

# Appendix B: Forms for W-2 Magnetic Media Filing

## Submittal Forms

Create copies of the forms shown on the following pages for submitting magnetic media files of W-2 information to DRS. The submittal forms should be used as described below and on the face of **Form CT-6559, Submitter Report for Form W-2 Magnetic Media Filing**. DRS encourages the use of computer generated substitutes for Forms CT-6559 and CT-6559A. Include all information required on these submitter forms including the declaration, the submitter, and the employer information.

### Form CT-6559

Use Form CT-6559 to identify the submitter of a magnetic media file and to identify the employer(s) included on the magnetic media files. The information on Form CT- 6559 must agree with information on your cartridge, diskette, or CD. This form must accompany every magnetic media file sent to DRS. The submitter of the file must sign the declaration.

## Packaging CDs, Cartridges, and Diskettes for Mailing

Send:

- The CD, magnetic cartridge, or diskette file with an external label on each volume (multiple volumes allowed for CDs and diskettes **only**);
- Form CT-6559 and Form CT-6559A (if applicable); **and**
- Form CT-W3 for each employer on the file;

in a single box with proper packing to prevent damage.

It is not necessary to use an oversized box for a CD, cartridge, or diskette. Specially-sized boxes for CDs, cartridges, and special mailers for diskettes are available commercially. Be sure to insert each diskette into its own protective sleeve before packaging. Do **not** use paper clips, rubber bands, or staples on CDs or diskettes. Use disposable CD, cartridge, or diskette containers. DRS is unable to return special containers.

| The following forms are attached to this publication for your convenience: |   |
|--|---|
| <b>Form CT-6559</b>  | <i>Submitter Report for Form W-2 Magnetic Media Filing</i>                    |
| <b>Form CT-6559A</b>   | <i>Continuation Sheet for Form CT-6559</i>                                    |
| <b>Form CT-8508</b>  | <i>Request for Waiver From Filing Informational Returns on Magnetic Media</i> |
| <b>Form CT-8809</b>  | <i>Request for Extension of Time to File Informational Returns</i>            |
| <b>Form CT-W3</b>  | <i>Connecticut Annual Reconciliation of Withholding</i>                       |