

Data Specification and File Layout Standards for the Project:

List one record (row) for each customer's Connecticut delivery address and include the total dollar amount of sales by categories that was sold to that location during calendar year 2021. Include the related data indicated. Use a separate record (row) for different customers located at the same address or when ownership changes for the entity at that address.

ALL_2021_CT_SALES_BY_CATEGORIES

Field/ Column Number	Field Position	Field Title (column title)	Length (column character width)	Description and Remarks
1	1 - 13	CUSTOMER_CT_SALES_TAX_REGISTRATION_NUMBER	13	If delivering a fixed length text file, left pad each field as needed with spaces. Is 7, 8, or 9-digit number followed by a dash and 3 additional digits found on your customer's <i>Connecticut Sales and Use Tax Permit</i> or <i>Connecticut Sales and Use Tax Resale Certificate</i> (Example: 012345678-000); not the same as the federal employer identification number (FEIN). Include the dash and all leading and trailing zeroes. No spaces inside the number. Be sure to include any leading zero in the data. Use a text format, not a number format. If delivering a fixed length text file, left pad field as needed with spaces, not zeroes.
2	14 - 133	CUSTOMER_ACCOUNT_ID	120	Your business's unique customer account identifier for this customer. Note: Be sure to include any leading zeroes in the data. Use a text format, not a number format.
3	134 - 144	CUSTOMER_CT_LIQUOR_PERMIT	11	Permit number issued by the State of Connecticut Department of Consumer Protection - Liquor Control Division. Be sure to include any leading zeroes in the data. Use a text format, not a number format (Example: ABC.1234567). Default value for sales not involving alcoholic beverages: N/A.
4	145 - 264	CUSTOMER_PERMITTEE_NAME	120	Name of person listed on this customer's liquor permit. Default value for sales not involving alcoholic beverages: N/A.
5	265 - 384	CUSTOMER_BUSINESS_NAME	120	Business name of this customer.
6	385 - 504	CUSTOMER_DBA_NAME	120	Doing Business As (DBA) name of this customer. Default value: N/A
7	505 - 584	CUSTOMER_DELIVERY_ADDRESS_LINE_1	80	First line of customer's delivery address.
8	585 - 664	CUSTOMER_DELIVERY_ADDRESS_LINE_2	80	Second line of customer's delivery address, if needed.
9	665 - 714	CUSTOMER_DELIVERY_LOCATION_CITY	50	City or town of customer's delivery address.
10	715 - 716	CUSTOMER_DELIVERY_STATE_ABBRV	2	Two letter state abbreviation of customer's delivery address. Default value: CT
11	717 - 721	CUSTOMER_DELIVERY_ZIP_CODE	5	Text value: 5-digit ZIP code of customer's billing address (Example: 06123). Use a text format and not a number format, to preserve the leading zero of the ZIP code.



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Note: If the BILLING ADDRESS is the same as DELIVERY ADDRESS enter 'N/A' in fields (columns) 12 through 16.				
12	722 - 801	CUSTOMER_BILLING_ADDRESS_LINE_1	80	First line of customer's billing address.
13	802 - 881	CUSTOMER_BILLING_ADDRESS_LINE_2	80	Second line of customer's billing address, if needed. Default value: N/A
14	882 - 931	CUSTOMER_BILLING_CITY	50	City or town of customer's billing address.
15	932 - 933	CUSTOMER_BILLING_STATE_ABBRV	2	Two-letter state abbreviation of customer's billing address.
16	934 - 938	CUSTOMER_BILLING_ZIP_CODE	5	Text value: 5-digit ZIP code of customer's billing address (Example: 06123). Use a text format and not a number format to preserve the leading zero of the ZIP code.
17	939 - 1058	CUSTOMER_CONTACT_PERSON	120	Name of a contact person for this customer.
18	1059 - 1068	CUSTOMER_PHONE	10	Text value: 10-digit format with area code, no parentheses, no spaces, no dashes (Example: 2035551234).
19	1069 - 1078	DATE_OF_FIRST_SALE_IN_PERIOD	10	Date format: MM/DD/YYYY (Include the slash in the date format.) Date of first sale to this customer in the period covered by this data file.
20	1079 - 1088	DATE_OF_LAST_SALE_IN_PERIOD	10	Date format: MM/DD/YYYY (Include the slash in the date format.) Date of last sale to this customer in the period covered by this data file.

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21	1089 - 1100	TOTAL_SALE_OF_OTHER_TOBACCO_PRODUCTS	12	Currency format, whole dollar, no cents. Total dollar amount for all other tobacco products sold. Include all excise taxes. * Additional details for all "TOTAL_SALE_OF..." fields: Net of all refunds, discounts, credits, and rebates. Exclude freight, delivery, shipping and handling charges. Exclude all interest, late fees, bad check fees, and other finance charges. Exclude any Connecticut sales and use tax. Default value: 0
22	1101 - 1112	TOTAL_SALE_OF_CIGARETTES	12	Currency format, whole dollar, no cents. Total dollar amount for all sales of CIGARETTES sold. Include all excise taxes. * See additional details listed in Description and Remarks for Field: 21
23	1113 - 1124	TOTAL_SALE_TAX_COLLECTED_ON_CIGARETTES	12	Currency format, whole dollar, no cents. Total dollar amount for all SALES TAX COLLECT ON CIGARETTES sold. * See additional details listed in Description and Remarks for Field: 21
24	1125 - 1136	TOTAL_SALE_OF_ALCOHOL	12	Currency format, whole dollar, no cents. Total dollar amount for all ALCOHOLIC BEVERAGES sold. Include all excise taxes. * See additional details listed in Description and Remarks for Field: 21
25	1137 - 1148	TOTAL_SALE_OF_NON-ALCOHALIC_BEVERAGES	12	Currency format, whole dollar, no cents. Total dollar amount for all NON-ALCOHOLIC BEVERAGES sold. * See additional details listed in Description and Remarks for Field: 21
26	1149 - 1160	TOTAL_CT_BOTTLE_BILL_DEPOSITS_COLLECTED	12	Currency format, whole dollar, no cents. Total dollar amount of CT BOTTLE BILL DEPOSITS. Exclude all other kinds of deposits such as beer keg deposits.
27	1161 - 1172	TOTAL_SALE_OF_FOOD	12	Currency format, whole dollar, no cents. Total dollar amount for all FOOD sold. * See additional details listed in Description and Remarks for Field: 21



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Change d	Description and Remarks			
	Field/ Column Number	Field Position	Field Title (column title)	Length (column character width)
	28	1173 - 1184	TOTAL_SALE_OF_ALL_OTHER_MDSE_AND_SERV	12
			Currency format, whole dollar, no cents. Total dollar amount for all ALL OTHER MERCHANDISE AND SERVICES sold. * See additional details listed in Description and Remarks for Field: 21	
	29	1185 - 1196	TOTAL_CT_SALES_AND_USE_TAXES	12
			Currency format, whole dollar, no cents. Total dollar amount of any Connecticut sales and use tax charged on the sale amounts listed. This is not the amount that tax was charged on , but the tax amount itself. Default value: 0	
	30	1197 - 1208	TOTAL_SHIPPING	12
			Currency format, whole dollar, no cents. Total dollar amount of all freight, delivery, and shipping and handling changes. Default value: 0	
	31	1209 - 1220	TOTAL_OTHER_NON_BOTTLE_DEPOSITS_COLLECTED	12
			Currency format, whole dollar, no cents. Total dollar amount of all other non bottle bill deposits of all kind such as beer keg deposits. Default value: 0	

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Field/ Column Number	Field Position	Field Title (column title)	Length (column character width)	Description and Remarks
				If delivering a fixed length text file, left pad each field as needed with spaces.
32	1221 - 1233	SELLER_CT_SALES_TAX_REGISTRATION_NUMBER	13	A 7, 8, or 9-digit number followed by a dash and 3 additional digits. Found on your business <i>Connecticut Sales and Use Tax Permit</i> (Example: 012345678-000); not the same as the federal employer identification number (FEIN). Include the dash and all leading and trailing zeroes. No spaces inside the number. Be sure to include any leading zero in the data. Use a text format, not a number format. If delivering a fixed length text file, left pad field as needed with spaces, not zeroes.
33	1234 - 1353	SELLER_BUSINESS_NAME	120	Name of the entity that sold the goods. Your business name.
34	1354 - 1473	SELLER_DBA_NAME	120	Doing Business As (DBA) name of your business. Default value: N/A
35	1474 - 1593	SELLER_CONTACT_PERSON	120	Name of a contact person at the entity that sold these goods.
36	1594 - 1603	SELLER_PHONE	10	Text value: 10-digit format with area code, no parentheses, no spaces, no dashes
37	1604 - 1607	CALENDAR_YEAR	4	Text value: "2021"
38	1608 - 1657	PROJECT_NAME	50	Text value: "ALL_2021_CT_SALES_BY_CATEGORIES"

Acceptable data file types: Delimited or fixed length text file, Microsoft Access (97 through 2013), or Microsoft Excel (97 through 2013).

Special Notes:

Microsoft Office 2013 or earlier versions are acceptable file type.

Delimited text files must separate each of the data fields using one of the following acceptable methods:

- (1) The tilde character " ~ ". Example: ~Fld1 Data~Fld2 Data~
- (2) The vertical bar character " | " (also know as a "pipe"). This is not the same character as a lower case "l". Example: |Fld1 Data|Fld2 Data|
- (3) The comma character " , " with each field beginning with and ending with a double quotation mark " " ". Example: "Fld1 Data", "Fld2 Data",

Acceptable media types: Data CD and USB memory (thumb) drives. USB drives will not be returned.

Acceptable submission methods: Mailed. Email submission available via secure Department of Revenue Services (DRS) email system. Call for details.

Include only one file name per CD. DRS prefers the file name to be "ALL_2021_CT_SALES_BY_CATEGORIES".

Password protected or encrypted file submitters must provide the means of reading these files by separate transmittal by phone, FAX, email, or mail.

Label all media with the seller's name and "ALL_2021_CT_SALES_BY_CATEGORIES". For multiple media, include volume numbers. (Example: (Vol. 1 of 2)). Include a completed transmittal cover sheet with each data submission.

Sample files layouts are available for Microsoft Access and Microsoft Excel. Call or email for sample files.

Changes: The file layout specifications are unchanged from last year.

