

# Registration Information for New Connecticut Businesses



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## DEPARTMENT OF REVENUE SERVICES MISSION STATEMENT

The mission of the Department of Revenue Services is to instill public confidence in the integrity and fairness of tax collection; achieve the highest level of voluntary taxpayer compliance; continuously improve agency performance; contribute to the fiscal and economic well-being of the state; and provide a positive and professional workplace.

## Starting a New Business!

The Department of Revenue Services (DRS) has developed this pamphlet especially with the new small business owner in mind. In addition to explaining state tax obligations for new businesses, this pamphlet also includes other helpful resources for you to consider when starting a new business.

### Business Registration

Register your new business with DRS using **myconneCT**, the Department's online tax filing portal where you can also view/ update your account, file returns, make payments and communicate with DRS.



DRS has a variety of tutorials and frequently asked questions (FAQs) on **myconneCT** that can help with registering and answering many of the common questions.

If your business sells taxable goods or services, you will need to register for a Sales and Use Tax Permit. To determine if your business is subject to Connecticut sales tax, review the sales tax page on the DRS website, [portal.ct.gov/DRS/Sales-Tax/Tax-Information](http://portal.ct.gov/DRS/Sales-Tax/Tax-Information).

If you hire employees, you must register for Connecticut income tax withholding. Review the income tax withholding page on the DRS website, [portal.ct.gov/DRS/Withholding-Taxes/Tax-Information](http://portal.ct.gov/DRS/Withholding-Taxes/Tax-Information).

Certain tax types have registration fees. If you are registering for a tax type with a registration fee, you must make a direct payment from your savings or checking account or payment with a credit card. To complete the **myconneCT** business tax registration application, you will need:

- The Federal Employer Identification Number (FEIN) of the business or the Social Security Number (SSN) of the sole proprietor. If your business does not have an FEIN (and you are not a sole proprietor), you need to apply for an FEIN with the IRS;
- The legal name of the business or the sole proprietorship's name;
- The business name (DBA), if applicable;
- The business address;
- Banking information to pay permit/license fees (if applicable); and
- The names and Social Security Numbers of responsible owners/officers.

### Filing a Return

All taxpayers registered for any of the following tax types must file returns electronically using **myconneCT** or commercial tax preparation software\* and must pay the related taxes by electronic funds transfer (EFT):

- Attorney Occupational Tax;
- Beverage Container Deposit Report;
- Cannabis Tax;
- Corporation Business Tax\*;
- Dry Cleaning Establishment Surcharge;
- Dues Tax;
- Electronic Cigarette Products Tax;
- Health Care Center Tax;
- Highway Use Fee;
- Hospital Provider User Fee;
- Insurance Premiums Tax, Domestic Companies;

- Insurance Premiums Tax, Nonresident and Foreign Companies;
- Insurance Premiums Tax, Risk Retention Groups;
- Intermediate Care Facility Provider User Fee;
- Nursing Home Provider User Fee;
- Pass-Through Entity Tax\*;
- Prepaid Wireless E 9-1-1 Fee;
- Rental Surcharge;
- Room Occupancy Tax;
- Sales and Use Taxes/Business Use Tax;
- Tourism Surcharge on the Rental/Leasing of Passenger Motor Vehicles;
- Transportation Network Company Fee;
- Unrelated Business Income Tax; and
- Withholding Tax.

\*May be filed through commercial tax preparation software.

### Frequently Asked Questions (FAQs)

#### How do I file a return through myconneCT?

1. Log into **myconneCT**.
2. Identify the tax type for which you wish to file and click the *View/File Return* hyperlink.
3. Click the *View Period Detail* hyperlink.
4. From the *Returns* tab, select the period for which you wish to file a return.
5. Complete the return details.
  - **Note:** If there is tax due, you will be prompted to make a payment before submitting the return. Select the payment method: *Direct Payment*, *Credit Card*, or *ACH/Pay after filing*.
    - i. If you select *Direct Payment*, enter the required payment details.
    - ii. If you select *Credit Card*, you will be prompted to make a *Credit Card Payment* once the return has been submitted.
    - iii. If you select *ACH/Pay after filing*, you can continue submitting your return without making a payment.
6. Enter your electronic signature on the Declaration of Taxpayer(s) page.
7. Click the *Submit* button.

#### Can I start a return and finish it later?

Yes. You can begin filling out a return and complete it at a later time. If you have not submitted the saved return after 15 days you will receive a warning that you have started and not completed a return. After 30 days, the incomplete return will be deleted and you will need to start over when filing your return.

#### How do I send a secure message in myconneCT?

1. Log into **myconneCT**.
2. Open the *More...* menu.
3. Locate the *Correspondence* group and click the *Send Message* hyperlink.
4. Select the account, period, message area (e.g. account, return, refund), and category.
5. Enter the subject and message. You can also add attachments to your message.
6. Once you are satisfied with your message, click *Submit*.

## Resources

There are many things to consider when starting a new business.

Visit [business.ct.gov](https://business.ct.gov) an online, one-stop-shop, where you can find information required to start up or manage your business in Connecticut. [Business.ct.gov](https://business.ct.gov) includes a customized checklist tool to guide you through starting a new business in Connecticut, a virtual assistant to answer your general information questions, and more.

### The Connecticut Business Helpline

Phone: 800-392-2122  
Website: [business.ct.gov](https://business.ct.gov)

### Internal Revenue Service

Phone: 800-829-4933  
Website: [www.irs.gov](https://www.irs.gov)

### Connecticut Department of Economic and Community Development

Phone: 860-500-2300  
Website: [portal.ct.gov/DECD](https://portal.ct.gov/DECD)

## Veterans-Owned Business

Tax incentives, funding opportunities and technical resources are offered for all types of businesses.

Phone: 860-500-2300  
Website: [portal.ct.gov/DECD/Content/Business-Development/01\\_Type\\_of\\_Business/Veteran-Owned-Businesses](https://portal.ct.gov/DECD/Content/Business-Development/01_Type_of_Business/Veteran-Owned-Businesses)

### Connecticut Department of Labor

Phone: 860-263-6000  
Website: [portal.ct.gov/DOL](https://portal.ct.gov/DOL)

### CT Paid Leave (CTPL) Program

All CT employers with one or more employees must participate in the CTPL Program.

Website: [ctpaidleave.org](https://ctpaidleave.org)

### Connecticut Retirement Security Authority (CRSA)

If you will have at least five employees, and do not plan to offer a retirement program, you might be required to register for MyCTSavings.

Website: [myctsavings.com](https://myctsavings.com)

For additional information on your new business tax obligations, visit the DRS website.

[portal.ct.gov/DRS](https://portal.ct.gov/DRS)



### DRS Contact Information

Department of Revenue Services  
450 Columbus Blvd, Ste 1  
Hartford, CT 06103

Phone: **800-382-9463** (CT only) or **860-297-5962**

Website: [portal.ct.gov/DRS](https://portal.ct.gov/DRS)  
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