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

File and pay your taxes online!
myconneCT
Revenue Services

# 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

## File 1099s

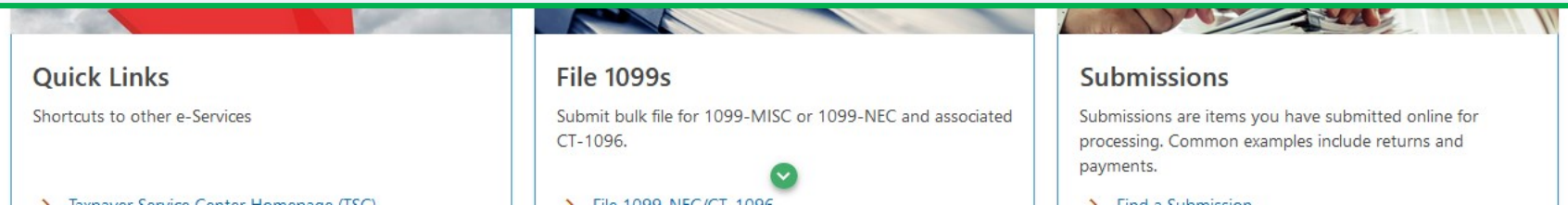
Submit bulk file for 1099-MISC or 1099-NEC and associated CT-1096.

## 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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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

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

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

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

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Welcome, Francis Bremer
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Manage My Profile

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

## Submissions

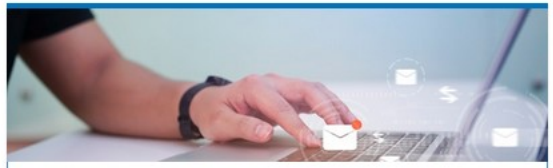
Submissions are items you have submitted online for processing. Common examples include returns and payments.

- 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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STITCHS GREAT ESCAPE LLC

## Add Additional Accounts and Locations

STITCHS GREAT ESCAPE LLC

100801054000

### Add Additional Accounts and Locations

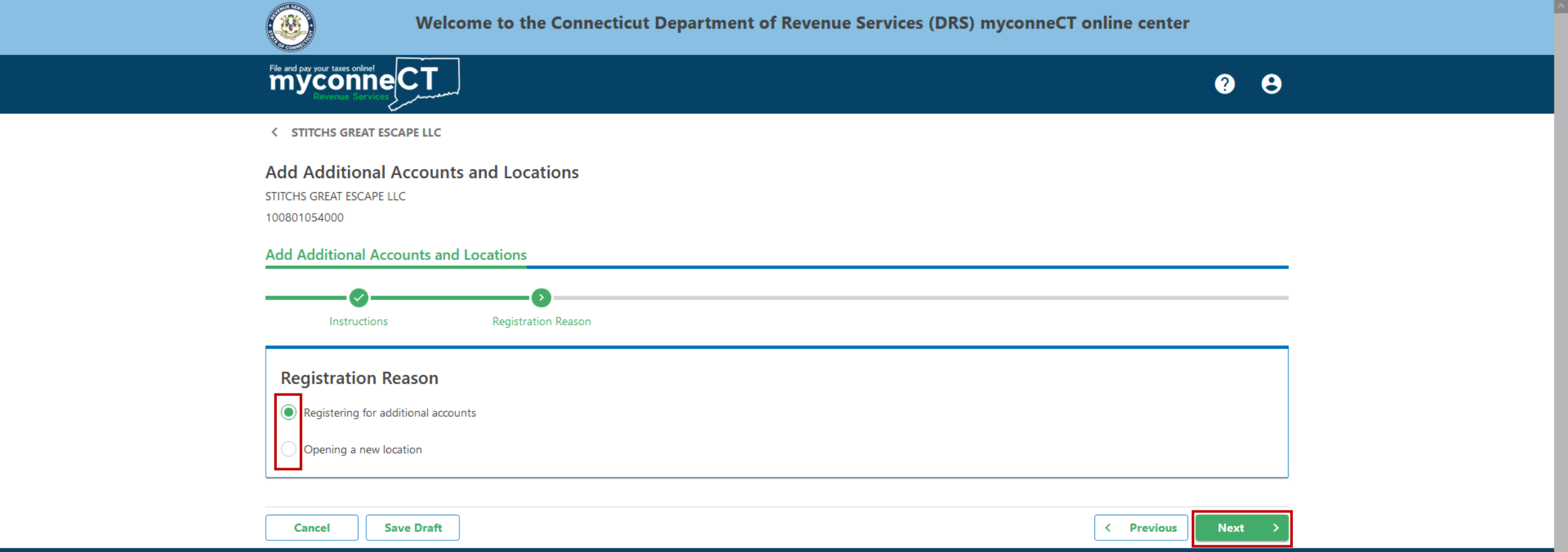
Instructions

### 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**.




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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STITCHS GREAT ESCAPE LLC

## Add Additional Accounts and Locations

STITCHS GREAT ESCAPE LLC

100801054000

### Add Additional Accounts and Locations

Instructions | Registration Reason | Taxpayer Accounts

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

- [x] 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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STITCHS GREAT ESCAPE LLC

## Add Additional Accounts and Locations

STITCHS GREAT ESCAPE LLC

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### Add Additional Accounts and Locations

Instructions | Registration Reason | Taxpayer Accounts | Withholding Tax

### 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

Cancel | Save Draft | Previous | Next

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

STITCHS GREAT ESCAPE LLC

100801054000

Add Additional Accounts and Locations

Instructions | Registration Reason | Taxpayer Accounts | Withholding Tax | Fee Summary

### 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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STITCHS GREAT ESCAPE LLC

## Add Additional Accounts and Locations

STITCHS GREAT ESCAPE LLC

100801054000

### Add Additional Accounts and Locations

uctions | Registration Reason | Taxpayer Accounts | Withholding Tax | Fee Summary | Declarations

### 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) | Title | Date |
|---|---|---|
| Francis Bremer | Partner | 01-Mar-2022 |

Cancel | Save Draft | Previous | Submit

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

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STITCHS GREAT ESCAPE LLC

## 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.***

Do Not Mail

**Confirmation Number:** **0-000-032-588**

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.

## Confirmation

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

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Printable View

OK



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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.

STITCHS GREAT ESCAPE LLC

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256 SOUTH ST
HARTFORD CT 06114-2438

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

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