







# Submitting W-2s: File Upload

### **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

### File 1099-MISC

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

- > File 1099-MISC/CT-1096
- > Find a Submission

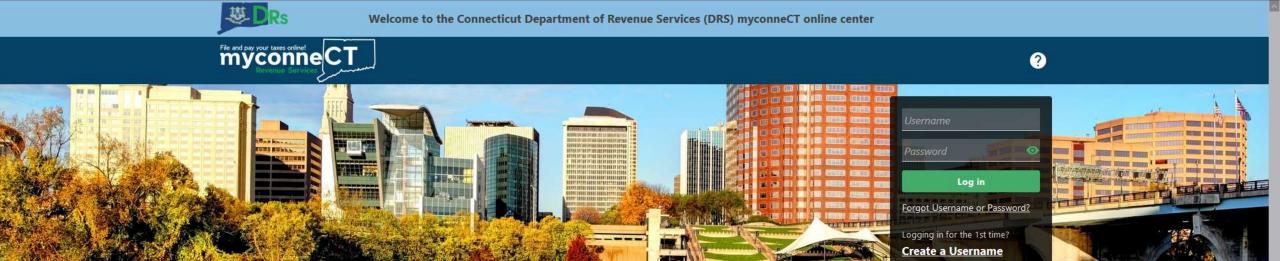
### **Additional Links**

Navigate to other relevant DRS Sites

- New Business/Need a CT Registration Number?
- > TSC Homepage

DRS Home CT.gov Home Feedback/Questions

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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.









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

### ABC COMPANY LLC

Welcome, Jane Smith

You last logged in on Saturday, Nov 7, 2020 11:46:32 AM

Manage My Profile 1

30459035000

1000 MAIN ST HARTFORD CT 06103-1208

Summary

Action Center 8

Settings More...

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

### Withholding

Payroll

ABC COMPANY LLC

1000 MAIN ST

HARTFORD CT 06103-1208

Return Period Ending On 31-Dec-2020

Quarterly - Payroll Filer

31-Jan-2021

#### Account

CT Tax Reg No: 30459035000

Account ID: 0000114698

Balance

(\$378.00)

- > View/File Returns and View Period Detail
- > Make a Payroll Payment

### **Available Prepayments**

Payment Frequency: Quarterly

Pending Payments

\$0.00











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

#### ABC COMPANY LLC

Welcome, Jane Smith

Manage My Profile 1

30459035000

You last logged in on Saturday, Nov 7, 2020 11:46:32 AM

1000 MAIN ST HARTFORD CT 06103-1208

Locate the Withholding account and click the View/File Returns and View Period Detail hyperlink for the Withholding tax type in the Account sub panel.

### Withholding Return Period Ending On 31-Dec-2020 Payroll Quarterly - Payroll Filer ABC COMPANY LLC 1000 MAIN ST 31-Jan-2021 HARTFORD CT 06103-1208 View/File Returns and View Period Detail Account > Make a Payroll Payment CT Tax Reg No: 30459035000 Account ID: 0000114698 Balance (\$378.00)**Available Prepayments** Payment Frequency: Quarterly **Pending Payments** \$0.00







< ABC COMPANY LLC

## Locate the W-2s/CT-W3 Annual Reconciliation of Withholding return and click File Now.

Returns Periods			
Returns			∓
Period	Return	Status	
31-Mar-2021	CT-941 Reconciliation of Withholding		File Now
31-Dec-2020	CT-941 Reconciliation of Withholding		File Now
31-Dec-2020	W-2s/CT-W3 Annual Reconciliation of Withhol		File Now
30-Sep-2020	CT-941 Reconciliation of Withholding	Return Filed	View or Amend Return
30-Jun-2020	CT-941 Reconciliation of Withholding	Return Filed	View or Amend Return

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< Returns

# W-2s/CT-W3 Annual Reconciliation of Withholding

01-Feb-2021

Due Date

31-Dec-2020

Withholding

30459035000

ABC COMPANY LLC

If you have W-2s to enter, click **Yes**.

### W-2s/CT-W3 Annual Reconciliation of Withholding



W2's to File

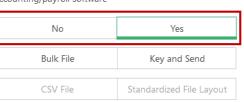
### You can submit your W-2s in 2 different formats

- 1) A pre-defined comma separated value format as defined here: .CSV File Layout
- 2) File using the standardized EFW2 file format as defined in the CT Annual Wage Informational Publication. This file is usually generated by accounting/payroll software

Do you have W-2 forms to enter?

How would you like to upload your W-2 Data?

Please select your file format



Cancel

Save Draft

< Previous

Next



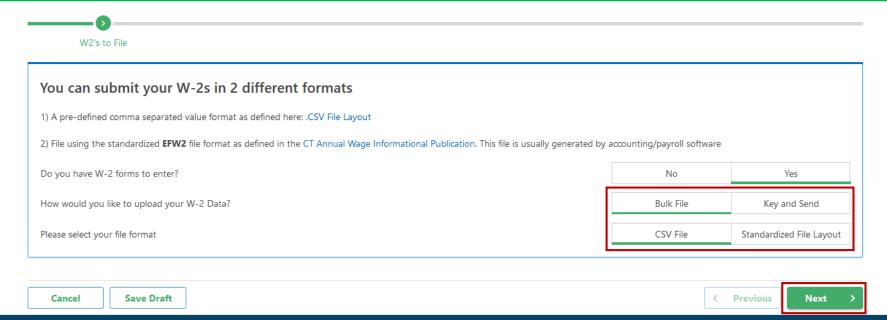




< Returns

If you choose the Bulk File option, you can submit W-2s with two different file formats: (1) .CSV file layout or (2) standardized EFW2 file format.

In this example, we will select the **Bulk File** option for submitting W-2s. Click **Next** to choose the CSV file.



Choose File

Next

< Previous

Click the **Choose File** button to attach the file from your computer.

You may choose a file to upload.

Cancel

Filename

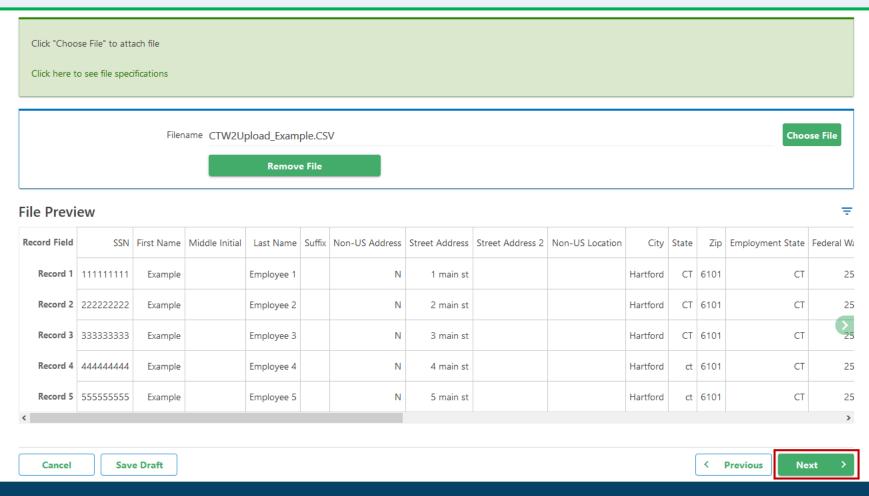
Save Draft

# W-2s/CT-W3 Annual Reconciliation of Withholding

01-Feb-2021

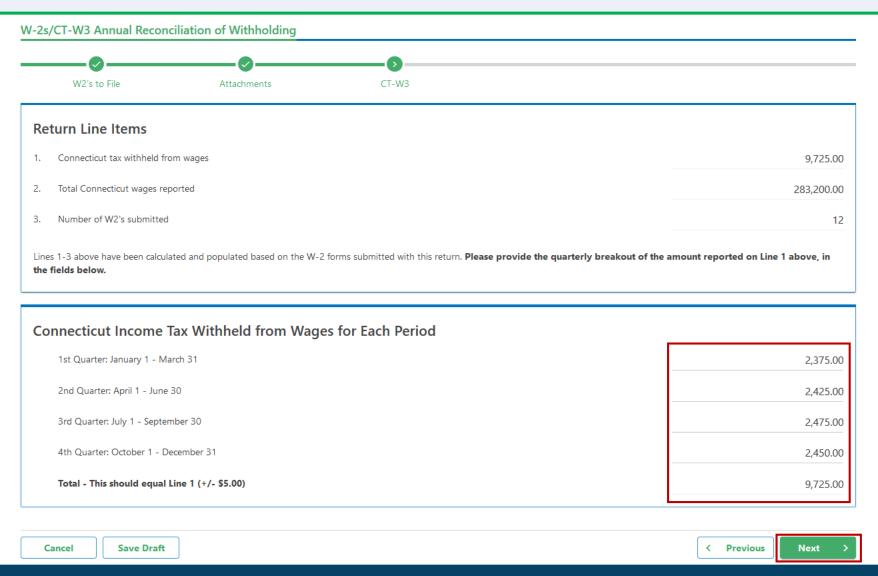
31-Dec-2020 Withholding 30459035000 ABC COMPANY LLC

A preview (the first five records) of the file you uploaded is displayed. If you wish to add a new file, click the **Remove File** button and choose a new file. If you are satisfied with the upload, click the **Next** button.





### Enter the Connecticut Income Tax Withheld from Wages for each quarter. Then click Next.









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< Returns

# W-2s/CT-W3 Annual Reconciliation of Withholding

01-Feb-2021

Due Date

31-Dec-2020

Withholding

30459035000

ABC COMPANY LLC

### W-2s/CT-W3 Annual Reconciliation of Withholding



### Declaration of Taxpayer(s)

I declare under the 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.

Once you have agreed that all the information is correct, select "Submit" below to complete this filing. Upon successful filing, you will receive a confirmation number and the option to print a copy of this filing information.

#### Sign Here

Taxpayer's Signature Example Signature

Enter your electronic signature, then click Submit.

Cancel

Save Draft

< Previous

Submit

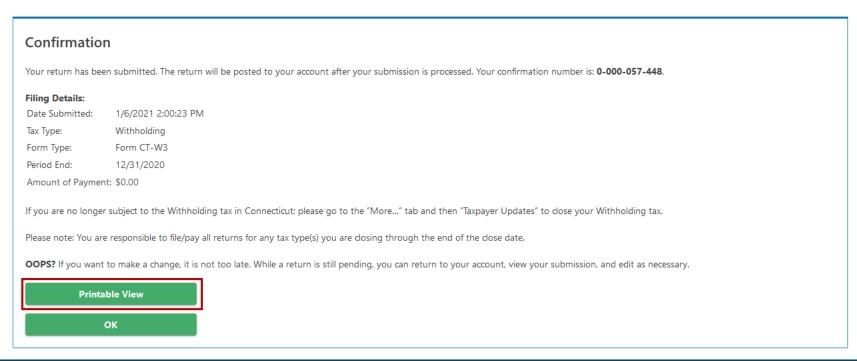
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< Returns



Upon successful submission of your return, you will be directed to a Confirmation page. If you wish to print a copy of the return for your records, click the **Printable View** button to open a PDF version of the return in your browser.

### Form CT-W3 Printout (myconneCT Taxpayer Copy)

Connecticut CT-W3 Annual Reconciliation of Withholding

Period Ending On: 31-Dec-2020

You can use the browser tools to print a copy of the return for your personal records.

Important: Do not mail this confirmation page to the agency. Mailing in the confirmation page could result in duplicate filings and delayed processing of your return.

Connecticut tax withheld from wages Gross Connecticut wages reported Number of W-2's submitted	1	1. \$ 2. \$ 3.	9,725.00 283,200.00 12	
Perio	od Ox	7.7111	Connecticut Income Tax Withheld From Wages	
January 1 - March 31	1st Quarter	\$	2,375.00	
April 1 - June 30	2 <sup>nd</sup> Quarter	\$	2,425.00	
July 1 - September 30	3rd Quarter	\$	2,475.00	
October 1 - December 31	4th Quarter	• \$	2,450.00	
Total - This should equal line 1 (+/- \$ 5.00)			9,725.00	





Logging in for the 1st time?

Create a Username

# Click here for more tutorials!

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