

# TPG-189

## Request Change of Administrator in TSC or myconneCT

Complete this form in blue or black ink only.

**Purpose:** Use **TPG-189** to appoint a new administrator of your current Department of Revenue Services (**DRS**), **Taxpayer Service Center (TSC)**, or **myconneCT** account. Complete a separate TPG-189 for each **TSC** or **myconneCT** account that you need to change.

### Part 1 - Business Information

In order to authenticate your identity, print all information exactly as shown on your Connecticut tax account.

Business name		Connecticut Tax Registration Number			
Name of current <b>TSC</b> or <b>myconneCT</b> account administrator		Business telephone number - -			
Address	Number and street	PO Box	City or town	State	ZIP code

### Part 2 - Verification

Provide information as shown on a previously filed tax return (do not use information from the return you are attempting to file). The **TSC** or **myconneCT** account administrator will not be changed if the following information is not accurately completed.

1. Enter the <b>tax type</b> of the return previously filed.	1.	
2. Enter the <b>tax period</b> of the return previously filed.(MM/DD/YYYY)	2.	
3. Enter the amount of <b>tax liability</b> of the return previously filed.	3.	.00

Check here if you would like to reset the **TSC** login.

Check here if you would like to reset **myconneCT** login.

### Part 3 - New Administrator

Name of NEW <b>TSC</b> or <b>myconneCT</b> account administrator	New administrator's telephone number - -
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### Part 4 - Confirmation Method

Indicate how DRS should send your new temporary password. Select only **one** method below.

Mail to the same mailing address listed in **Part 1 - Business Information**.

Email to the following email address:

Fax to the following **FAX** number: - -

### How to Submit Request

Submit your completed request using **one** of the following

EMAIL to: **ct.efile@ct.gov**

FAX to: **860-297-4761**

MAIL to: **Department of Revenue Services  
Electronic Commerce Unit  
PO Box 2937  
Hartford CT 06104-2937**

**Declaration:** I declare under penalty of law that I have examined this document and, to the best of my knowledge and belief, it is true, complete, and correct. I understand that the penalty for willfully delivering false information to the DRS is subject to a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Sign Here Keep a copy for your records.	Authorized signature	Title
	Print authorized name	Date
	Email address	Telephone number - -