







Submitting a PACT Act Report

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

Business Registration

Select the link below if you need to register and get a Connecticut Tax Registration Number

> New Business/Need a CT Registration Number?

Payments

Submit a payment for a bill you received in the mail

> Make a Bill Payment



Quick Links

Shortcuts to other e-Services



File 1099s

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



Submissions

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







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.



Shortcuts to other e-Services

File 1099s



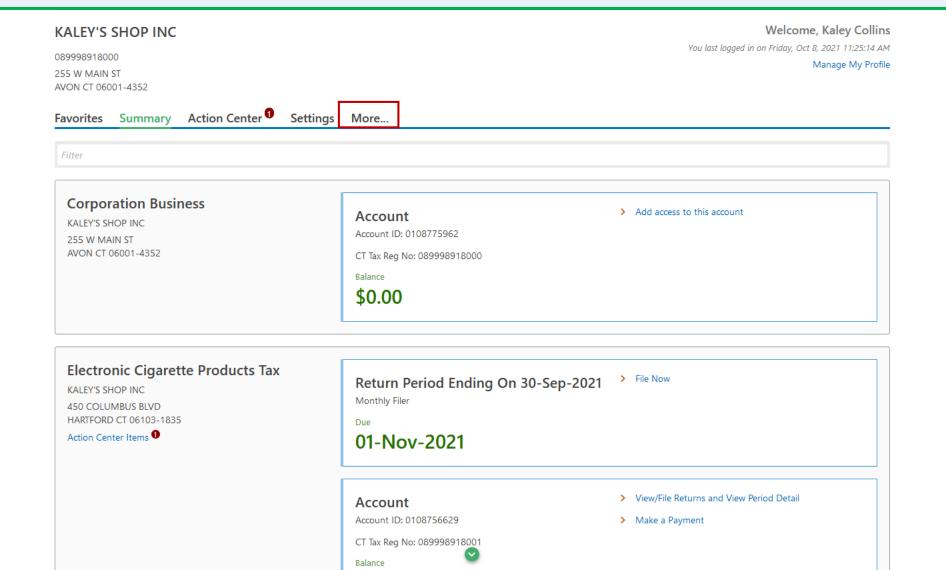
Submissions

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Once you are logged in to **myconneCT**, the Summary page is displayed. All of your accounts are displayed by default. To get started with adding PACT Act reports, 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 **PACT Act Documentation** group. You may need to scroll down.

Favorites Summary Action Center Settings 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
- > Add Additional Accounts and Locations
- Close Accounts
- Add/Update Officers
- > Reopen Accounts



Correspondence

View electronic messages or letters I've received from the

- View Letters
- View Messages
- > Send a Message
- > Request Status Letter



File 1099-MISC

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



Penalty Waiver

Penalty Waiver





Access

Manage access of accounts I have access to.

Once you locate the **PACT Act Documentation** group, click the appropriate link. In this example, we are uploading the *PACT Act – Electronic Cigarette Sales* report.









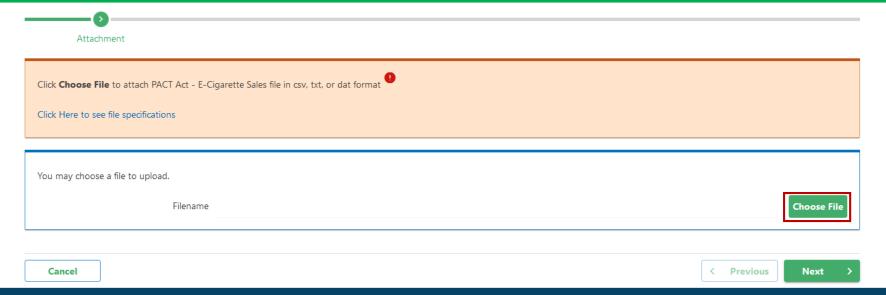








You can use the following file formats to submit PACT Act reports: .csv, .txt, or .dat. File specifications are available from the DRS website. Click the Choose File button to upload the report.



DRS Home CT.gov | Business Feedback/Questions

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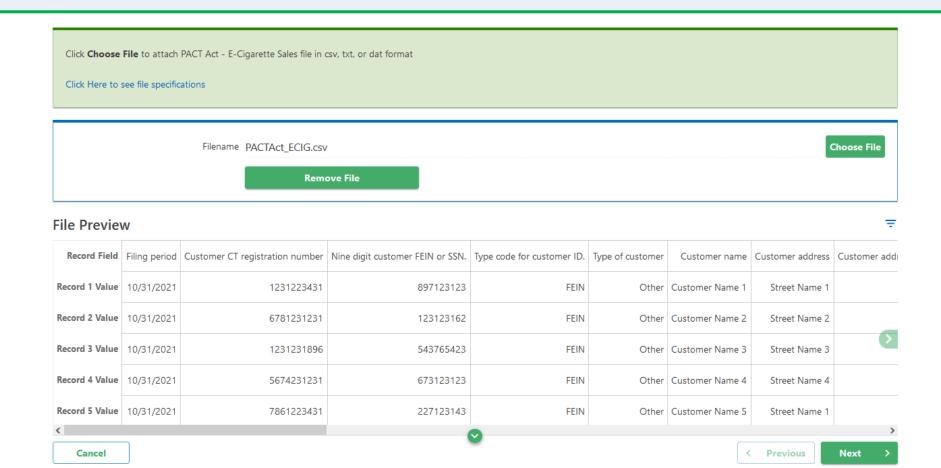


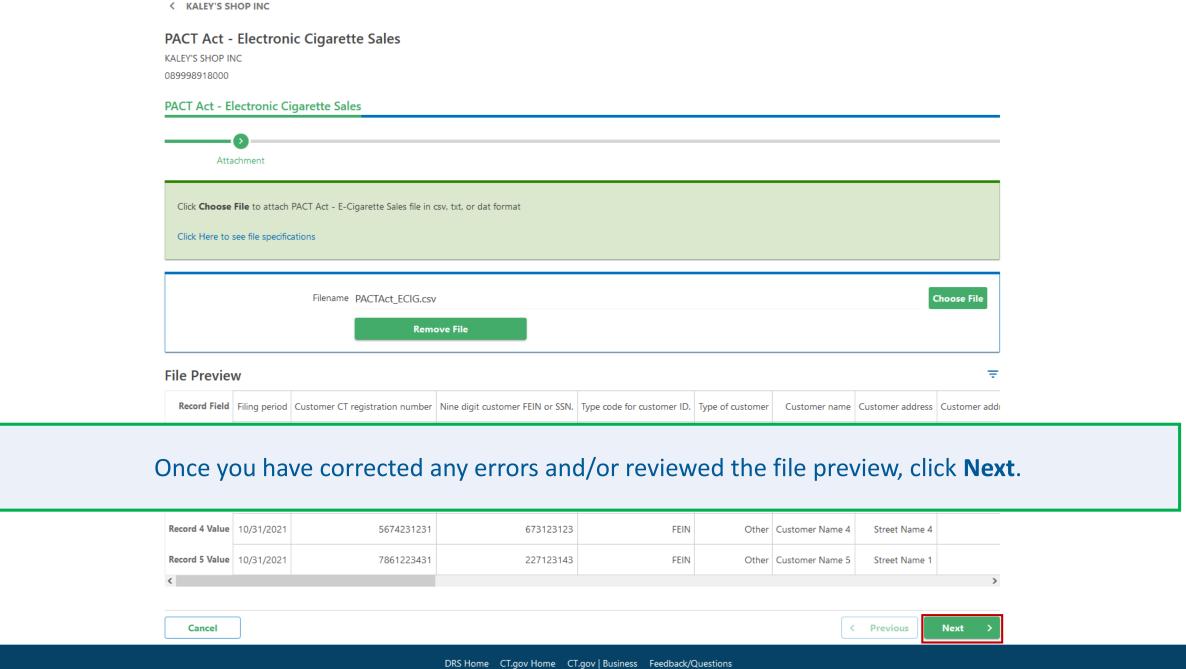




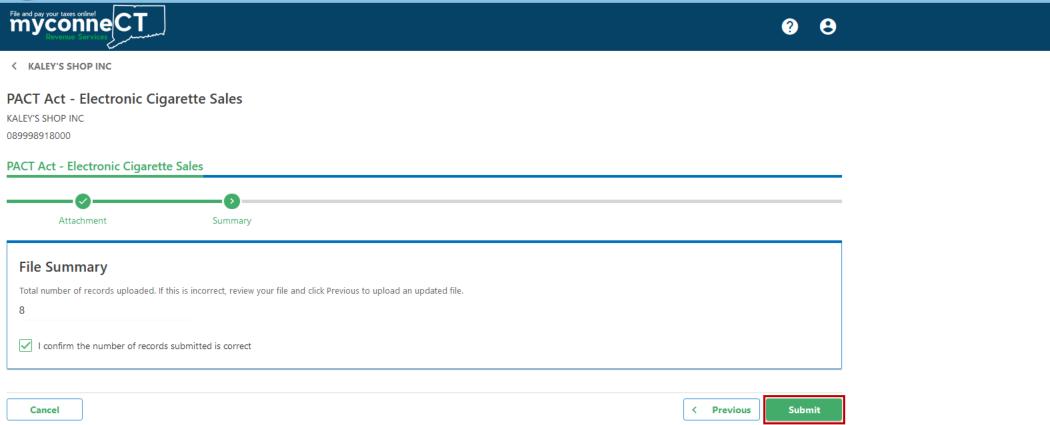
< KALEY'S SHOP INC

Once the report is uploaded, a preview of the first five rows is displayed. If the uploaded file contains errors, the details of the errors will be listed for your review. You can upload the file as many times as necessary. You will not be able to continue unless all errors are corrected.









Confirm the number of records uploaded. If the number of records appears incorrect, review your file and click the Previous button to upload an updated file.

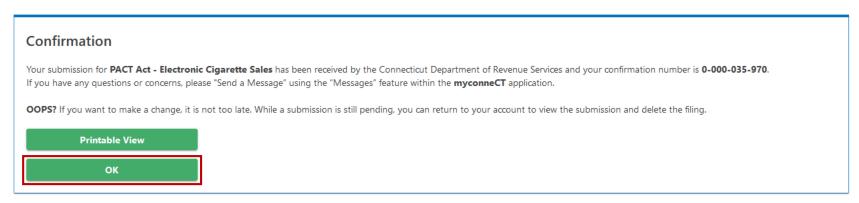
Once you have confirmed the number of records, click Submit.







< KALEY'S SHOP INC



Upon successful submission of your return, you will be directed to a Confirmation page. Click **OK** to return to 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.

You can access your PACT Act report submission from the More... menu. Locate the Submissions group and click the **Search Submissions** hyperlink.



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- Search Submissions
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File 1099-MISC

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Penalty Waiver

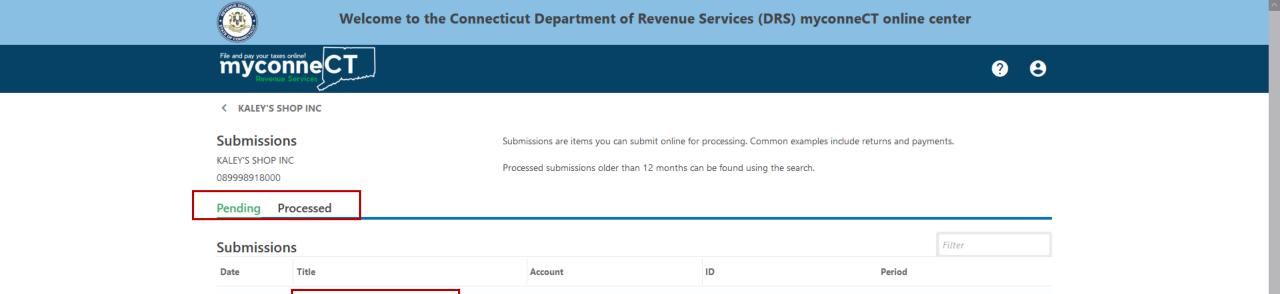
Penalty Waiver





Access

Manage access of accounts I have access to.



From here you can see both Pending and Processed submissions. View your pending or processed submissions by clicking the hyperlink in the Title column.

PACT Act - E-Cigarette Sales

08-Oct-2021









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Next

Previous

< Submissions

PACT Act - Electronic Cigarette Sales

KALEY'S SHOP INC 089998918000

Submitted

Confirmation # 0-000-035-970

Submitted 08-Oct-2021 12:06:47 by Kaley Collins

Delete Submission

PACT Act - Electronic Cigarette Sales



Attachment



Summu

Click Choose File to attach PACT Act - E-Cigarette Sales file in csv, txt, or dat format

Click Here to see file specifications

If your submission is pending and you wish to delete it and upload a new version of the report, click the **Delete Submission** hyperlink. Processed submissions cannot be deleted.

File Preview











Click here for more tutorials!



Quick Links

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