



Submitting a PACT Act Report

Tutorials

Tutorials to provide assistance with functionality included within **myconnect**

- > [How do I create a username?](#)
- > [How do I file a Sales Tax return?](#)
- > [More Tutorials](#)

Business Registration

Select the link below if you need to register and get a Connecticut Tax Registration Number

- > [New Business/Need a CT Registration Number?](#)

Payments

Submit a payment for a bill you received in the mail

- > [Make a Bill Payment](#)



Quick Links

Shortcuts to other e-Services

- > [Taxpayer Service Center Homepage \(TSC\)](#)



File 1099s

Submit bulk file for 1099-MISC or 1099-NEC and associated CT-1096.

- > [File 1099-NEC/CT-1096](#)



Submissions

Submissions are items you have submitted online for processing. Common examples include returns and payments.

- > [Find a Submission](#)



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.

Quick Links

Shortcuts to other e-Services

Taxpayer Service Center Homepage (TSC)

File 1099s

Submit bulk file for 1099-MISC or 1099-NEC and associated CT-1096.

File 1099-NEC/CT-1096

Submissions

Submissions are items you have submitted online for processing. Common examples include returns and payments.

Find a Submission



Once you are logged in to **myconneCT**, the Summary page is displayed. All of your accounts are displayed by default. To get started with adding PACT Act reports, open the **More...** menu.

KALEY'S SHOP INC

089998918000
255 W MAIN ST
AVON CT 06001-4352

Welcome, Kaley Collins

You last logged in on Friday, Oct 8, 2021 11:25:14 AM

[Manage My Profile](#)

- [Favorites](#)
- [Summary](#)
- [Action Center ¹](#)
- [Settings](#)
- [More...](#)

Filter

Corporation Business

KALEY'S SHOP INC
255 W MAIN ST
AVON CT 06001-4352

Account

Account ID: 0108775962
CT Tax Reg No: 089998918000

Balance
\$0.00

[Add access to this account](#)

Electronic Cigarette Products Tax

KALEY'S SHOP INC
450 COLUMBUS BLVD
HARTFORD CT 06103-1835
[Action Center Items ¹](#)

Return Period Ending On 30-Sep-2021

Monthly Filer
Due
01-Nov-2021

[File Now](#)

Account

Account ID: 0108756629
CT Tax Reg No: 089998918001

Balance

[View/File Returns and View Period Detail](#)
[Make a Payment](#)



Not seeing what you're looking for? Click the 'More...' tab for other options such as updating names, addresses, and viewing correspondence.

Locate the **PACT Act Documentation** group. You may need to scroll down.

Favorites Summary Action Center ¹ Settings **More...**



Submissions

Submissions are items you have submitted online for processing. Common examples include returns and payments.

- > Search Submissions
- > Manage Payments & Returns



Taxpayer Updates

Update my taxpayer information.

- > Manage Names & Addresses
- > Add Additional Accounts and Locations
- > Close Accounts
- > Add/Update Officers
- > Reopen Accounts



Correspondence

View electronic messages or letters I've received from the agency.

- > View Letters
- > View Messages
- > Send a Message
- > Request Status Letter



File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.



Penalty Waiver

Penalty Waiver



Access

Manage access of accounts I have access to.

Once you locate the **PACT Act Documentation** group, click the appropriate link. In this example, we are uploading the *PACT Act – Electronic Cigarette Sales* report.



File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

- > [File 1099-NEC/CT-1096](#)
- > [File 1099-MISC/CT-1096](#)



Penalty Waiver

Penalty Waiver

- > [Request a Penalty Waiver](#)



Access

Manage access of accounts I have access to.

- > [View Access](#)
- > [Manage Access](#)
- > [Add Access to Another Business](#)



PACT Act Documentation

Submit reports for relevant cigarette and tobacco sales

- > [Upload PACT Act - Tobacco Sales](#)
- > [Upload PACT Act - Cigarette Sales](#)
- > [Upload PACT Act - Electronic Cigarette Sales](#)



You can use the following file formats to submit PACT Act reports: .csv, .txt, or .dat. File specifications are available from the DRS website. Click the **Choose File** button to upload the report.



Attachment

Click **Choose File** to attach PACT Act - E-Cigarette Sales file in csv, txt, or dat format 

[Click Here to see file specifications](#)

You may choose a file to upload.

Filename

Choose File

Cancel

< Previous

Next >



Once the report is uploaded, a preview of the first five rows is displayed. If the uploaded file contains errors, the details of the errors will be listed for your review. You can upload the file as many times as necessary. You will not be able to continue unless all errors are corrected.

Click **Choose File** to attach PACT Act - E-Cigarette Sales file in csv, txt, or dat format

[Click Here to see file specifications](#)

Filename PACTAct_ECIG.csv Choose File

Remove File

File Preview

Record Field	Filing period	Customer CT registration number	Nine digit customer FEIN or SSN.	Type code for customer ID.	Type of customer	Customer name	Customer address	Customer addi
Record 1 Value	10/31/2021	1231223431	897123123	FEIN	Other	Customer Name 1	Street Name 1	
Record 2 Value	10/31/2021	6781231231	123123162	FEIN	Other	Customer Name 2	Street Name 2	
Record 3 Value	10/31/2021	1231231896	543765423	FEIN	Other	Customer Name 3	Street Name 3	
Record 4 Value	10/31/2021	5674231231	673123123	FEIN	Other	Customer Name 4	Street Name 4	
Record 5 Value	10/31/2021	7861223431	227123143	FEIN	Other	Customer Name 5	Street Name 1	

PACT Act - Electronic Cigarette Sales

KALEY'S SHOP INC
089998918000

PACT Act - Electronic Cigarette Sales



Click **Choose File** to attach PACT Act - E-Cigarette Sales file in csv, txt, or dat format

[Click Here to see file specifications](#)

Filename PACTAct_ECIG.csv

Choose File

Remove File

File Preview

Record Field	Filing period	Customer CT registration number	Nine digit customer FEIN or SSN.	Type code for customer ID.	Type of customer	Customer name	Customer address	Customer addi
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Once you have corrected any errors and/or reviewed the file preview, click **Next**.

Record 4 Value	10/31/2021	5674231231	673123123	FEIN	Other	Customer Name 4	Street Name 4	
Record 5 Value	10/31/2021	7861223431	227123143	FEIN	Other	Customer Name 5	Street Name 1	

Cancel

< Previous

Next >



< KALEY'S SHOP INC

PACT Act - Electronic Cigarette Sales

KALEY'S SHOP INC
089998918000

PACT Act - Electronic Cigarette Sales



File Summary

Total number of records uploaded. If this is incorrect, review your file and click Previous to upload an updated file.

8

I confirm the number of records submitted is correct

Cancel

< Previous

Submit

Confirm the number of records uploaded. If the number of records appears incorrect, review your file and click the Previous button to upload an updated file.

Once you have confirmed the number of records, click **Submit**.



< KALEY'S SHOP INC

Confirmation

Your submission for **PACT Act - Electronic Cigarette Sales** has been received by the Connecticut Department of Revenue Services and your confirmation number is **0-000-035-970**.
If you have any questions or concerns, please "Send a Message" using the "Messages" feature within the **myconneCT** application.

OOPS? If you want to make a change, it is not too late. While a submission is still pending, you can return to your account to view the submission and delete the filing.

Printable View








OK

Upon successful submission of your return, you will be directed to a Confirmation page. Click **OK** to return to the **More...** menu.



Not seeing what you're looking for? Click the 'More...' tab for other options such as updating names, addresses, and viewing correspondence.

You can access your PACT Act report submission from the **More...** menu. Locate the **Submissions** group and click the **Search Submissions** hyperlink.

 <h3>Submissions</h3> <p>Submissions are items you have submitted online for processing. Common examples include returns and payments.</p> <ul style="list-style-type: none">> Search Submissions> Manage Payments & Returns	 <h3>Taxpayer Updates</h3> <p>Update my taxpayer information.</p> <ul style="list-style-type: none">> Manage Names & Addresses> Add Additional Accounts and Locations> Close Accounts> Add/Update Officers> Reopen Accounts	 <h3>Correspondence</h3> <p>View electronic messages or letters I've received from the agency.</p> <ul style="list-style-type: none">> View Letters> View Messages> Send a Message> Request Status Letter
 <h3>File 1099-MISC</h3> <p>Submit bulk file for 1099-MISC and associated CT-1096.</p>	 <h3>Penalty Waiver</h3> <p>Penalty Waiver </p>	 <h3>Access</h3> <p>Manage access of accounts I have access to.</p>



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Submissions

KALEY'S SHOP INC
089998918000

Submissions are items you can submit online for processing. Common examples include returns and payments.

Processed submissions older than 12 months can be found using the search.

[Pending](#) [Processed](#)

Submissions

Date	Title	Account	ID	Period
08-Oct-2021	PACT Act - E-Cigarette Sales			

From here you can see both Pending and Processed submissions. View your pending or processed submissions by clicking the hyperlink in the Title column.



< Submissions

PACT Act - Electronic Cigarette Sales

KALEY'S SHOP INC
089998918000

Submitted

Confirmation #
0-000-035-970
Submitted 08-Oct-2021 12:06:47 by Kaley Collins

> Delete Submission

PACT Act - Electronic Cigarette Sales



Click **Choose File** to attach PACT Act - E-Cigarette Sales file in csv, txt, or dat format

[Click Here to see file specifications](#)

If your submission is pending and you wish to delete it and upload a new version of the report, click the **Delete Submission** hyperlink. Processed submissions cannot be deleted.

File Preview

Record Field	Filing period	Customer CT registration number	Nine digit customer FEIN or SSN.	Type code for customer ID.	Type of customer	Customer name	Customer address	Customer address
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Record 4 Value	10/31/2021	5674231231	673123123	FEIN	Other	Customer Name 4	Street Name 4	
Record 5 Value	10/31/2021	7861223431	227123143	FEIN	Other	Customer Name 5	Street Name 1	

< Previous Next >



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