

# Form CT-W4T

## 2011 Withholding Certificate



Complete this certificate in blue or black ink only.

### Purpose

**Form CT-W4T** allows Connecticut taxpayers to instruct their employer to withhold Connecticut income tax at a flat dollar amount.

Form CT-W4T may be used by Connecticut taxpayers who receive supplemental compensation or are otherwise impacted by the catch-up withholding calculation rules to adjust their Connecticut income tax withholding to a flat dollar amount.

**Reminder for Taxable Year 2012:** If you adjust your withholding using Form CT-W4T, your employer will continue to withhold the amount of Connecticut income tax that you request until you provide your employer with a new **Form CT-W4, *Employee's Withholding Certificate***. Therefore, as the "catch-up" withholding requirements for 2011 do not apply in 2012, employees who complete a Form CT-W4T should check with their payroll offices or departments to determine the date they must submit a new Form CT-W4 in order for it to be effective by January 1, 2012.

### General Instructions

If you wish to have Connecticut income tax withheld at a flat dollar amount, complete the projected withholding worksheet to calculate the amount to withhold and enter the amount on Form CT-W4T, Line 1.

### Where to File

Send this certificate to your employer's payroll department. Keep a copy for your records. Do **not** send this certificate to the Department of Revenue Services (DRS).

### For More Information

Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (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 [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms and publications.

First name	Middle initial	Last name	Social Security Number
			_ _ _ : _ _ : _ _ _
Home address		PO Box	
City or town	State	ZIP code	
1. Connecticut income tax to be withheld each pay period: Enter amount from <i>Projected Withholding Worksheet</i> , Line 10. .... 1.			00
<b>Sign Here</b>	Employee's signature		Date