided. Make sure your SSN is clear and correct. If this is a joint return, be sure the names and SSNs are listed in the same order as on the electronically filed return.

**PO Box.** Enter your PO box number **only** if the post office does not deliver mail to your home.

**IMPORTANT:** The address must match the address shown on your electronically filed return.

## PART I - TAX RETURN INFORMATION

**Line 5.** If you owe additional tax, **do not** attach your check or money order to **Form CT-8453-OL**. Mail it with **CT-1040V**, *Connecticut On-Line Filing Payment Voucher*, to the address below. Your payment will be considered timely if the date shown by the U.S. Postal Service cancellation mark is on or before April 17, 2001.

You **must** use a payment voucher to ensure proper credit for your tax payment. If you do not have a voucher, you may obtain one from your OLFC.

### Mail Payment Voucher Form CT-1040-OL and Payment To:

Department of Revenue Services  
PO Box 5088  
Hartford CT 06102-5088

**Note:** Taxpayers can use certain private delivery services, in addition to the U.S. Postal Service, for delivering returns, claims, statements or other documents, or payments, and meet the timely filing/payment rules. DRS has accepted the list of private delivery services that is currently published by the Internal Revenue Service. The following is the current list of designated private delivery services: Airborne Express, DHL Worldwide Express, Federal Express, and United Parcel Service. This list is subject to change. For more information see **Special Notice 99(14)**, *Designated Private Delivery Services*.

## PART II - DIRECT DEPOSIT OF REFUND

You must complete Part II if you want to have your refund directly deposited in your account at a bank or financial institution accepting direct deposit transfers.

**Line 6.** Enter the routing transit number (RTN) of your bank or financial institution. The RTN **must** be nine numbers. If the RTN does not begin with 01 through 12 or 21 through 32, the direct deposit request will be rejected.

**Line 7.** Enter your depositor account number (DAN). The DAN can contain up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Enter the DAN from left to right leaving the unused boxes blank.

**Line 8.** Check the appropriate box for account type.

## PART III - DECLARATION OF TAXPAYER

**Line 9.** Check the appropriate box to elect method of refund.

**Sign the form.** An electronically transmitted income tax return will not be considered complete, nor filed, unless **Form CT-8453-OL** is signed by the taxpayer and received by DRS. If a joint return, your spouse must also sign.