

myconneCT Information for Connecticut Businesses



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.

myconneCT Overview

The Connecticut Department of Revenue Services (DRS) online tax filing portal **myconneCT** is a mobile-friendly, safe and secure way to manage your business accounts. **myconneCT** provides faster, easier, and more accurate results than paper processing methods. You can use **myconneCT** to view, and make changes to your business accounts, file returns, make payments and communicate with DRS 24 hours a day, 7 days a week.

Getting Started – Creating a Username & Password

To set up your **myconneCT** account, visit the **myconneCT** home page, drs.ct.gov/eservices.

- From the **myconneCT** homepage, in the Username and Password panel, click the *Create a Username* hyperlink. Review the username requirements and obtain all necessary information. You will need:
 - Connecticut Tax Registration Number (TID) or Federal Employer ID Number (FEIN) and the taxpayer's last name or business entity's legal name.
 - Pin number - This was mailed to the address on-file for the Connecticut taxpayer.
 - Letter ID - Displayed on most Connecticut Department of Revenue Services (DRS) correspondence.
 - One of the last 3 payments you made to DRS.
 - One of the last 3 return tax due amounts already reported to DRS. Click *Next*.
- Select your Access Type. Select the ID type, enter the ID, and enter the legal name of your business. If you are a sole proprietor, enter your last name. Click *Next*.
- Select a validation method to verify your account information.
- Select a tax type to validate access and enter the correct required validation information. Click *Next*.
- Enter the required profile, phone, and security information. Click *Next*.
- Review the Profile Summary to ensure the information is correct. Click *Submit* to create the username.
- You will receive a confirmation number once you have successfully created a username for **myconneCT**. You can print the confirmation for your records if you wish. To return to the **myconneCT** homepage, click *OK*.

DRS wants to remind you of the following to keep your tax information secure:

- DRS will not contact you via text message or social media to discuss your tax information.
- When creating a password for **myconneCT**, do not use any personal identifying information.
- Set up a secondary method to confirm your identity when logging into accounts.

Filing a Return and Making a Payment

Before you begin to file your return, gather all your records. Most Connecticut business tax returns are required to be filed electronically through **myconneCT** or commercial tax preparation software. For information regarding tax types required to be filed electronically, see portal.ct.gov/drs/myconnect/filing-and-paying.

- Log into **myconneCT**.
- Identify the tax type for which you wish to file and click the *View/File Return* hyperlink.
- Click the *View Period Detail* hyperlink.

- From the *Returns* tab, select the period for which you wish to file a return.
- 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.
 - If you select Direct Payment, enter the required payment details.
 - If you select Credit Card, you will be prompted to make a Credit Card Payment once the return has been submitted.
 - If you select ACH/Pay after filing, you can continue submitting your return without making a payment.
- Enter your electronic signature on the Declaration of Taxpayer(s) page.
- Click the *Submit* button.

Make a Non-Logged in Bill Payment

If you receive a billing notice from DRS, you have the option to make a payment without logging into your **myconneCT** account. To make a non-logged in bill payment, go to the **myconneCT** home page and in the Business section, click the *Make a Bill Payment* hyperlink.

Schedule a Future Payment on myconneCT

Most ACH Debit/Direct Payment business tax payments can be scheduled up to 45 days into the future. Credit card payments cannot have a future payment date.

View and Print Tax Permits and Correspondences Sent From DRS

- Log into **myconneCT**.
- Open the *More...* menu.
- Locate the Correspondence group and click the *View Letters* hyperlink.
- Click the hyperlink for the letter you wish to view. The letter will open in a new tab in your internet browser. If you wish to print a copy of the letter, use the tools available in your browser.

Send a Secure Message in myconneCT

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

Requesting a Status Letter

- Log into **myconneCT**.
- Open the *More...* menu.
- Locate the Correspondence group, then click the *Request Status Letter* hyperlink.
 - If you are ineligible for a letter of good standing, you will receive a message that DRS cannot issue the letter and you will be prompted to address any outstanding liabilities and/or unfiled returns.
 - If you are eligible, you will receive a message that states your request has been approved.
- If able, click *Submit* to complete the request. You will receive a confirmation for your records.

Helpful Resources



myconneCT Home Page

Website: drs.ct.gov/eservices

myconneCT Tutorials for Businesses

Website: portal.ct.gov/DRS/myconneCT/Tutorials#forBUS

myconneCT Frequently Asked Questions (FAQs)

Website: portal.ct.gov/DRS/myconneCT/myconneCT-2/FAQ

Information for Businesses

Website: portal.ct.gov/DRS/Businesses/New-Business-Portal/For-Businesses

Taxpayer Education Center

Website: portal.ct.gov/DRS/Videos/CTDRS-Videos



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Revenue Services

DRS Contact Information

Department of Revenue Services
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Hartford, CT 06103

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

Website: portal.ct.gov/DRS
Email: DRS@ct.gov