



# Submitting W-2s: “Key and Send”

## 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](#)



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

30459035000  
1000 MAIN ST  
HARTFORD CT 06103-1208

Welcome, Jane Smith

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

[Manage My Profile](#)

[Summary](#) [Action Center](#) [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 [File Now](#)

Quarterly - Payroll Filer  
Due

**31-Jan-2021**

#### Account [View/File Returns and View Period Detail](#)

CT Tax Reg No: 30459035000  
Account ID: 0000114698

Balance

**(\$378.00)** [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.

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[Manage My Profile](#)

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

Payroll  
ABC COMPANY LLC  
1000 MAIN ST  
HARTFORD CT 06103-1208

#### Return Period Ending On 31-Dec-2020 > [File Now](#)

Quarterly - Payroll Filer  
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**(\$378.00)**

> [View/File Returns and View Period Detail](#)

> [Make a Payroll Payment](#)

#### Available Prepayments

Payment Frequency: Quarterly

Pending Payments

**\$0.00**



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		<a href="#">File Now</a>
31-Dec-2020	CT-941 Reconciliation of Withholding		<a href="#">File Now</a>
31-Dec-2020	W-2s/CT-W3 Annual Reconciliation of Withhol		<a href="#">File Now</a>
30-Sep-2020	CT-941 Reconciliation of Withholding	Return Filed	<a href="#">View or Amend Return</a>
30-Jun-2020	CT-941 Reconciliation of Withholding	Return Filed	<a href="#">View or Amend Return</a>

[< 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

[← Returns](#)**W-2s/CT-W3 Annual Reconciliation of Withholding****01-Feb-2021**

Due Date

31-Dec-2020

Withholding

30459035000

ABC COMPANY LLC

In this example, we will select the “**Key and Send**” option for submitting W-2 information.

Then, click **Next** to enter the W-2 information.

**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?

No

Yes

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

Bulk File

Key and Send

Please select your file format

CSV File

Standardized File Layout

Cancel

Save Draft

&lt; Previous

Next &gt;

< Returns

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

**01-Feb-2021**

Due Date

31-Dec-2020

Withholding

30459035000

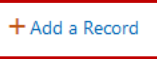
ABC COMPANY LLC

Click **Add a Record** to add employee W-2 information.

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



To add a new Form W-2 click "Add a Record". Once all forms are entered, click next 

	First Name	Last Name	Connecticut State Income Tax Withheld
			

[Add a Record](#)

[Cancel](#) [Save Draft](#)

[< Previous](#) [Next >](#)



Enter all required information, then click **Add**.

### W-2 Employee

<b>Employee</b>			
Social Security Number ***-**-9999	First Name EXAMPLE	Middle Name	Last Name EMPLOYEE
Country USA	Address Line 1 43 MAIN ST	Address Line 2	
City GROTON	State CONNECTICUT	Zip 06340-0000	
<b>Federal Wages</b>			
State of Income Tax Withheld CONNECTICUT	Federal Wages, Tips, Etc. 25,100.00	Federal Income Tax Withheld 2,500.00	Social Security Wages 25,000.00
Social Security Tax Withheld 150.00	Medicare Wages and Tips 25,050.00	Medicare Tax Withheld 550.00	
<b>Connecticut Wages</b>			
Connecticut State Wages, Tips, etc. 25,100.00	Connecticut State Income Tax Withheld 800.00		

Cancel

Add

< Returns

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

31-Dec-2020

Withholding

30459035000

ABC COMPANY LLC

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



The record is added here.  
Click the pencil icon to make edits to the existing record.  
Click the **X** icon to remove the record.  
Click **Add a Record** to add additional employee W-2 information.  
Once you have entered all W-2 information, click **Next**.

To add a new Form W-2 click "Add a Record". Once all forms are entered, click next

	First Name	Last Name	Connecticut State Income Tax Withheld
	EXAMPLE	EMPLOYEE	800.00

+ Add a Record

Add a Record

Cancel      Save Draft

< Previous      **Next** >

Enter the Connecticut Income Tax Withheld from Wages for each period. Then click **Next**.

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



### Return Line Items

1. Connecticut tax withheld from wages	800.00
2. Total Connecticut wages reported	25,100.00
3. Number of W2's submitted	1

Lines 1-3 above have been calculated and populated based on the W-2 forms submitted with this return. **Please provide the quarterly breakout of the amount reported on Line 1 above, in the fields below.**

### Connecticut Income Tax Withheld from Wages for Each Period

1st Quarter: January 1 - March 31	200.00
2nd Quarter: April 1 - June 30	200.00
3rd Quarter: July 1 - September 30	200.00
4th Quarter: October 1 - December 31	200.00
<b>Total - This should equal Line 1 (+/- \$5.00)</b>	<b>800.00</b>

[< 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](#)

[← Returns](#)

### Confirmation

Your return has been submitted. The return will be posted to your account after your submission is processed. Your confirmation number is: **0-000-051-880**.

**Filing Details:**

Date Submitted: 1/6/2021 1:24:13 PM

Tax Type: Withholding

Form Type: Form CT-W3

Period End: 12/31/2020

Amount of Payment: \$0.00

If you are no longer subject to the Withholding tax in Connecticut; please go to the "More..." tab and then "Taxpayer Updates" to close your Withholding tax.

Please note: You are responsible to file/pay all returns for any tax type(s) you are closing through the end of the close date.

**OOPS?** If you want to make a change, it is not too late. While a return is still pending, you can return to your account, view your submission, and edit as necessary.

[Printable View](#)[OK](#)

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.

1. Connecticut tax withheld from wages	1. \$	800.00
2. Gross Connecticut wages reported	2. \$	25,100.00
3. Number of W-2's submitted	3.	1

Period		Connecticut Income Tax Withheld From Wages
January 1 - March 31	1 <sup>st</sup> Quarter	\$ 200.00
April 1 - June 30	2 <sup>nd</sup> Quarter	\$ 200.00
July 1 - September 30	3 <sup>rd</sup> Quarter	\$ 200.00
October 1 - December 31	4 <sup>th</sup> Quarter	\$ 200.00
<b>Total - This should equal line 1 (+/- \$ 5.00)</b>		<b>\$ 800.00</b>

**Form W-2(s) Filed**

SSN	First Name	Last Name	CT Wages	CT Tax Withheld
***-**-9999	EXAMPLE	EMPLOYEE	\$25,100.00	\$800.00
			<b>\$25,100.00</b>	<b>\$800.00</b>





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