



## Instructions available in this tutorial:

- Click here for Creating a myconneCT Username
- Click here for Renewing a REG-8 Farmers Tax Exemption Permit

**Coming soon:** Applying for a REG-8 Farmers Tax Exemption Permit















# Creating a myconneCT username

Register a new business, file returns and make payments without creating a myconneCT username. Available forms to file non-logged on include: Attorney Occupational Tax, Estate and Gift Tax, and Controlling Interest Tax. For other returns and filing options, login with your Connecticut Registration Number.

- > New Business/Need a CT Registration Number?
- > Make a Bill Payment
- > Apply/Renew Tax Exemption Form
- > File Returns/Extension

Individuals can make payments and file certain forms without logging in. Click on a link below for more options. DRS recommends you create a username for all filing transactions.

- Make a Bill Payment, Estimated Payment, or Return Payment
- File Returns/Taxes
- File an Extension
- > Where's my Refund?
- > Upload Earned Income Tax Credit (EITC) Documents
- > File your Earned Income Tax Credit (EITC) Protest
- View Tax Calculators

Shortcuts to other DRS resources

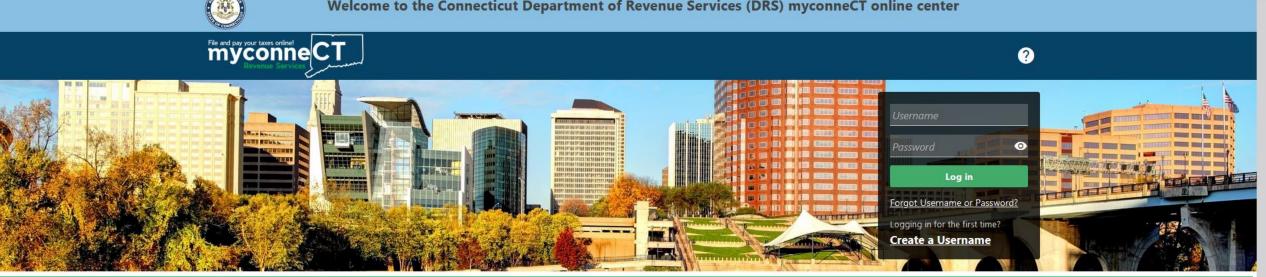
- > Taxpayer Service Center Homepage (TSC)
- myCTREC Connecticut Real Estate Conveyance Tax Electronic Filing
- > EITC Information











The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.











## File and pay your taxes online! CT





## In the Username and Password panel, click the Create a Username hyperlink.

#### **Businesses**

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#### Create a Username

#### Create a Username



Step 1: Overview

#### Create a Username Requirements

In order to create a username you must have the following:

- 1. Identification
- Businesses: Connecticut Tax Registration Number or Federal Employer ID Number (FEIN)
- Individuals: Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- 2. The taxpayer's last name or business entity's legal name
- 3. Have the following

#### For Individual Filers:

- . The Federal Adjusted Gross Income (FAGI) reported on one of your last three Individual Income Tax Returns
- · Connecticut Driver's License/Connecticut State ID (if applicable)

#### For Business Filers:

- PIN number This was mailed to the address on file after registering the first time or is available through Taxpayer Service Center (TSC) access
- · Letter ID Displayed on most Connecticut Department of Revenue Services (DRS) correspondence
- One of the last 3 payments you made to the DRS
- One of the last 3 return tax due amounts already reported to the Connecticut DRS

Cancel



Next

Review the username requirements and obtain all necessary information. Once you are ready, click **Next** to continue.





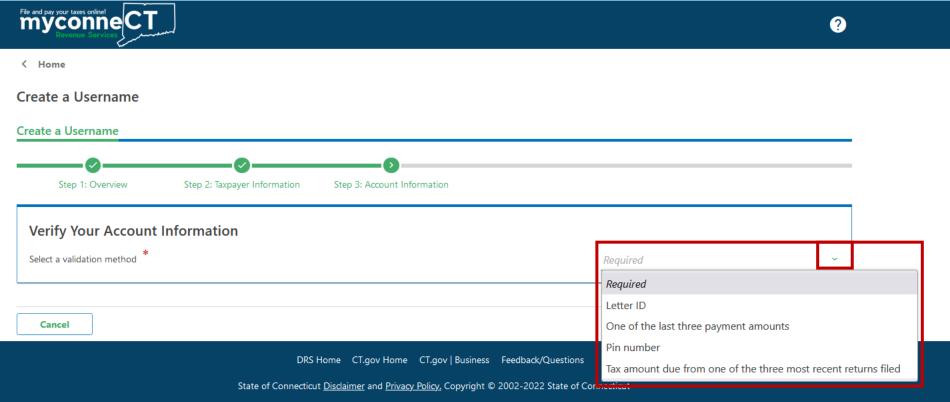


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Select your Access Type. Select the ID type, enter the ID, and enter the legal name of your business. If you are a sole proprietor, enter your last name. Click **Next.** 

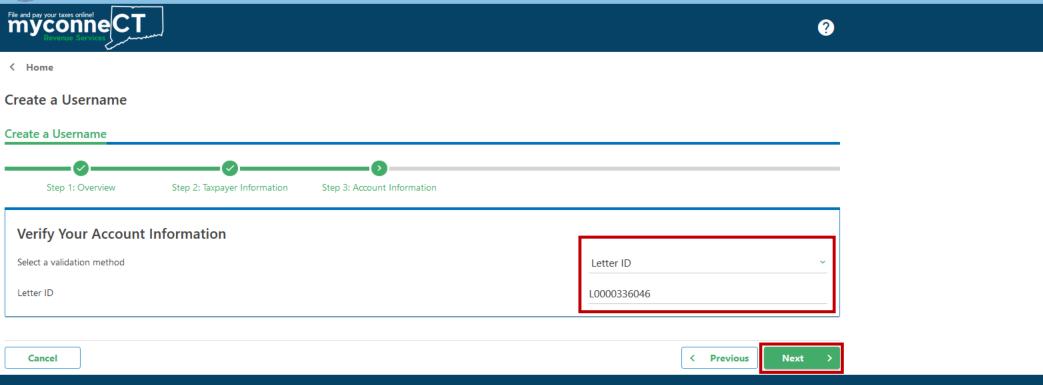
### **Select Your Access Type** Individual User Individual Income tax and Attorney Occupational filers, use this option to access your tax account. You need to have either filed prior tax returns with Connecticut or have a Connecticut issued Driver's License/Connecticut State ID. Business owners and authorized users who need to file and pay for their own business tax accounts as well as other clients; and do not need access to bulk upload options. Third Party Bulk Filer Taxpayers that are Paid Preparers, who file for themselves as well as others, and need to bulk upload returns or payments on behalf of their dients as well as manage tax accounts for themselves and their clients. **Verify Your Information** Please select an ID Type for Verification: Federal Employer ID Number (FEIN ~ 34-9583940 Enter your Federal Employer ID Number (FEIN) Enter legal business name or taxpayer's last name Willow Farms LLC Cancel < Previous





Click the drop-down arrow and select a validation method to verify your account information.

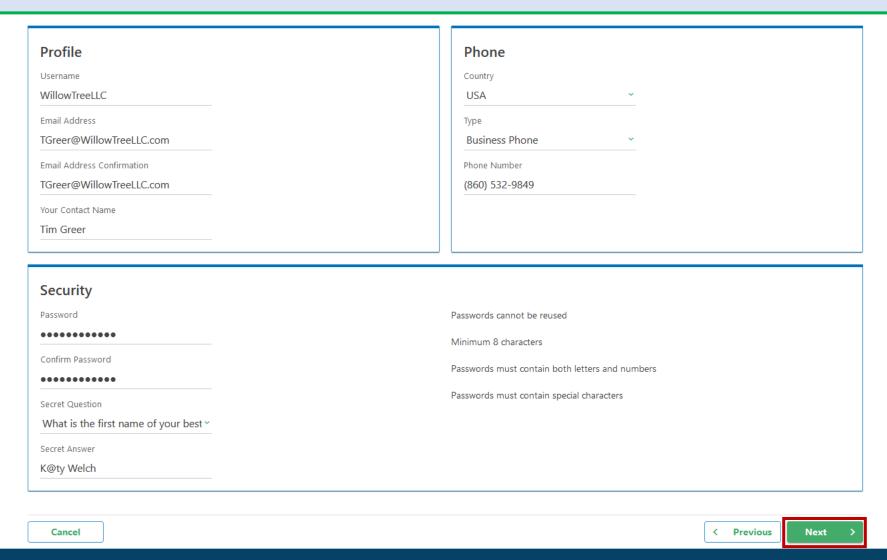




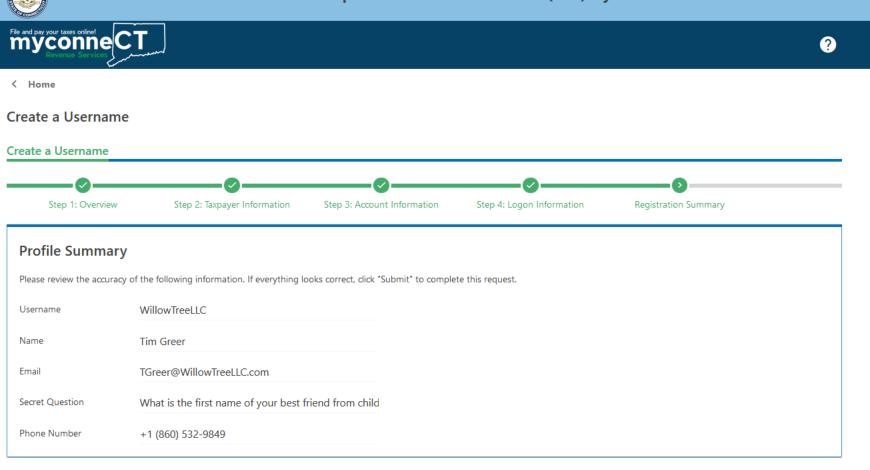
Select a tax type to validate access and enter the correct required validation information.

Click Next.

## Enter the required profile, phone, and security information. Click **Next** to continue.



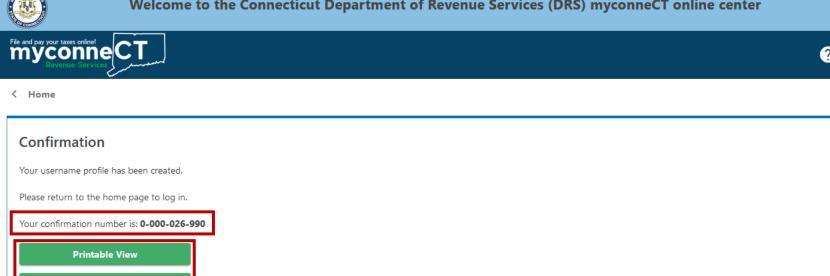




Cancel Cancel Submit

Review the Profile Summary to ensure the information is correct. Click **Submit**.





You will receive a confirmation number once you have successfully created a username for myconneCT. Click Printable View to print the confirmation for your records, if you wish.

To return to the myconneCT homepage and log in, click **OK**.









# Renewing a REG-8 Farmers Tax Exemption Permit

Register a new business, file returns and make payments without creating a myconneCT username. Available forms to file non-logged on include: Attorney Occupational Tax, Estate and Gift Tax, and Controlling Interest Tax. For other returns and filing options, login with your Connecticut Registration Number.

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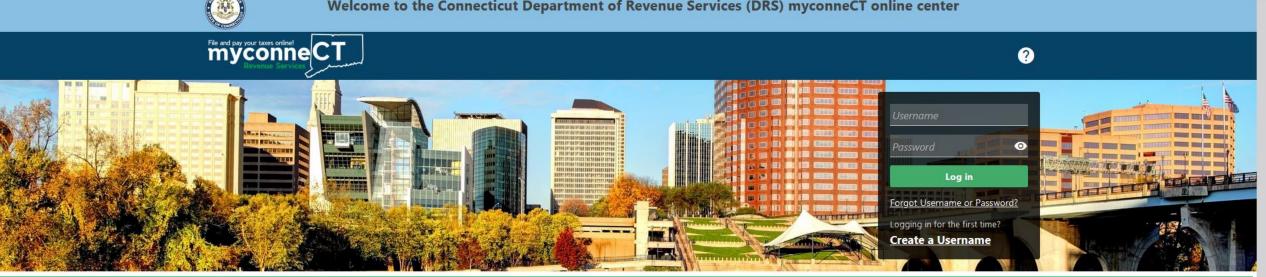
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## myconne CT





## Enter your username and password, then click the **Log in** button.

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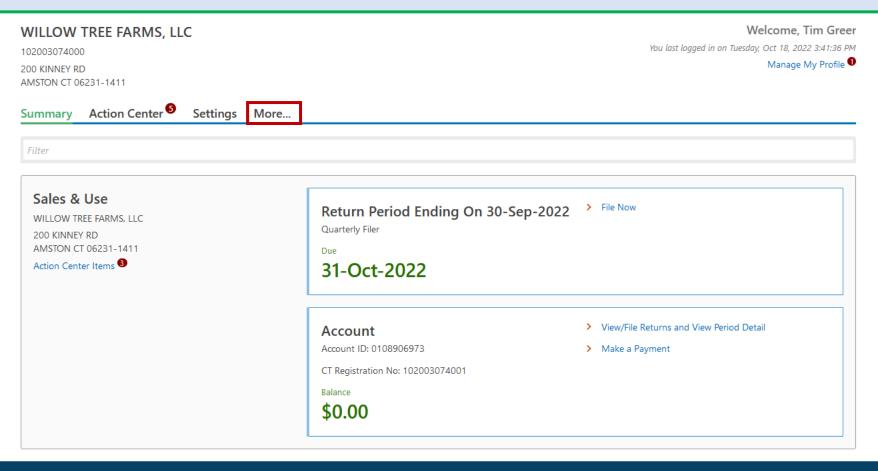






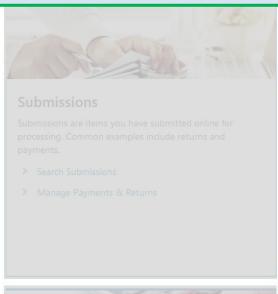
## Once you are logged in, the Summary page is displayed.

Open the **More...** menu to either renew or apply for a REG-8 Farmers Tax Exemption Permit.

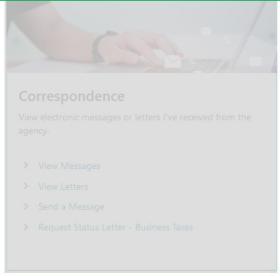


## Locate the Tax Exemptions/Certificates and click the Apply for REG-8 Farmers Tax Exemption hyperlink.

**Note:** This will also direct you to the renewal form.



















Next

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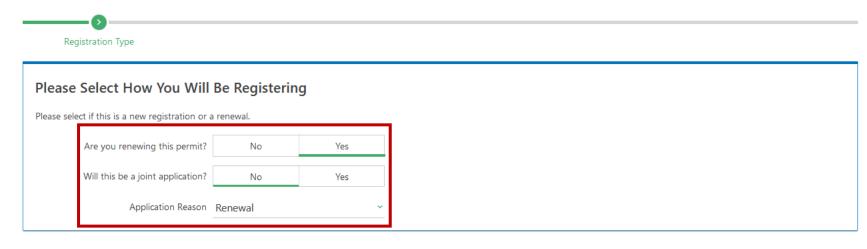




WILLOW TREE FARMS, LLC 102003074000

Cancel

**REG-8 Farmer Tax Exemption Permit** 



If you are renewing the REG-8 Farmers Tax Exemption Permit, select Yes. Identify whether the application is joint. Click Next.







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Next



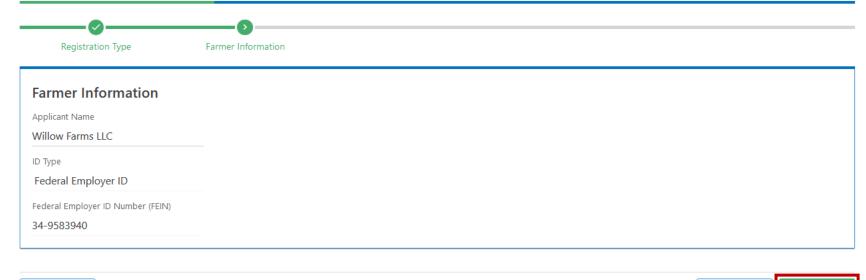
< WILLOW TREE FARMS, LLC

#### **REG-8 Farmer Tax Exemption Permit**

WILLOW TREE FARMS, LLC 102003074000

Cancel

#### **REG-8 Farmer Tax Exemption Permit**



Enter the Applicant Name and click **Next**.

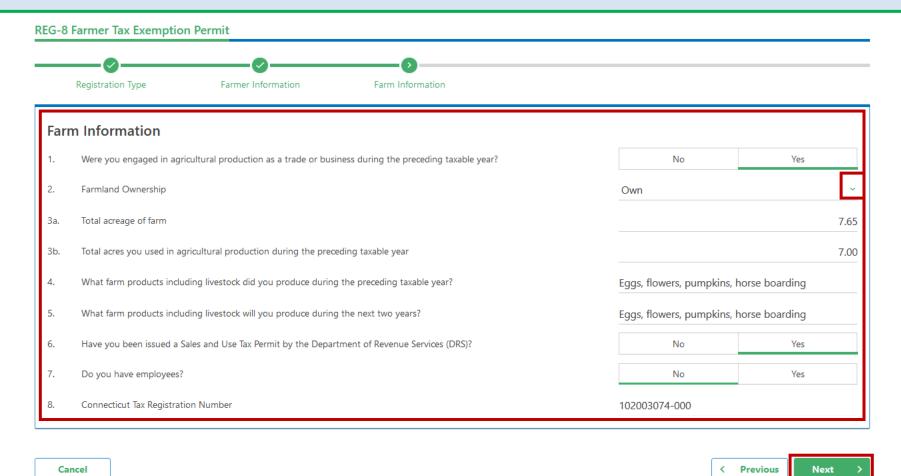








## Provide all required Farm Information for the REG-8 Farmer Tax Exemption Permit, then click **Next**.











Complete Lines 9a and 9b by providing gross income derived from agricultural production as reported on your federal income tax returns during the previous and current year, then click **Next**.

	<b></b> Ø	<b>——</b>	<b>——</b>		
ı	Registration Type	Farmer Information	Farm Information	Farm Income	
		e you derived solely fro		ion	
income average If you a 15th of	rs report the amount enter received from these activiti d \$2,500, you may qualify re a calendar year filer and the current year, you must	ed on Schedule F, Line 37b. If you an es. If your gross income was less that for the exemption permit. Provide yo applying after April 15th of the previ	e in the business of raising, feeding, n the \$2,500 requirement and your i our gross income for each year only if ous year but before April 15th of the	caring for, training, or managing livestock ncome from agricultural production repor you are using this method to qualify for	l return from either year. If you are after April
9a	Federal Form 1040, Sched	ule F, Line 2b or on federal Form 104	0, Schedule C, Line 1 from previous	year	4,870.00
9b.	Federal Form 1040, Sched	ule F, Line 2b or on federal Form 104	.0, Schedule C, Line 1 from current y	ear	5,400.00
9c.	Sum of lines 9a and 9b				10,270.00
9d.	Line 9c divided by 2				5,135.00
Cano	el				< Previous Next









## Provide applicable Detail of Farm Income Reported on Federal Schedule C (Form 1040) information, then click Next.

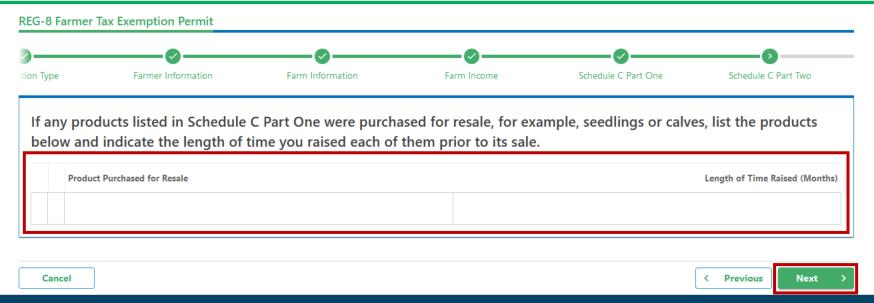
<u> </u>	<b>O</b>	<u> </u>	<u> </u>	•	
Registration Type	Farmer Information	Farm Information	Farm Income	Schedule C Part One	
tail of Farm Incom	e Reported on Federal S	Schedule C (Form 1040)			
•	eral Schedule C (Form 1040), Profit or	Loss From Business (Sole Proprietorsh	ip), you must provide detailed in	formation about your sales and expenses an	nd complete
ections below.					
the agricultural products y	ou raised, the agricultural services	s you provided, and the gross incor	ne from each. The total should	equal the amount reported on Line 1 al	bove.
Product Of Service	ou raised, the agricultural services	s you provided, and the gross incor	ne from each. The total should		
1	ou raised, the agricultural services	s you provided, and the gross incor	ne from each. The total should		bove. Gross Income
1	ou raised, the agricultural services	s you provided, and the gross incom	ne from each. The total should		
Product Of Service			ne from each. The total should		Gross Incom
Product Of Service	ou raised, the agricultural services reported on Schedule C, Part 1, Line		ne from each. The total should		Gross Income
Product Of Service			ne from each. The total should		





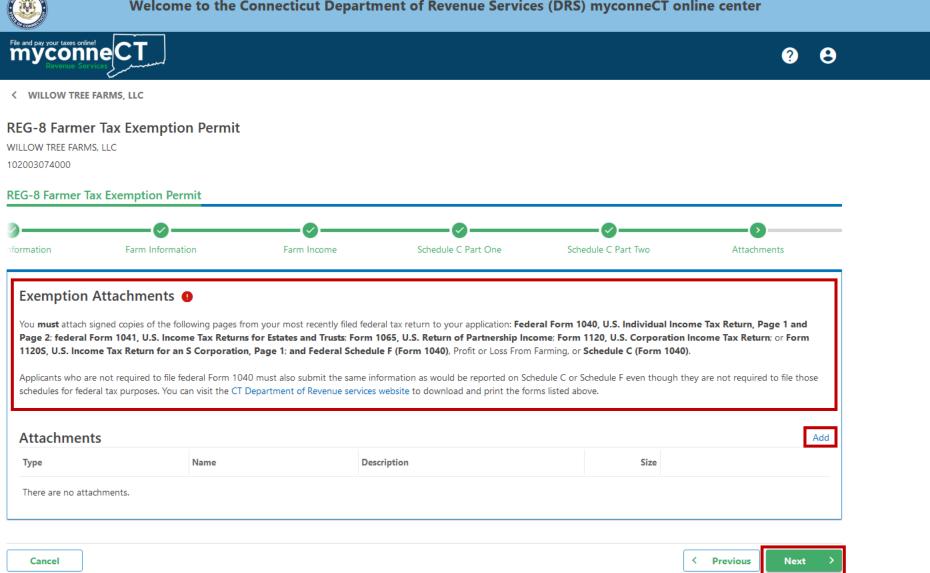


## Provide information about products purchased for resale and length of time raised, then click Next.



DRS Home CT.gov | Business Feedback/Questions

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Read the **Exemption Attachments** requirements carefully and attach the required documentation. To attach the appropriate documentation, click **Add**.





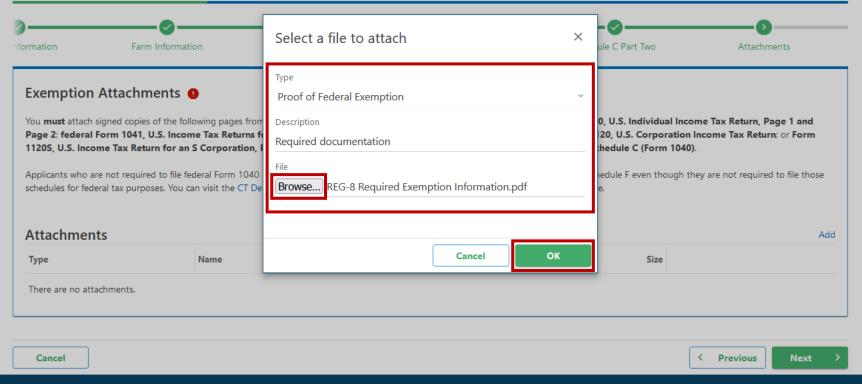




#### **REG-8 Farmer Tax Exemption Permit**

WILLOW TREE FARMS, LLC 102003074000

#### **REG-8 Farmer Tax Exemption Permit**



Select the **Supporting Documentation Type**, enter a description, and click **Browse** to select the document from your computer. Once you have selected the file, click **OK**.





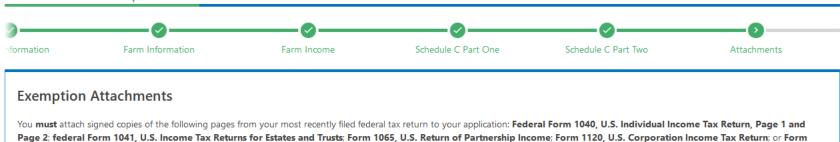




#### **REG-8 Farmer Tax Exemption Permit**

WILLOW TREE FARMS, LLC 102003074000

#### **REG-8 Farmer Tax Exemption Permit**



Applicants who are not required to file federal Form 1040 must also submit the same information as would be reported on Schedule C or Schedule F even though they are not required to file those schedules for federal tax purposes. You can visit the CT Department of Revenue services website to download and print the forms listed above.

1120S, U.S. Income Tax Return for an S Corporation, Page 1; and Federal Schedule F (Form 1040), Profit or Loss From Farming, or Schedule C (Form 1040).

# Attachments Type Name Description Size Proof of Federal Exemption REG-8 Required Exemption Information. Required documentation 200 Remove

To continue adding documents, repeat the previous steps as many times as necessary. Once all required documentation has been added, click **Next**.



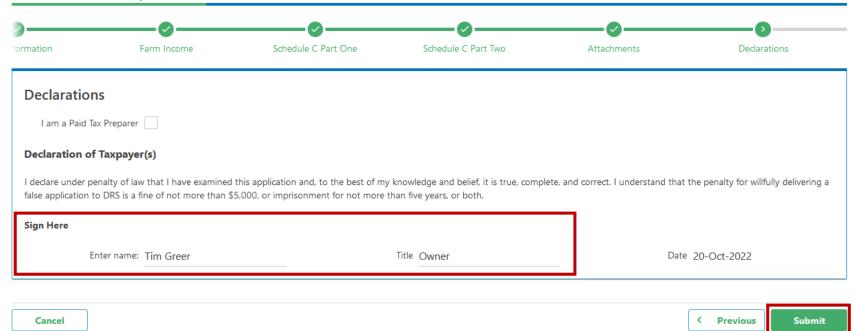




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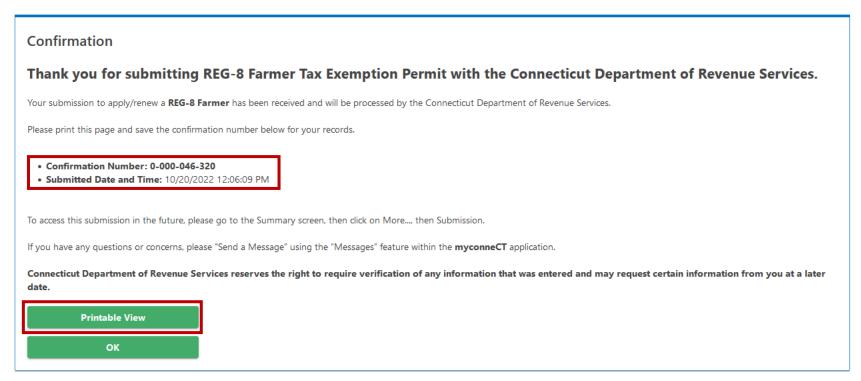


Complete the Declaration by providing your signature and title, then click Submit.









You will receive a confirmation number once you have successfully submitted the REG-8 Farmers Tax Exemption Permit. If you wish to print the confirmation for your records, click **Printable View**.

Important: Do not mail in copies of the REG-8 Farmers Tax Exemption Permit.





# Click here for more tutorials!

- > Apply/Renew Tax Exemption Form
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Logging in for the first time?

Create a Username