

Department of Revenue Services
 Walk-In Team - Floor G3
 450 Columbus Blvd STE 1
 Hartford ,CT 06103-1837
 O252 0619W 01 9999



Form O-252

Order Form for Connecticut Cigarette Tax Stamps

(Rev. 06/19)

Complete this form in blue or black ink only.

Distributor's name (type or print)		Connecticut Tax Registration Number
Delivery address		Federal Employer Identification Number
Number and street	City or town	Telephone number
State	ZIP code	DRS Use Only: Date of Purchase
Authorizing signature	Print name	

DRS Use Only			Indicate method of payment: <input type="checkbox"/> Charge <input type="checkbox"/> Payment with order			
Unit	Unit Serial Numbers		Denomination	Quantity	Unit Cost	Amount
	From	To	(Cigarettes per pack)			
▶ \$4.35	▶	▶	20 cigarettes (30,000 per roll)	▶	▶ \$4.35	▶ 1. \$.00
▶ \$4.35	▶	▶	20 cigarettes (1500 per pad)	▶	▶ \$4.35	▶ 2. \$.00
			<i>Reserved for future use</i>			3.
▶ \$5.4375	▶	▶	25 cigarettes (1000 per pad)	▶	▶ \$5.4375	▶ 4. \$.00
▶	▶	▶		▶	▶	▶ 5. \$.00
▶	▶	▶		▶	▶	▶ 6. \$.00
					Total ▶ 7. \$.00
					Less 1% discount ▶ 8. \$.00
					Net amount of tax ▶ 9. \$.00
					Amount paid for this order ▶ 10. \$.00
					Balance due this invoice ▶ 11. \$.00

In case of a credit (returned stamps, etc.), check the appropriate box below on how to apply an overpayment to the account.

Credit

Refund

Signature of person filling order (DRS employee)	Date (MMDDYYYY)	Make check payable to: Commissioner of Revenue Services																				
Signature of person receiving the stamps	Date (MMDDYYYY)																					
<p>Indicate shipping method below and enter your Shipper Account Number here:</p> <table border="0"> <tr> <td colspan="2">Federal Express (FedEx)</td> <td colspan="2">United Parcel Service (UPS)</td> </tr> <tr> <td><input type="checkbox"/> FedEx First Overnight</td> <td><input type="checkbox"/> FedEx 2 Day A.M.</td> <td><input type="checkbox"/> UPS Next Day Air Early</td> <td><input type="checkbox"/> UPS 2nd Day Air</td> </tr> <tr> <td><input type="checkbox"/> FedEx Priority Overnight</td> <td><input type="checkbox"/> FedEx 2 Day</td> <td><input type="checkbox"/> UPS Next Day Air</td> <td><input type="checkbox"/> UPS 3 Day Select</td> </tr> <tr> <td><input type="checkbox"/> FedEx Standard Overnight</td> <td><input type="checkbox"/> FedEx 3 Day</td> <td><input type="checkbox"/> UPS Next Day Air Saver</td> <td><input type="checkbox"/> UPS Ground</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> UPS 2nd Day Air A.M.</td> <td></td> </tr> </table>			Federal Express (FedEx)		United Parcel Service (UPS)		<input type="checkbox"/> FedEx First Overnight	<input type="checkbox"/> FedEx 2 Day A.M.	<input type="checkbox"/> UPS Next Day Air Early	<input type="checkbox"/> UPS 2nd Day Air	<input type="checkbox"/> FedEx Priority Overnight	<input type="checkbox"/> FedEx 2 Day	<input type="checkbox"/> UPS Next Day Air	<input type="checkbox"/> UPS 3 Day Select	<input type="checkbox"/> FedEx Standard Overnight	<input type="checkbox"/> FedEx 3 Day	<input type="checkbox"/> UPS Next Day Air Saver	<input type="checkbox"/> UPS Ground			<input type="checkbox"/> UPS 2nd Day Air A.M.	
Federal Express (FedEx)		United Parcel Service (UPS)																				
<input type="checkbox"/> FedEx First Overnight	<input type="checkbox"/> FedEx 2 Day A.M.	<input type="checkbox"/> UPS Next Day Air Early	<input type="checkbox"/> UPS 2nd Day Air																			
<input type="checkbox"/> FedEx Priority Overnight	<input type="checkbox"/> FedEx 2 Day	<input type="checkbox"/> UPS Next Day Air	<input type="checkbox"/> UPS 3 Day Select																			
<input type="checkbox"/> FedEx Standard Overnight	<input type="checkbox"/> FedEx 3 Day	<input type="checkbox"/> UPS Next Day Air Saver	<input type="checkbox"/> UPS Ground																			
		<input type="checkbox"/> UPS 2nd Day Air A.M.																				

If you need additional information or assistance, call the Department of Revenue Services (DRS) Walk-In Team at **860-297-5770**, Monday through Friday, 8:30 a.m. to 4:30 p.m. Fax orders to DRS at 860-297-4818. Orders received by 11:00 a.m. will be processed the same day.

Form O-252 Instructions

General Instructions

Send stamp purchase orders to:

Department of Revenue Services
Walk-In Team - Floor G3
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

Fax stamp orders to DRS at 860-297-4818. Orders received by 11:00 a.m. will be processed the same day.

Rounding Off to Whole Dollars: You must round off cents to the nearest whole dollar on your return and schedules. If you do not round, DRS will disregard the cents. Round down to the next lowest dollar all amounts that include 1 through 49 cents. Round up to the next highest dollar all amounts that include 50 through 99 cents. However, if you need to add two or more amounts to compute the amount to enter on a line, include cents and round off only the total.

Example: Add two amounts (\$1.29 + \$3.21) to compute the total (\$4.50) to enter on a line. \$4.50 is rounded to \$5.00 and entered on a line.

Pay Electronically: Visit portal.ct.gov/TSC to use the **Taxpayer Service Center (TSC)** to make a direct payment. After logging onto the **TSC**, select the *Make Payment Only* option and choose tax type *Cigarette Distributor* from the drop down box.

Using this option authorizes DRS to electronically withdraw from your bank account (checking or savings) a payment on a date you select up to the due date. As a reminder, tax not paid on or before the due date will be subject to interest at the rate of 1% per month or fraction of a month on any portion that is unpaid 30 days after the purchase date.

Pay by Mail: Make check payable to **Commissioner of Revenue Services**. To ensure payment is applied to your account, write the "DRS date of purchase" and your Connecticut Tax Registration Number on the front of your check.

Sign your check. Do not send cash.

DRS may submit your check to your bank electronically.

Mail check to:

Department of Revenue Services
Walk-In Team - Floor G3
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

For additional information or assistance, call the DRS Walk-in Team at **860-297-5770**, Monday through Friday, 8:30 a.m. to 4:30 p.m.

For Further Information

Call DRS during business hours, Monday through Friday:

- **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 portal.ct.gov/DRS to download and print Connecticut tax forms and publications.