



File Your Real Estate Conveyance Taxes Online!



# Creating a myCTREC Username (Town Clerks)



## 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](#)



## Tutorials

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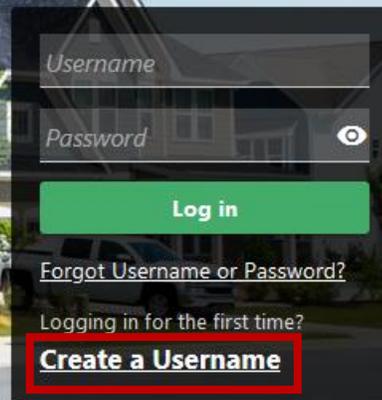
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To create a myCTREC Town Clerk username, navigate to the myCTREC homepage.  
Click the **Create a Username** hyperlink.



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Select the **Town Clerk 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 >



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Enter the required Town Clerk information.

Add Real Estate Conveyance Submitter and Logons



Provide the following information to register to participate in the electronic filing of Form OP-236

Town Clerk's Name \*  
*Required*

Contact Person (if different than Town Clerk)

Telephone Number \*  
*Required*

Fax Number

**Address Information**

Country  
USA

\*  
↓

Cancel

< Previous

Next >

Then provide the Town Name and required Address information and click the **Verify Address** hyperlink to verify the provided address. Click **Next**.

Town Name \*  
*Required*

Mailing Address (Street 1) \*  
*Required*

Mailing Address (Street 2)

Unit Type Unit  
*Required*

City \* State  
*Required* CONNECTICUT

ZIP Code \* County \*  
*Required*

⚠ Address needs to be verified

Verify Address

Cancel

< Previous

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

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Next >

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



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Complete the required Declaration section, then click **Submit**.

### Add Real Estate Conveyance Submitter and Logons



#### Declaration

By submitting this application to participate in the Department of Revenue Services (DRS) myCTREC system, the Office of the Town Clerk agrees to comply with Connecticut laws and regulations for electronically filing Connecticut Real Estate Conveyance Tax returns on the behalf of Connecticut taxpayers.

#### Sign Here

Signature (name) of  
authorized  
representative

\* *Required*

Date

30-Sep-2022

Title

Cancel

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Submit



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## Confirmation

Your myCTREC Town Clerk web logon is being reviewed. When your web logon is approved, you will receive an email to login.

When you receive a deed/instrument for recording along with a DRS Confirmation Number from the submitter, you will go to the myCTREC home page to login. You will retrieve the Connecticut Real Estate Conveyance Tax Returns (Form OP-236) filed for the deed/instrument to be recorded. In order to file the tax return with DRS, you must enter the volume, page and recording date of the deed/instrument.

Thank you for signing up to accept electronically filed Connecticut Real Estate Conveyance Tax Returns (Form OP-236).

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

Date & Time Submitted: **9/30/2022 4:12:08 PM**

Printable View

OK

You will receive a confirmation code once you have created a Town Clerk 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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**IMPORTANT:** Once you have submitted your request, a DRS employee will review the request and must approve it before you can log in to myCTREC. After the request has been approved, you will receive an email notifying you that you can log in to myCTREC.



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