



Adding Additional Tax Accounts or New Locations

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. To add a new tax account or add a new location, open the **More...** menu.

STITCHS GREAT ESCAPE LLC

100801054000
256 SOUTH ST
HARTFORD CT 06114-2438

Welcome, Francis Bremer

You last logged in on Tuesday, Mar 1, 2022 3:23:37 PM

[Manage My Profile](#)

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

Filter

Pass Through Entity

STITCHS GREAT ESCAPE LLC
256 SOUTH ST
HARTFORD CT 06114-2438

[Action Center Items ¹](#)

Return Period Ending On 31-Dec-2021 > [File Now](#)

Annual Filer > [File an Extension](#)

Due

15-Mar-2022

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

Account ID: 0108718503 > [Make a Payment](#)

CT Tax Reg No: 100801054000 > [Make an Estimated Payment](#)

Balance

\$0.00



Locate the **Taxpayer Updates** group and click **Add Additional Accounts and Locations**.

STITCHS GREAT ESCAPE LLC

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Welcome, Francis Bremer

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[Manage My Profile](#)

[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.



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Add Additional Accounts and Locations

STITCHES GREAT ESCAPE LLC

100801054000

Add Additional Accounts and Locations



Instructions

Add Additional Accounts and Locations

This can be used to register for new locations and accounts. This includes adding accounts on existing locations as well as adding new locations with accounts.

Cancel

Save Draft

< Previous

Next >

Read the instructions, then click **Next**.



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Add Additional Accounts and Locations

STITCHES GREAT ESCAPE LLC
100801054000

Add Additional Accounts and Locations



Registration Reason

- Registering for additional accounts
- Opening a new location

Cancel

Save Draft

< Previous

Next >

Select either **Registering for additional accounts** or **Opening a new location**. If you need to do both, you will need to submit two separate requests.

In this example, we will walk through registering for an additional tax account. Click **Next** to continue.

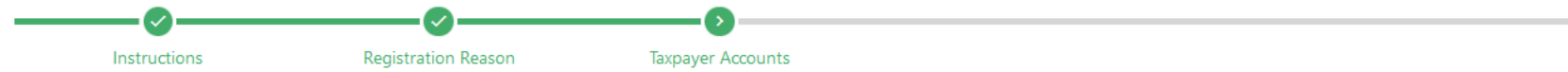


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Add Additional Accounts and Locations

STITCHS GREAT ESCAPE LLC
100801054000

Add Additional Accounts and Locations



Select the account type(s) you would like to register for

- Income Tax Withholding
- Motor Vehicle Fuels Tax, Heating Fuels Distributor, and Petroleum Products
Gross Earnings Tax
- Truck Fuel Decals (IFTA / Motor Carrier)

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

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

Select the tax type(s) for which you are registering and click **Next**.



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Add Additional Accounts and Locations

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100801054000

Add Additional Accounts and Locations



Withholding Tax Registration

Are you an employer that intends to pay wages to resident employees or nonresident employees who work in Connecticut?

No Yes

Do you intend to make payments of pensions, annuities, retirement distributions, or gambling winnings to Connecticut residents, or do you intend to withhold on non-employee compensation paid to Connecticut residents?

No Yes

Date you started or will start withholding Connecticut income tax

01-Jan-2022

Based on which tax type(s) you select, you will be required to provide taxpayer information relevant to those tax types. Once you have entered the required information, click **Next**.



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Add Additional Accounts and Locations

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Add Additional Accounts and Locations



Fee summary

There are no fees for this registration

Cancel

Save Draft

< Previous

Next >

Based on the tax type(s) you have selected, you may be required to submit payment for registration fees. No payment is necessary for the tax type in this example. If the tax types you selected require a registration fee you must submit payment electronically after completing the application.

Click **Next**.



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100801054000

Add Additional Accounts and Locations



Declarations

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand that the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Sign Here

Authorized signature (name)

Francis Bremer

Title

Partner

Date

01-Mar-2022

Cancel

Save Draft

< Previous

Submit

Enter your electronic signature and title, then click **Submit**.



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Confirmation

Thank you for registering with the Connecticut Department of Revenue Services.

Your submission to **register for additional accounts** has been received. Upon approval, you will be informed via the email address you supplied.

Please print this page and save the confirmation number below for your records.

- **Confirmation Number: 0-000-032-588**
- **Submitted Date and Time:** 3/1/2022 3:00:14 PM
- **Amount Paid:** \$0.00
- **Added tax accounts:**
 - Income Tax Withholding

To access this submission in the future, please go to the Summary screen, then click on More..., then Submission.

If you have any questions or concerns, please "Send a Message" using the "Messages" feature within the **myconneCT** application.

Connecticut Department of Revenue Services reserves the right to require verification of any information that was entered and may request certain information from you at a later date.

Printable View

OK

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

State of Connecticut
Department of Revenue Services



REG-1, Business Taxes Registration Application
Registering for Additional Accounts

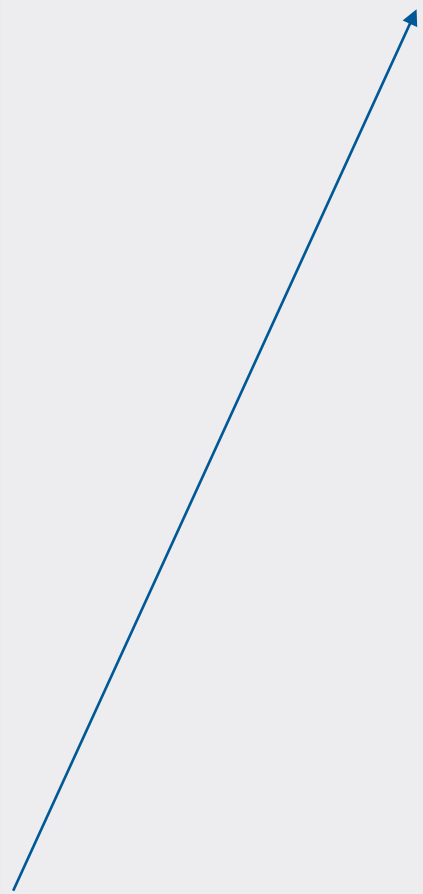
Do NOT mail to the Department of Revenue Services

Thank you for registering additional account(s) to your existing business with the Connecticut Department of Revenue Services (DRS).

DRS will send you your official Registration Tax Permit/License (if applicable) in the mail.

A copy of the Tax Permit/License (if applicable), can be obtained from the myconneCT online account after the REG-1 application and payment have been processed.

Confirmation Number: 0-000-032-588



Do Not Mail

You can use the browser tools to print a copy of the confirmation page for your personal records.
Important: Do not mail this confirmation page to the agency. Mailing in the confirmation page could result in delayed processing.



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Printable View

OK



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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Welcome, Francis Bremer

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[Manage My Profile](#)

You will see the newly registered accounts are now available from the Account Summary.

Pass Through Entity

STITCHS GREAT ESCAPE LLC
256 SOUTH ST
HARTFORD CT 06114-2438
[Action Center Items](#) 1

Return Period Ending On 31-Dec-2021

Annual Filer

Due

15-Mar-2022

- > [File Now](#)
- > [File an Extension](#)

Account

Account ID: 0108718503
CT Tax Reg No: 100801054000

Balance

\$0.00

- > [View/File Returns and View Period Detail](#)
- > [Make a Payment](#)
- > [Make an Estimated Payment](#)

Withholding

Payroll
STITCHS GREAT ESCAPE LLC
256 SOUTH ST
HARTFORD CT 06114-2438

Return Period Ending On 31-Mar-2022

Quarterly - Payroll Filer

Due

02-May-2022

- > [File Now](#)



[Click here](#) for more tutorials!



Quick Links

Shortcuts to other e-Services

Taxpayer Service Center Homepage (TSC)



File 1099s

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