

Appendix C: Checklist for Mailing 1098, 1099, and W-2G Magnetic Media

- Label the magnetic media. Make sure the external label shows 1098, 1099, or W-2G, the calendar year, the transmitter name and FEIN, and contact name and phone number.
- Make a backup of the magnetic media for your files in case the package sent to DRS is lost or damaged.
- Copy the blank Form CT-4804 attached at the back of this booklet and fill in a copy for each magnetic media file, or use a computer generated form with the same information. Be sure to sign and date the declaration. Keep copies of Form CT-4804 for your records.
- Use packaging that will protect the media.
- Place the following items inside each package:
 - The labeled CD, cartridge, or diskette(s).
 - A completed Form CT-4804 and Form CT-4802 (if applicable) or a computer generated facsimile.
 - A completed Form CT-1096 if Connecticut tax is withheld from non-payroll amounts.
- Do not enclose paper Forms 1098, 1099-MISC, 1099-R, 1099-S, or W-2G, or tother notes

Send cartridges or diskettes to the address below:

Department of Revenue Services
State of Connecticut
PO Box 5081
Hartford CT 06102-5081

If a PO Box cannot be used, send to:

Department of Revenue Services
State of Connecticut
Attn: Processing II, 15th Floor
25 Sigourney Street
Hartford CT 06106-5032