



Submitting a Payroll Withholding Payment

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. Locate the **Withholding** account panel and the **Account** sub-panel.

HARTFORD CT 06103-1208

[Summary](#) [Action Center](#) ⁵ [Settings](#) [More...](#) Favorite accounts Other accounts All accounts[Manage Favorites](#)

Withholding

Payroll

ABC COMPANY LLC

1000 MAIN ST

HARTFORD CT 06103-1208

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

Quarterly - Payroll Filer

Due

02-Nov-2020

Account

CT Tax Reg No: 30459035000

Account ID: 0000114698

Balance

\$0.00> [View/File Returns and View Period Detail](#)> [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, Example Name

You last logged in on Friday, Oct 2, 2020 6:20:01 PM

[Manage My Profile](#)

[Summary](#) [Action Center](#) ⁵ [Settings](#) [More...](#)

Favorite accounts

Other accounts

All accounts

[Manage Favorites](#)

Withholding

Payroll
ABC COMPANY LLC
1000 MAIN ST
HARTFORD CT 06103-1208

To make a withholding coupon payment, click the **Make a Payroll Payment** hyperlink.

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Quarterly - Payroll Filer
Due

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CT Tax Reg No: 30459035000
Account ID: 0000114698

Balance
\$0.00

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

> [Make a Payroll Payment](#)

Available Prepayments

Payment Frequency: Quarterly

Pending Payments
\$0.00

Payment Options

ACH Debit/Direct Payment

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.

[Click here for ACH debit 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.

****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.**

[Click here for credit card payment](#)

Choose your preferred payment method. In **myconneCT**, you can make payments via ACH debit/direct payment or Credit Card.

In this example, you will learn how to submit an ACH debit payment.

Enter the required payment information in the Payment Channel and Payment sections.

Payment Channel	Payment
Type Direct Payment 	Period 30-Sep-2020 
Bank Account Type Checking 	Payment Date 24-Oct-2020 
Routing Number 044115760	Amount 2,000.00
Bank Name FIRST FINANCIAL BANK	Confirm Amount 2,000.00
Account Number 89204204920942094	
Confirm Account Number 89204204920942094	
Save this payment channel for future use <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Additional Payment Info
 Your Payroll Date must be in the selected filing period. Your Payment Date must be before the due date of the selected filing period.
Payroll Date 30-Sep-2020 

[Cancel](#)[Submit](#)

Payment

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

Payment Channel

Type

Direct Payment 

Bank Account Type

Checking 

Routing Number

044115760

Bank Name

FIRST FINANCIAL BANK

Account Number

89204204920942094

Confirm Account Number

89204204920942094

Save this payment channel for future use

 No Yes

Payment

Period

30-Sep-2020 

Payment Date

24-Oct-2020 

Amount

2,000.00

Confirm Amount

2,000.00

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

Additional Payment Info



Your **Payroll Date** must be in the selected filing period. Your **Payment Date** must be before the due date of the selected filing period.

Payroll Date

30-Sep-2020 [Cancel](#)[Submit](#)

Payment

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

Payment Channel

Type

Direct Payment 

Bank Account Type

Checking 

Routing Number

044115760

Bank Name

FIRST FINANCIAL BANK

Account Number

Payment

Period

30-Sep-2020 

Payment Date

24-Oct-2020 

Amount

2,000.00

Confirm Amount

2,000.00

Enter the Payroll Date for the selected filing period in the Additional Payment Info section.

Click **Submit** to continue.

Additional Payment Info

 Your **Payroll Date** must be in the selected filing period. Your **Payment Date** must be before the due date of the selected filing period.

Payroll Date

30-Sep-2020 [Cancel](#)[Submit](#)

Payment

Enter your **myconneCT** password to confirm submission of the payment and then click **OK**.

Payment Channel

Type
Direct Payment

Bank Account Type

Payment

Period
30-Sep-2020

Payment Date

Confirmation

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: \$2,000.00 and will be initiated on 24-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.

Password

●●●●●●●●

Cancel OK

Additional Payment Info

i Your **Payroll Date** must be in the selected filing period. Your **Payment Date** must be before the due date of the selected filing period.

Payroll Date
30-Sep-2020

Cancel Submit

[< ABC COMPANY LLC](#)

Confirmation

Please review the information below for your payment to the Department of Revenue Services.
You may want to print a copy for your records.

Your confirmation number is **0-000-001-700**.

Paid For:	Withholding ABC COMPANY LLC
Paid From:	FIRST FINANCIAL BANK ****2094
Payment Amount:	\$2,000.00
Payment Date:	10/24/2020
Submitted Date:	10/24/2020 6:29:10 PM
Payroll Date:	9/30/2020

This is only the payment submission. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

[Printable View](#)[OK](#)

Upon successful submission of your payment, you will be directed to the Confirmation page. Click **OK** to return to the Account Summary.

A \$2,000 credit is now visible on the account. Once the payment is processed, the credit will be displayed in the **Available Prepayments** sub-panel.

1000 MAIN ST
HARTFORD CT 06103-1208

Summary Action Center ⁵ Settings More...

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Other accounts

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Manage Favorites

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(\$2,000.00)

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\$0.00



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