

Bulk Uploading Payroll Payments

Tutorials

Tutorials to provide assistance with functionality included within myconneCT

- > How do I create a username?
- > How do I file a Sales Tax return?
- > More Tutorials

File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

- > File 1099-MISC/CT-1096
- > Find a Submission

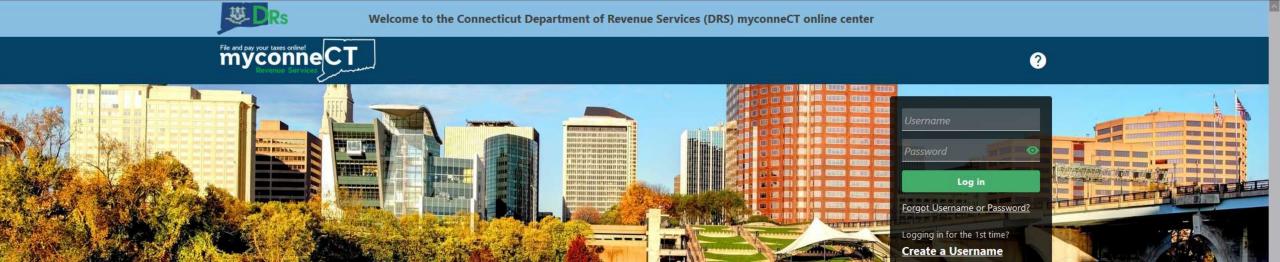
Additional Links

Navigate to other relevant DRS Sites

- New Business/Need a CT Registration Number?
- > TSC Homepage

DRS Home CT.gov Home Feedback/Questions

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More...



Manage My Profile

Accountant Center

You last logged in on Monday, Nov 9, 2020 10:24:15 PM



Not seeing what you're looking for? Click the 'More...' tab for other options such as updating names, addresses, and viewing correspondence.

Welcome, JOHN SMITH JOHN SMITH

example@email.com

+1 (555) 555-5555

Summary

1 You don't have access to any accounts. Click 'More' or 'Accountant Center' for additional filing and access options.

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Once you are logged in, open the **More...** menu.

Not seeing what you're looking for? Click the 'More...' tab for other options such as updating names, addresses, and viewing correspondence.

Locate the **Bulk Filing** group from the menu and click the **View Bulk Filer Menu** hyperlink.

Summary More...



Submissions

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

- Search Submissions
- > Manage Payments & Returns



Taxpayer Updates

Update my taxpayer information.

- > Manage Names & Addresses
- > Close Accounts



Correspondence

View electronic messages or letters I've received from the agency.

- View Letters
- View Messages
- > Send a Message



Bulk Filing

Submit bulk files for different tax types and returns

View Bulk Filer Menu



File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

> File 1099-MISC/CT-1096









< JOHN SMITH



Upload Payments

Upload Payments

- > Bulk CT-WH Upload (Payroll Payments)
- > Bulk CT-8109 Upload (Non-Payroll Payments)



File Payroll Withholding Forms

Forms: W-2, CT-941, CT-W3

- > Single Client W-2 Upload
- > Multi Client W-2 Upload (Step 1)
- Bulk CT-W3 Upload (Step 2)
- > Bulk CT-941 Upload



File Non-Payroll Withholding

Forms: 1099-MISC, 1099-K, 1099-R, W-2G, CT-945, CT-1096

- > Single Client 1099 Upload
- > Multi Client 1099 Upload (Step 1)
- > Bulk CT-1096 Upload (Step 2)
- > Bulk CT-945 Upload



Sales Tax Uploads

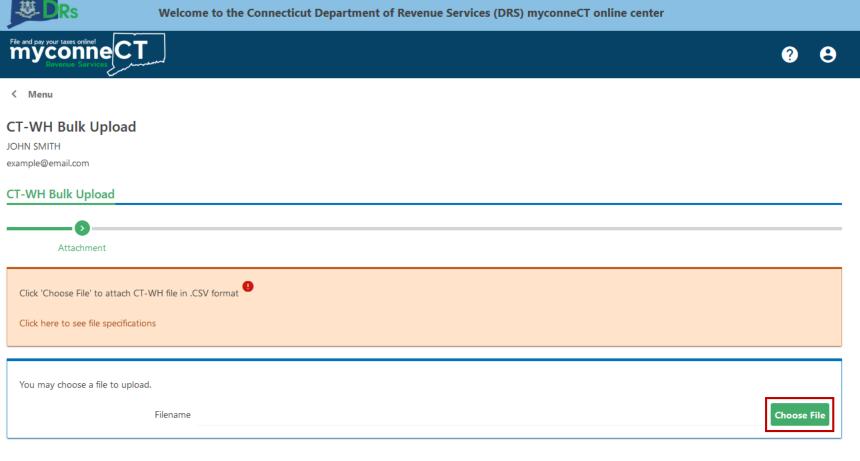
Upload Sales Tax Returns

> Bulk OS-114 Upload

Locate the **Upload Payments** group from the menu and click the **Bulk CT-WH Upload (Payroll Payments)** hyperlink.



Cancel

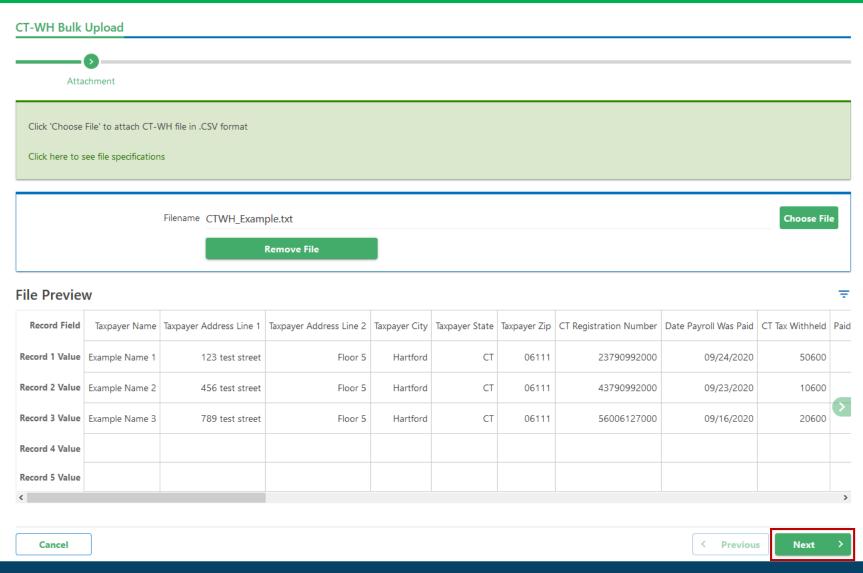


Click the **Choose File** button and attach the file from your computer.

< Previous

Next

A preview (the first five records) of the file you uploaded is displayed. If you wish to add a new file, click the **Remove File** button and choose a new file. If you are satisfied with the upload, click the **Next** button.









The File Summary displays back to you the number of records you have uploaded. Before you can submit the upload, you must confirm the number of records submitted is correct by checking the box.

Click the **Submit** button to submit your upload.

File Summary		
Total number of CT-WHs uploaded. If this is incorrect, review your file and click Previous to upload an updated file.		
3		
✓ I confirm the number of CT-WHs submitted is correct		
Cancel	< Previous	Submit

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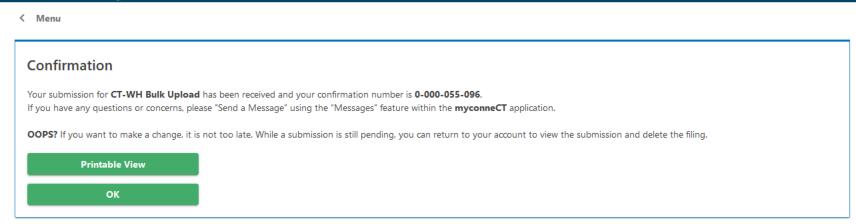
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Upon successful submission of your payroll payment upload, you will be directed to the Confirmation page. Click **OK** to return to the Bulk Filer menu.





Click here for more tutorials!

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