



Bulk Uploading Sales Tax Returns

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](#)



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.

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

JOHN SMITH

example@email.com

+1 (555) 555-5555

Welcome, JOHN SMITH


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

[Manage My Profile](#)

[Accountant Center](#)

[Summary](#)

[More...](#)

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

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 **Sales Tax Uploads** group from the menu and click the **Bulk OS-114 Upload** hyperlink.

< Menu

OS-114 Bulk Upload


JOHN SMITH

example@email.com

OS-114 Bulk Upload



Attachment

Click 'Choose File' to attach OS-114 file in .CSV format 

[Click here to see file specifications](#)

You may choose a file to upload.

Filename

Choose File

Cancel

< Previous

Next >

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

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.

OS-114 Bulk Upload



Click 'Choose File' to attach OS-114 file in .CSV format

[Click here to see file specifications](#)

Filename CTSalesTaxUpload_Example.txt

Choose File

Remove File

File Preview

| Record Field | Record Type | CTREG | Taxpayer Name | Filing Period | Final Return Check | Business End Date | Line 1 GS Receipts Goods | Line 2 GS Receipts Leases | Line 3 GS Receipts Labor | Line 4 GS Receipts Other |
|----------------|-------------|------------|---------------|---------------|--------------------|-------------------|--------------------------|---------------------------|--------------------------|--------------------------|
| Record 1 Value | R | 2222222001 | Taxpayer 1 | 09/30/2020 | | | 33985 | 0 | 0 | |
| Record 2 Value | R | 2222222001 | Taxpayer 2 | 09/30/2020 | N | | 33985 | 0 | 0 | |
| Record 3 Value | R | 3333333001 | Taxpayer 3 | 09/30/2020 | N | | 32985 | 400 | 600 | |
| Record 4 Value | R | 4444444000 | Taxpayer 4 | 10/31/2020 | N | | 32985 | 0 | 0 | |
| Record 5 Value | R | 5656565000 | Taxpayer 5 | 10/31/2020 | N | | 33985 | 0 | 0 | |

Cancel

< Previous

Next >

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 OS-114s uploaded. If this is incorrect, review your file and click Previous to upload an updated file.

5

I confirm the number of OS-114s submitted is correct

Cancel

< Previous

Submit

< Menu

Confirmation

Your submission for **OS-114 Bulk Upload** has been received and your confirmation number is **0-000-039-792**.

If you have any questions or concerns, please "Send a Message" using the "Messages" feature within the **myconneCT** application.

OOPS? If you want to make a change, it is not too late. While a submission is still pending, you can return to your account to view the submission and delete the filing.

Printable View

OK

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



[Click here](#) for more tutorials!