

Department of Revenue Services  
 State of Connecticut  
 PO Box 5030  
 Hartford CT 06102-5030  
 (Rev. 01/16)

# Form OP-383

## Rental Surcharge Annual Report

▶ Period ending
▶ Connecticut Tax Registration Number
▶ Federal Employer Identification Number (FEIN)
Due date
DRS use only

**General Instructions**

1. This report must be postmarked on or before February 16, 2016, even if no surcharge is due or if no rentals were made.
2. If surcharge is due, pay electronically or make check payable to **Commissioner of Revenue Services**. The Department of Revenue Services (DRS) may submit your check to your bank electronically.
3. Be sure to include your Connecticut Tax Registration Number on your check.
4. You must attach *Schedule A* to your report.
5. Complete this report in blue or black ink only.

Check here if:

- This is an amended return.
- You are no longer eligible to collect the surcharge.  
Enter last date of liability: \_\_\_\_\_
- You have a new address, trade name, or physical location.

Enter new mailing address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Enter new trade name: \_\_\_\_\_  
 \_\_\_\_\_

Enter new physical location; not PO Box.  
 \_\_\_\_\_  
 \_\_\_\_\_

All copies of *Schedule A* must be attached.

1. Total amount received from rentals subject to 3% (.03) surcharge from <i>Schedule A</i> , Line 1 ▶	1.		00
2. Total amount received from rentals subject to 1.5% (.015) surcharge from <i>Schedule A</i> , Line 2 ▶	2.		00
3. Total surcharge actually collected from rentals from <i>Schedule A</i> , Line 3 ▶	3.		00
4. Personal property tax actually paid to Connecticut municipalities from <i>Schedule A</i> , Line 4 ▶	4.		00
5. Licensing, titling, and registration fees actually paid to Connecticut Department of Motor Vehicles (DMV) from <i>Schedule A</i> , Line 5 ▶	5.		00
6. Add Line 4 and Line 5. ▶	6.		00
7. Subtract Line 6 from Line 3. If zero or less, enter "0." ▶	7.		00
8. Penalty: See instructions. ▶	8.		00
9. Interest: See instructions. ▶	9.		00
10. Total amount due: Add Lines 7, 8, and 9. ▶	10.		00

**Declaration:** I declare under penalty of law that I have examined this return (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return or document to DRS is a fine of not more than \$5,000, 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.

Taxpayer's signature	Title	Date
Taxpayer's email address		
Paid preparer's signature	Paid preparer's address	Date



## Form OP-383 Instructions

Conn. Gen. Stat. §12-692 applies the rental surcharge to the rental of any **private passenger motor vehicle** and **any rental truck** at the rate of 3% for the term of 30 consecutive calendar days or less. See **Policy Statement 2002(5)**, *The Motor Vehicle Rental Surcharge and the Tourism Account Surcharge*.

Conn. Gen. Stat. §12-692 also applies the rental surcharge to the daily rental of **machinery** at the rate of 1½% for a term of 30 consecutive calendar days or less. For the purpose of the rental surcharge on a daily rental of machinery, the period for the term of a machinery rental begins on the date a piece of machinery is rented to a lessee and terminates on the date the piece of machinery is returned to the rental company. Therefore, if a rental of a piece of machinery is renewed before the machinery is returned to the rental company, the term of the renewal is added to the term of the initial rental to determine the rental period. If the initial rental of a piece of machinery is for a term of 30 consecutive calendar days or less, and after adding the renewal term to the initial term, the rental period is more than 30 consecutive calendar days, the rental is not subject to the rental surcharge. See **Policy Statement 2007(3)**, *Rental Surcharge – Daily Rental of Machinery*.

**Machinery** means all equipment owned by a company that qualifies as a rental company. These may include, but are not limited to, bulldozers, earthmoving equipment, well-drilling machinery and equipment, or cranes. Equipment should be given its commonly understood meaning and include the implements (machinery and tools) used in operation or activity. Such activities include, but are not limited to, construction, mining, and forestry. See **OCG-1**, *Office of Counsel Guidance Regarding the Rental Surcharge*.

### Filing Instructions

Send **Form OP-383**, *Rental Surcharge Annual Report*, and Schedule A to the Department of Revenue Services (DRS) on or before February 16, 2016.

Complete the report in blue or black ink only.

Complete *Schedule A* first and enter the information as instructed on the appropriate lines of Form OP-383.

**Mail to:** Department of Revenue Services  
State of Connecticut  
PO Box 5030  
Hartford CT 06102-5030

Keep a copy of Form OP-383, *Schedule A*, and supporting documentation related to property taxes, registration, and titling fees actually paid during calendar year 2015 for at least three years.

Form OP-383 can be used to file a consolidated report. Call the Registration Unit at 860-541-4282 about filing Form OP-383 as a consolidated report.

**Rounding Off to Whole Dollars:** You must round off cents to the nearest whole dollar on your returns 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.

**Pay Electronically:** Visit [www.ct.gov/TSC](http://www.ct.gov/TSC) to use the **Taxpayer Service Center (TSC)** to make a direct tax payment. After logging into the **TSC**, select the *Make Payment Only* option and choose a tax type from the drop down box. Using this option authorizes DRS to electronically withdraw a payment from your bank account (checking or savings) on a date you select up to the due date. As a reminder, even if you pay electronically you must still file your report by the due date. Surcharge not paid on or before the due date will be subject to penalty and interest.

You may also call the **Connecticut Business Telefile System** toll-free at **855-665-9471** or **860-449-1011** (from Groton area).

**Penalty for nonpayment of tax or late payment by check:** 15% of the tax due or \$50, whichever is greater.

Penalties for late electronic funds transfer (EFT) payments are:

- 2% of the tax due for EFT payments not more than 5 days late;
- 5% for EFT payments more than 5 days but not more than 15 days late; **and**
- 10% for EFT payments more than 15 days late.

**Interest:** In general, interest applies to any portion of the surcharge not paid on or before the original due date of the return. If you do not pay the surcharge when due, you will owe interest at the rate of 1% per month or fraction of a month until the surcharge is paid in full.

### Schedule A Instructions

For each private passenger motor vehicle and rental truck, enter the appropriate information in Columns A, B, C, E, F, and G. For each piece of machinery, enter the appropriate information in Columns A, B, D, E, F, and G.

#### Column A

Enter the vehicle identification number of each private passenger motor vehicle, rental truck, or piece of machinery, if applicable, you used for rental purposes during calendar year 2015. If the piece of machinery has no vehicle identification number, enter a brief description of the machinery such as bulldozer, crane, etc.

#### Column B

Enter the town code from Page 4 for the Connecticut municipality to which personal property taxes were paid on the private passenger motor vehicle, rental truck, or piece of machinery during calendar year 2015.

#### Column C

Enter the amount subject to the 3% rental surcharge you received from rental of the private passenger motor vehicle or rental truck during calendar year 2015. Enter the total of Column C on Form OP-383, Line 1.

#### Column D

Enter the amount subject to the 1.5% rental surcharge you received from rental of pieces of machinery during calendar year 2015. Enter the total of Column D on Form OP-383, Line 2. Column D should not include the rental surcharge collected on the initial machinery rental and refunded to the lessee because the rental period was more than 30 consecutive calendar days after the machinery rental was renewed.

#### Column E

Enter the rental surcharge you actually collected on rentals of the private passenger motor vehicle, rental truck, or piece of machinery during calendar year 2015. This amount should equal 3% of the amount entered in Column C or 1.5% of the amount entered in Column D. Enter the total of Column E on Form OP-383, Line 3.

#### Column F

If you own the private passenger motor vehicle, rental truck, or piece of machinery, enter the personal property taxes you paid to the Connecticut municipality identified in Column B during calendar year 2015. If you do not own the private passenger motor vehicle, rental truck, or piece of machinery, but lease it from another person for rental purposes and the lease requires you to pay those property taxes on the vehicle to that other person, enter the personal property taxes you paid to that other person during calendar year 2015. Enter the total of Column F on Form OP-383, Line 4.

#### Column G

If you own the private passenger motor vehicle, rental truck, or piece of machinery, enter the registration and titling fees you paid to the Connecticut Department of Motor Vehicles (DMV), if any, during calendar year 2015. If you do not own the private passenger motor vehicle, rental truck, or piece of machinery, but lease it from another person for rental purposes and the lease requires you to pay those registration and titling fees on the vehicle or machinery to that other person, enter the registration and titling fees you paid during calendar year 2015 to that other person. Enter the total of Column G on Form OP-383, Line 5.

## Rental Surcharge Town Code List

From the town code below, enter the applicable town code number on *Schedule A*, Column B.

Mail *Schedule A* to the Department of Revenue Services (DRS) with **Form OP-383**, *Rental Surcharge Annual Report*.

Town Code No.	Town Name	Town Code No.	Town Name	Town Code No.	Town Name
001	Andover	058	Griswold	115	Prospect
002	Ansonia	059	Groton	116	Putnam
003	Ashford	060	Guilford	117	Redding
004	Avon	061	Haddam	118	Ridgefield
005	Barkhamsted	062	Hamden	119	Rocky Hill
006	Beacon Falls	063	Hampton	120	Roxbury
007	Berlin	064	Hartford	121	Salem
008	Bethany	065	Hartland	122	Salisbury
009	Bethel	066	Harwinton	123	Scotland
010	Bethlehem	067	Hebron	124	Seymour
011	Bloomfield	068	Kent	125	Sharon
012	Bolton	069	Killingly	126	Shelton
013	Bozrah	070	Killingworth	127	Sherman
014	Branford	071	Lebanon	128	Simsbury
015	Bridgeport	072	Ledyard	129	Somers
016	Bridgewater	073	Lisbon	130	Southbury
017	Bristol	074	Litchfield	131	Southington
018	Brookfield	075	Lyme	132	South Windsor
019	Brooklyn	076	Madison	133	Sprague
020	Burlington	077	Manchester	134	Stafford
021	Canaan	078	Mansfield	135	Stamford
022	Canterbury	079	Marlborough	136	Sterling
023	Canton	080	Meriden	137	Stonington
024	Chaplin	081	Middlebury	138	Stratford
025	Cheshire	082	Middlefield	139	Suffield
026	Chester	083	Middletown	140	Thomaston
027	Clinton	084	Milford	141	Thompson
028	Colchester	085	Monroe	142	Tolland
029	Colebrook	086	Montville	143	Torrington
030	Columbia	087	Morris	144	Trumbull
031	Cornwall	088	Naugatuck	145	Union
032	Coventry	089	New Britain	146	Vernon
033	Cromwell	090	New Canaan	147	Voluntown
034	Danbury	091	New Fairfield	148	Wallingford
035	Darien	092	New Hartford	149	Warren
036	Deep River	093	New Haven	150	Washington
037	Derby	094	Newington	151	Waterbury
038	Durham	095	New London	152	Waterford
039	Eastford	096	New Milford	153	Watertown
040	East Granby	097	Newtown	154	Westbrook
041	East Haddam	098	Norfolk	155	West Hartford
042	East Hampton	099	North Branford	156	West Haven
043	East Hartford	100	North Canaan	157	Weston
044	East Haven	101	North Haven	158	Westport
045	East Lyme	102	North Stonington	159	Wethersfield
046	Easton	103	Norwalk	160	Willington
047	East Windsor	104	Norwich	161	Wilton
048	Ellington	105	Old Lyme	162	Winchester
049	Enfield	106	Old Saybrook	163	Windham
050	Essex	107	Orange	164	Windsor
051	Fairfield	108	Oxford	165	Windsor Locks
052	Farmington	109	Plainfield	166	Wolcott
053	Franklin	110	Plainville	167	Woodbridge
054	Glastonbury	111	Plymouth	168	Woodbury
055	Goshen	112	Pomfret	169	Woodstock
056	Granby	113	Portland		
057	Greenwich	114	Preston		