Welcome to the Connecticut Department of Revenue Services (DRS) myconneCT online center

File and pay your taxes online!
myconneCT
Revenue Services

Adding Access to Another Business or Tax Account

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

File 1099s

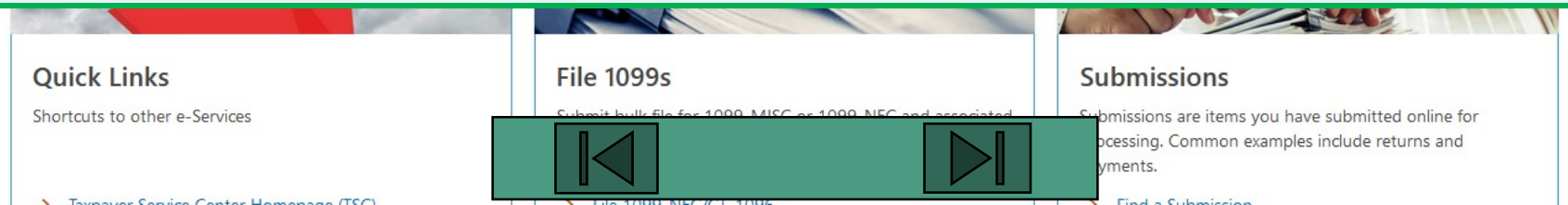
Submit bulk file for 1099-MISC or 1099-NEC and associated CT-1096.

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.



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

THIRD PARTY LLC

100700332000
450 COLUMBUS BLVD
HARTFORD CT 06103-1835

Welcome, Jim Brown

You last logged in on Monday, Nov 1, 2021 2:26:17 PM

Manage My Profile

Summary | Action Center 1 | Settings | More...

Filter

Corporation Business

THIRD PARTY LLC
450 COLUMBUS BLVD
HARTFORD CT 06103-1835

Account

Account ID: 0108796529

CT Tax Reg No: 100700332000

Balance

$0.00

- View/File Returns and View Period Detail
- Make a Payment
- Make an Estimated Payment

Sales & Use

THIRD PARTY LLC
450 COLUMBUS BLVD

Return Period Ending On 31-Oct-2021

Monthly Filer

- File Now

Account ID: 0108829297

- Make a Payment

To manage access to your accounts or request access to a client's account(s), open the **More...** menu.

THIRD PARTY LLC

Welcome, Jim Brown

Locate the **Access** group from the menu and click the **Add Access to Another Business or Tax Account** hyperlink.

Summary | Action Center 1 | Settings | More...

Submissions

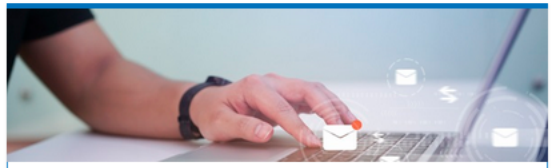
Submissions are items you have submitted online for processing. Common examples include returns and payments.

- 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 Dissolution Letter
- Request Status Letter

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 Management

Manage access of accounts I have access to.

- View Access
- Manage Access
- Add Access to Another Business or Tax Account

State of C ecticut

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THIRD PARTY LLC

Request Access to Another Business or Tax Account

THIRD PARTY LLC

100700332000

Request Access to Another Business or Tax Account

Step 1: Overview | Step 2: Taxpayer Information | Step 3: Account Validation

Access to Another Business Requirements

In order to request access to another business you must have the following:

1. The taxpayer's Connecticut Tax Registration Number or Federal Employer ID Number (FEIN)
2. The taxpayer's last name or business entity's legal name
3. The Connecticut Tax Registration Number associated with each of the taxpayer's account(s)
4. One of the following for each account entered:
   - Letter ID - Displayed on most Connecticut Department of Revenue Services (DRS) correspondence
   - One of the last 3 payments the taxpayer made to the DRS
   - One of the last 3 return tax due amounts already reported to the Connecticut DRS
   - The account ID that corresponds to the requested account

Cancel | Previous | Next

DRS Home | CT.gov Home | CT.gov | Business | Feedback/Questions

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You will need your client's:

- Connecticut Tax Registration Number or Federal Employer Identification Number (FEIN)
- Last name or business entity's legal name
- A piece of shared information between you, your client, and DRS:
  - Letter ID from DRS correspondence
  - Tax due from a recent return
  - Recent payment amount, or
  - The account ID for the requested account

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THIRD PARTY LLC

Request Access to Another Business or Tax Account

THIRD PARTY LLC

100700332000

Request Access to Another Business or Tax Account

Step 1: Overview | Step 2: Taxpayer Information | Step 3: Account Validation | Step 4: Submit Request

Verify Taxpayer Information

Please select an ID Type: Federal Employer ID Number (FEIN) or Connecticut Tax Registration Number	Federal Employer ID Number (FEIN
Enter your Federal Employer ID Number (FEIN)	43-0102399
Enter the business name or taxpayer's last name	BRAMBLE'S CONVENIENCE, LLC

Cancel | Previous | Next

Enter the client's Connecticut Tax Registration Number or Federal Employer Identification Number (FEIN) and business legal name. If your client is a sole proprietor, enter their last name.

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Request Access to Another Business or Tax Account

THIRD PARTY LLC

100700332000

Request Access to Another Business or Tax Account

Step 1: Overview | Step 2: Taxpayer Information | Step 3: Account Validation | Step 4: Submit Request

Account Validation for BRAMBLE'S CONVENIENCE, LLC

Click "Add a Record" to add an account to your access to another business request, then select the "Next" button to validate your entry.

To request access for a different client, return to the "Access" panel and select "Add Access to Another Business".

	FEIN	Account Type	Validation Method	Validation	Validation Failed

+ Add a Record

+ Add a Record

Cancel | Previous | Next

From this screen, you will add each of the accounts for which you are requesting access. Click the **Add a Record** hyperlink to request access to an account.

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THIRD PARTY LLC

Request Access to Another Business or Tax Account

THIRD PARTY LLC

100700332000

Request Access to Another Business or Tax Account

Account Validation

FEIN	43-0102399
Account Type	Sales & Use
Validation Method	Account ID
Validation	0108796845

Cancel | Add

+ Add a Record

The Connecticut Registration ID is populated automatically from the previous window. Select the Account Type, then choose the Validation Method and enter the Validation details.

Once you have entered all required information, click **Add**.

At this time, you can add additional records (accounts) or advance to the next step.

Note: When you click **Next**, if the taxpayer information cannot be validated, you will receive error text: "Unable to validate based on the information entered. Please correct all errors to proceed."

You will not be able to move forward in the process until the information is corrected and can be validated.

Account Validation for BRAMBLE'S CONVENIENCE, LLC

Click "Add a Record" to add an account to your access to another business request, then select the "Next" button to validate your entry.

To request access for a different client, return to the "Access" panel and select "Add Access to Another Business".

FEIN	Account Type	Validation Method	Validation	Validation Failed
43-0102399	Sales & Use	Account ID	0108796845	

+ Add a Record

+ Add a Record

Cancel

Previous Next

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THIRD PARTY LLC

Request Access to Another Business or Tax Account

THIRD PARTY LLC

100700332000

Request Access to Another Business or Tax Account

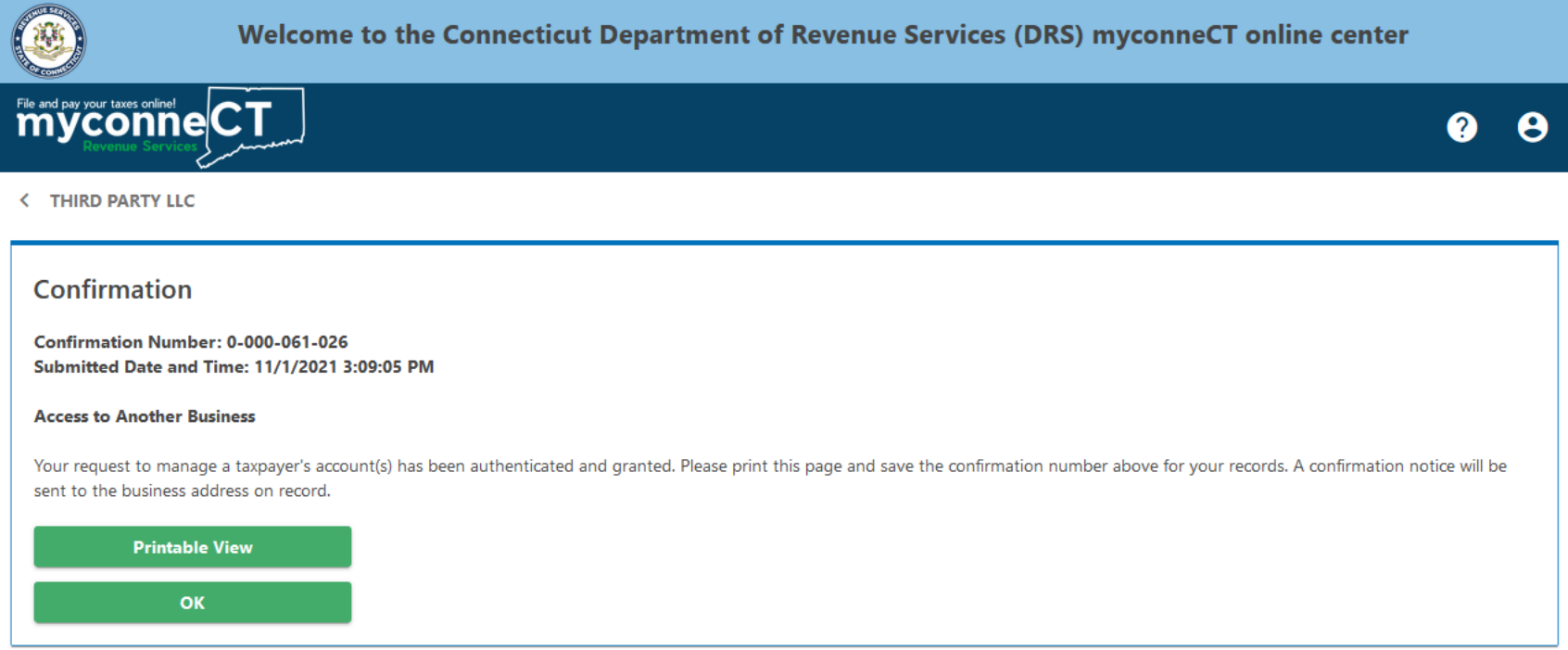
Step 1: Overview | Step 2: Taxpayer Information | Step 3: Account Validation | Step 4: Submit Request

Submit Request

You have successfully validated all the specified accounts. Click "Submit" to process your request.

Cancel | Previous | Submit

Once you have successfully provided information to validate the requested accounts, you can submit your Request for Third Party Access.



You will receive a confirmation number once you have been granted access to your client's account(s).

You can print the confirmation for your records if you wish. Your client(s) will also receive a notification that you have requested access to their account(s).

At this time, you can click **OK** and begin managing your client's account.

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Need to add access to another business? Click 'Manage My Profile' and then navigate to the 'More...' tab.

You last worked with
THIRD PARTY LLC

Welcome, Jim Brown
You last logged in on Monday, Nov 1, 2021 2:26:17 PM
Manage My Profile

Who do you want to work with?

Filter

BRAMBLE'S CONVENIENCE, LLC
100263180000
100 MAIN ST MANCHESTER CT 06042-3142

THIRD PARTY LLC
100700332000
450 COLUMBUS BLVD HARTFORD CT 06103-1835
1 outstanding action

Whenever you log in, you will be prompted to select whether you want to work with your own account or your client's account(s).

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