



File Your Real Estate Conveyance Taxes Online!



Creating a myCTREC Username (Submitters)



Username

Password

Log in

[Forgot Username or Password?](#)

Logging in for the first time?

[Create a Username](#)



Submissions

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

> [Find a Submission](#)



Payments

Submit a payment for a bill you received in the mail

> [Make a Bill Payment](#)



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Tutorials to provide assistance with functionality included within myCTREC

> [How do I create a username?](#)

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Welcome to the Connecticut Department of Revenue Services (DRS) Real Estate Conveyance Center (myCTREC) to File and Pay your Form OP-236. To electronically file your Real Estate Conveyance Tax Return (Form OP-236) with the Town Clerk for participating municipalities. See the the list of [participating municipalities](#).

As a reminder, your submission and payment authorization is not processed until the Town Clerk logs in, approves the submission and records the deed by entering the volume and page number. Your submission can be edited or cancelled anytime up to the date it is recorded.

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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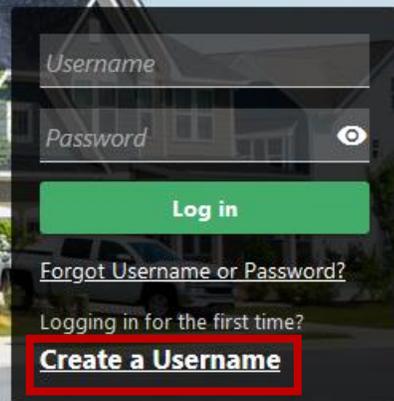
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File Your Real Estate Conveyance Taxes Online!



To create a myCTREC Submitter username, navigate to the myCTREC homepage.
Click the **Create a Username** hyperlink.



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Select the **Submitter** Access Type and click **Next**.

Add Real Estate Conveyance Submitter and Logons



Access Type

Select Your Access Type

Submitter *

Select this type if you are submitting OP-236 forms for Connecticut real estate conveyance

- You will be able to electronically submit form OP-236 and any applicable payment electronically to the associated Town Clerk.
- Upon receipt, the Town Clerk will review and verify the return and will enter the volume and page to record the return.
- Any time up to the Town Clerk recording, the Form OP-236 can be edited or deleted.
- Once recorded, the Form and applicable payment authorization is forwarded to CT DRS for processing.

Town Clerk *

Select this type if you are a town clerk

- Participation allows access for the Town Clerk to review and approve electronically filed Connecticut Real Estate Conveyance Tax Returns, Form OP-236, submitted through the Department of Revenue Services (DRS) myCTREC portal for your municipality.
- The Town Clerk will approve the tax return by entering the date recorded and entering the volume and page of the deed/instrument that was recorded in the land records, in accordance with Chapter 223 of the Connecticut General Statutes . When submitted, the form and any associated payment request (ACH debit) will be forwarded to CT DRS for processing.
- If the tax return should not be filed with DRS, you have the ability to reject the tax return prior to the date the form is recorded. The submitter will be notified by DRS of the rejected tax return.

Cancel

< Previous

Next >

Provide the required Submitter Information. Please note that some information must be entered by choosing from a list of pre-determined options.

Add Real Estate Conveyance Submitter and Logons



Submitter Information

First Name *

Required

Middle Name

Last Name *

Required

Suffix

Submitter Role *

Required



Company Name

Address Information

Cancel



< Previous

Next >

Enter the required Address Information and click the **Address needs to be verified** hyperlink. Click **Next**.

Address Information

| | |
|---------------------------|-----------------|
| Country | |
| USA | |
| Street Address (Line 1) * | |
| <i>Required</i> | |
| Street Address (Line 2) | |
| Unit Type | Unit |
| | |
| City * | State |
| <i>Required</i> | CONNECTICUT |
| ZIP Code * | County * |
| <i>Required</i> | <i>Required</i> |

 Address needs to be verified

[Address needs to be verified](#)

Cancel

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Next >

Profile

Username *

Required

Email *

Required

Confirm Email *

Required

Your Contact Name *

Required

Phone

Country

USA

Phone Type

Business Phone

Telephone Number *

Required

Extension

Security

Password *

Required

Confirm Password *

Required

Secret Question *

Required

Secret Answer *

Required

Password Rules

- Must be at least 8 characters long
- Must use at least one letter or number
- Must not match Username
- Must use at least one special character

Cancel

< Previous

Submit

Lastly, complete the Profile, Phone, and Security sections. Click **Submit**.



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Confirmation

Your web logon has been created.

Please click OK to return to the home page to log in to submit your Real Estate Conveyance Tax Return (Form OP-236).

Once a return is submitted, you will receive a confirmation number. You must provide this confirmation number to the Town Clerk's office along with your deed/instrument.

If there is a tax due with the filing, an electronic debit must be authorized with the filing. CT DRS will not initiate the payment until the deed/instrument has been recorded by the Town Clerk's office.

To access this submission in the future, go to the **myconneCT** home page, click on "Find a Submission", and use email: **j@person.com** and confirmation code: **9mq9q7**.

Date & Time Submitted: **9/30/2022 4:31:33 PM**

Printable View

OK

You will receive a confirmation code once you have successfully created your myCTREC username. Carefully review the Confirmation information. To print or download a copy of this page, click **Printable View**.

Click **OK** to navigate back to the myCTREC homepage.



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