



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](#)



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.

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](#)

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

Due

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

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

[< 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

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.

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
CSV File	Standardized File Layout

Please select your file format

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

< Returns

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

01-Feb-2021

Due Date

31-Dec-2020

Withholding


30459035000

ABC COMPANY LLC

Window Snip

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



Click "Choose File" to attach file 

[Click here to see file specifications](#)

You may choose a file to upload.

Filename

Choose File

Cancel

Save Draft

< Previous

Next >

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

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.

Click "Choose File" to attach file
[Click here to see file specifications](#)

Filename CTW2Upload_Example.CSV Choose File

Remove File

File Preview

Record Field	SSN	First Name	Middle Initial	Last Name	Suffix	Non-US Address	Street Address	Street Address 2	Non-US Location	City	State	Zip	Employment State	Federal W:
Record 1	111111111	Example		Employee 1		N	1 main st			Hartford	CT	6101	CT	25
Record 2	222222222	Example		Employee 2		N	2 main st			Hartford	CT	6101	CT	25
Record 3	333333333	Example		Employee 3		N	3 main st			Hartford	CT	6101	CT	25
Record 4	444444444	Example		Employee 4		N	4 main st			Hartford	ct	6101	CT	25
Record 5	555555555	Example		Employee 5		N	5 main st			Hartford	ct	6101	CT	25

Cancel Save Draft

< Previous Next >

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

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



Return Line Items

1. Connecticut tax withheld from wages	9,725.00
2. Total Connecticut wages reported	283,200.00
3. Number of W2's submitted	12

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	2,375.00
2nd Quarter: April 1 - June 30	2,425.00
3rd Quarter: July 1 - September 30	2,475.00
4th Quarter: October 1 - December 31	2,450.00
Total - This should equal Line 1 (+/- \$5.00)	9,725.00

< 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: **0-000-057-448**.

Filing Details:

Date Submitted: 1/6/2021 2:00:23 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. \$	9,725.00
2. Gross Connecticut wages reported	2. \$	283,200.00
3. Number of W-2's submitted	3.	12

Period		Connecticut Income Tax Withheld From Wages
January 1 - March 31	1 st Quarter	\$ 2,375.00
April 1 - June 30	2 nd Quarter	\$ 2,425.00
July 1 - September 30	3 rd Quarter	\$ 2,475.00
October 1 - December 31	4 th Quarter	\$ 2,450.00
Total - This should equal line 1 (+/- \$ 5.00)		\$ 9,725.00



[Click here](#) for more tutorials!