



# Filing a Sales Tax Return

## 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.

Once you are logged in to **myconneCT**, the Summary page is displayed. All of your accounts are displayed by default. Locate the Sales & Use account for which you would like to file your return.

To begin filing your return, click the **File Now** hyperlink next to the “Return Period Ending On...” text.

[Summary](#) [Action Center](#) <sup>5</sup> [Settings](#) [More...](#)

Showing all accounts

[Manage Favorites](#)

### Sales & Use

ABC COMPANY LLC  
300 N FRONT ST  
HARTFORD CT 06120-2916

Return Period Ending On 30-Sep-2020 > [File Now](#)

Quarterly Filer

Due

**02-Nov-2020**

### Account

CT Tax Reg No: 30459035002

Account ID: 0000073738

Balance

**\$0.00**

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

> [Make a Payment](#)

### Sales & Use

ABC COMPANY LLC  
1000 MAIN ST  
HARTFORD CT 06103-1208

Return Period Ending On 30-Sep-2020 > [File Now](#)

Quarterly Filer

Due

**02-Nov-2020**

Click the appropriate check box(es) to select your tax rate(s) and then click **Next**.

In this example, we will select General Sales and Meals.

### OS-114 Sales and Use Tax Return



Select Your Tax Rates

#### Please Select Your Tax Rates

Connecticut has several different Sales and Use tax rates. Select all rates in which you have collected Sales and Use tax for. You will be guided to enter the applicable amounts at each rate.

General Sales - 6.35% Tax Rate



Meals - 7.35% Tax Rate



Luxury - 7.75% Tax Rate



Rental of Passenger Motor Vehicles - 9.35% Tax Rate



Cancel

Save Draft

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Next >

Enter the return line items for *General Sales*.

Once you have completed lines 1 - 6, the total in line 7 is calculated for you. Select whether you have deductions to enter and click **Next**. In this example, we have selected Yes.

Progress bar: Select Your Tax Rates (checked) > General Sales

### Return Line Items - General Sales (6.35%)

1. Gross receipts from sales of goods	32,350.00
2. Gross receipts from leases and rentals	0.00
3. Gross receipts from labor and services	0.00
4. Goods purchased by your business subject to use tax	0.00
5. Leases and rentals by your business subject to use tax	0.00
6. Services purchased by your business subject to use tax	0.00
7. <b>Total</b> (Sum of lines 1 through 6)	32,350.00

Column 1: 6.35% Tax Rate

Do you have any deductions to enter?

You will be able to enter your deductions on the next page after you click "Next"

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Enter deductions for *General Sales*.

Click into the **Deduction** field and select the deduction from the drop-down list. Enter the amount in the **Deduction Amount** column. Once you have added all deductions, click **Next** to continue.

Progress bar: Select Your Tax Rates (checked), General Sales (checked), General Sales Deductions (active)

### Deductions - General Sales (6.35%)

- Enter any non-taxable deductions in the table below. First select your deduction, and then enter the deduction amount in the Deduction Amount column. Your total deductions will be summarized and displayed on the following page.
- If you have deductions for line 74, 82, or 84 the system will automatically calculate these for you. Simply enter your gross receipts into the Deduction Amount column. The Calculated Deduction column will represent the amount being deducted for this filing.

Deduction (Click in the field below to select your deduction line item)	Deduction Amount	Calculated Deduction
X 39 - Charitable or religious organizations - sales of goods	3,200.00	3,200.00
1 Rows	3,200.00	3,200.00

Buttons: Cancel, Save Draft, < Previous, Next >

Now, enter the return line items for *Meals*.

Once you have completed lines 1 - 6, the total in line 7 is calculated for you. Select whether you have deductions to enter and click **Next**. In this example, we have selected **No**.

Progress bar: Select Your Tax Rates (✓), General Sales (✓), General Sales Deductions (✓), Meals (➤)

### Return Line Items - Meals (7.35%)

1. Gross receipts from sales of goods	8,500.00
2. Gross receipts from leases and rentals	Not Applicable
3. Gross receipts from labor and services	Not Applicable
4. Goods purchased by your business subject to use tax	0.00
5. Leases and rentals by your business subject to use tax	Not Applicable
6. Services purchased by your business subject to use tax	Not Applicable
7. <b>Total</b> (Sum of lines 1 through 6)	8,500.00

Do you have any deductions to enter?

Cancel

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Next &gt;

Review the return summary. If you need to make corrections, use the **Previous** and **Next** buttons to go back and make changes.

### OS-114 Sales and Use Tax Return



#### General Sales Summary (6.35%)

7.	Total (From previous steps)	32,350.00
8.	Deductions	3,200.00
9.	Difference between total and deduction (Line 8 subtracted from line 7)	29,150.00
10a.	Amount of tax due (Line 9 multiplied by 6.35%)	1,851.00
	Please click here if you collected additional sales tax that was not reported above	<input type="checkbox"/>

#### Meals and Beverages Summary (7.35%)

7.	Total (From previous steps)	8,500.00
8.	Deductions	0.00
9.	Difference between total and deduction (Line 8 subtracted from line 7)	8,500.00
10a.	Amount of tax due (Line 9 multiplied by 7.35%)	625.00

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

Once you have completed your review, click **Next**.

### Meals and Beverages Summary (7.35%)

7.	Total (From previous steps)	8,500.00
8.	Deductions	0.00
9.	Difference between total and deduction (Line 8 subtracted from line 7)	8,500.00
10a.	Amount of tax due (Line 9 multiplied by 7.35%)	625.00

Please click here if you collected additional sales tax that was not reported above

### Line Item Summary

10.	Total tax due (Sum of line 10, columns 1, 2, 3, and 4)	2,476.00
11a.	Total number of plastic bags	0
	Please click here if you do not have any plastic bag fees to report	<input checked="" type="checkbox"/>
11.	Tax paid on prior return (For amended returns only)	0.00
12.	<b>Net amount of tax due</b> (Line 11 subtracted from the sum of lines 10 and 11a)	2,476.00
13b.	Estimated penalty	0.00
13a.	Estimated interest	0.00
13.	Total penalty and interest	0.00
14.	<b>Total due</b> (Sum of lines 12 and 13)	2,476.00

Cancel

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&lt; ABC COMPANY LLC

## OS-114 Sales and Use Tax Return

30-Sep-2020

Sales &amp; Use

30459035002

ABC COMPANY LLC

**\$2,476.00**

Amount Due

**02-Nov-2020**

Due Date

If there is tax due, you will be prompted to make a payment before submitting the return. You can pay with ACH Debit/Direct Payment or Credit Card, or you can Pay After Filing. Select the payment method and click **Next**.

## Please Select a Payment Method

**ACH Debit/Direct Payment**

Select this option to make a payment with this return. The direct payment option allows you to transfer funds by authorizing the Department of Revenue Services and its designated Financial Agents to electronically debit your bank account for the amount of your tax payment.

**Credit Card**

Make a credit card payment at the Official Payments website. **\*\*Credit Card payments are subject to a convenience fee.** Credit cards accepted include American Express, Discover, MasterCard, and Visa. After your return has been submitted, you will be provided with a button to link to Official Payments to 'Make a Credit Card Payment'

**\*\*A convenience fee will be charged by the credit card service provider. The convenience fee is generally 2.35% of the payment amount, with a minimum charge of \$3.95. You will be informed of the amount of the fee and may elect to cancel the transaction. At the end of the transaction, you will be given a confirmation number for your records.**

**ACH Credit/Pay After Filing**

Selecting this payment option **does not** automatically initiate your payment. The confirmation number you will receive with this return only acknowledges the filing of the return. You **must** initiate a payment separate to this filing.

Cancel

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< ABC COMPANY LLC

### OS-114 Sales and Use Tax Return

30-Sep-2020

Sales & Use

30459035002

ABC COMPANY LLC

**\$2,476.00**

Amount Due

**02-Nov-2020**

Due Date

#### OS-114 Sales and Use Tax Return



First, select the Payment Channel. Most taxpayers will select *Direct Payment*.

If the funds for this payment come from an account outside the United States, choose 'IAT Direct Payment' as the payment channel type.

<h4>Payment Channel</h4> <p>Type *</p> <p><i>Required</i></p>	<h4>Payment</h4> <p>Payment Type</p> <p>Return/Period Payment</p> <p>Payment Date</p> <p>30-Oct-2020</p> <p>Pay Balance of 2,476.00</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Amount</p> <p>2,476.00</p> <p>Confirm Amount *</p> <p><i>Required</i></p>
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Cancel

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Once you have entered and reviewed all payment details, click **Next**.

**Note:** You can save your banking information for future use during this step.

<h3>Payment Channel</h3> <p>Type Direct Payment</p> <p>Bank Account Type Checking</p> <p>Routing Number 124084834</p> <p>Bank Name CIT BANK NA</p> <p>Account Number 23984289283942894</p> <p>Confirm Account Number 23984289283942894</p> <p>Save this payment channel for future use <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>	<h3>Payment</h3> <p>Payment Type Return/Period Payment</p> <p>Payment Date 30-Oct-2020</p> <p>Pay Balance of 2,476.00 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Amount 2,476.00</p> <p>Confirm Amount 2,476.00</p>
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[< ABC COMPANY LLC](#)

## OS-114 Sales and Use Tax Return

30-Sep-2020

Sales &amp; Use

30459035002

ABC COMPANY LLC

**\$2,476.00**

Amount Due

**02-Nov-2020**

Due Date

### OS-114 Sales and Use Tax Return



#### Terms and Conditions

I authorize (1) the Connecticut Department of Revenue Services and its designated Financial Agents to initiate a Direct Payment (automatic withdrawal) from the financial institution account designated in this transaction for payment of my Connecticut taxes, and (2) my financial institution to debit the entry to my account.

**The amount of the Direct Payment will be: \$2,476.00 and will be initiated on 30-Oct-2020**

I understand that if the Connecticut Department of Revenue Services does not receive full and timely payment of my tax liability, I will remain liable for the tax liability and all applicable interest, penalty and return item charges. **Note:** In some instances, your account will be debited on the next business banking day.

#### 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 (Name) Signature Here**Enter your electronic signature, then click [Submit](#).**[Cancel](#)[Save Draft](#)[< Previous](#)[Submit](#)

&lt; ABC COMPANY LLC

### Confirmation

Your return has been submitted. The return will be posted to your account after your submission is processed. Your confirmation number is: **0-000-040-668**.

**Filing Details:**

Date Submitted: 10/30/2020 10:59:50 AM

Tax Type: Sales &amp; Use

Form Type: Form OS-114 SUT

Period End: 9/30/2020

Amount of Payment: \$2,476.00

If you are no longer subject to the Sales & Use tax in Connecticut; please go to the "More..." tab and then "Taxpayer Updates" to close your Sales & Use 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 and payment, 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 OS-114 SUT Printout** (myconneCT Taxpayer Copy)  
**Connecticut Sales and Use Tax Return**  
**Period Ending On: 30-Sep-2020**

**Date Submitted:** 30-Oct-2020 10:59 AM  
**Organization Name:** ABC COMPANY LLC  
**Business Trade Name:**  
**CT Tax Registration No.:** 30459035002  
**FEIN:**

**Due Date:** 02-Nov-2020  
**Contact Name:** Example Name  
**User's Web Logon:** ABCUsername  
**User's Email:** email@example.com  
**User's Phone:**

**Payment Information**

**Account Type:** Checking  
**Routing Number:** 124084834  
**Bank Name:** CIT BANK NA

**Payment Date:** 10/30/2020  
**Account Number:** \*\*\*\*2894  
**Payment Amount:** \$2,476.00

**Confirmation Number: 0-000-040-668**

**General Sales (6.35% Tax Rate):**

1. Gross receipts from sales of goods	1.	\$	32,350.00
2. Gross receipts from leases and rentals	2.	\$	0.00
3. Gross receipts from labor and services	3.	\$	0.00
4. Goods purchased by your business subject to use tax	4.	\$	0.00
5. Leases and rentals by your business subject to use tax	5.	\$	0.00
6. Services purchased by your business subject to use tax	6.	\$	0.00
7. Total (Sum of lines 1 through 6)	7.	\$	32,350.00
8. Deductions total	8.	\$	3,200.00
9. Difference between total and deductions (Line 8 subtracted from line 7)	9.	\$	29,150.00

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.

9. Difference between total and deductions (Line 8 subtracted from line 7)	9.	\$	8,500.00
10a. Amount of tax due (Line 9 multiplied by 7.35%)	10a.	\$	625.00
10x. Additional tax collected	10x.	\$	0.00

**Summary:**

< ABC COMPANY LLC

### Confirmation

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**Filing Details:**

Date Submitted: 10/30/2020 10:59:50 AM

Tax Type: Sales & Use

Form Type: Form OS-114 SUT

Period End: 9/30/2020

Amount of Payment: \$2,476.00

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

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**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

Click **OK** to return to the Summary page.

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

Welcome, Example Name

The status of the return is *Submitted*. Once the return has been processed, the status will display as *Return Filed*.

[Summary](#) [Action Center](#) <sup>4</sup> [Settings](#) [More...](#)

Showing all accounts

[Manage Favorites](#)

### Sales & Use

ABC COMPANY LLC  
300 N FRONT ST  
HARTFORD CT 06120-2916

**Return Period Ending On 30-Sep-2020** > [View Submission](#)

Quarterly Filer

Status

**Submitted**

### Account

CT Tax Reg No: 30459035002

Account ID: 0000073738

Balance

**\$0.00**

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

> [Make a Payment](#)

### Sales & Use

ABC COMPANY LLC  
1000 MAIN ST  
HARTFORD CT 06103-1208

**Return Period Ending On 30-Sep-2020** > [File Now](#)

Quarterly Filer

Due

**02-Nov-2020**



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