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**myconneCT**
Revenue Services

# Upload EITC Documents

## Businesses

Register a new business, file returns and make payments without creating a myconneCT username. Available forms to file non-logged on include: Attorney Occupational Tax, Estate and Gift Tax, and Controlling Interest Tax. For other returns and filing options, login with your Connecticut Registration Number.

> New Business/Need a CT Registration Number?
> Make a Bill Payment
> Apply/Renew Tax Exemption Form
> File Returns/Extension

## Individuals

Individuals can make payments and file certain forms without logging in. Click on a link below for more options. DRS recommends you create a username for all filing transactions.

> Make a Bill Payment, Estimated Payment, or Return Payment
> File Returns/Taxes
> File an Extension
> Where's my Refund?
> Upload Earned Income Tax Credit (EITC) Documents
> File your Earned Income Tax Credit (EITC) Protest
> View Tax Calculators

## Additional Resources

Shortcuts to other DRS resources

> Taxpayer Service Center Homepage (TSC)
> myCTREC - Connecticut Real Estate Conveyance Tax Electronic Filing
> EITC Information

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Username

Password

Log in

Forgot Username or Password?

Logging in for the first time?
**Create a Username**

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.

To upload Earned Income Tax Credit (EITC) documents, go to the **myconneCT** homepage. Locate the **Individuals** group and click the **Upload Earned Income Tax Credit (EITC) Documents** hyperlink.

**Important:** This selection is for individuals who have received an EITC Information Request notice.
If you have already filed for EITC, received a letter, and are protesting the decision,
click the **File Your Earned Income Tax Credit (EITC) Protest** hyperlink.

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## Upload supporting EITC documents

### Upload supporting EITC documents

Letter ID Validation     Upload Documents     Submit

#### Enter your letter ID

Please enter the Letter ID found on the EITC Information Request notice you received from the Connecticut Department of Revenue Services

Click here for an example

Letter ID *   Required

Cancel         < Previous    Next >

Enter the Letter ID from the EITC Information Request notice you received. Click **Next**.

**Note:** If you aren't sure how to find your Letter ID, click the **Click here for an example** hyperlink.
An example of where to find your Letter ID will be displayed.

**Good to know:** For instructions on how to view letters issued by DRS on your myconneCT account, navigate to the myconneCT FAQs by clicking here. Scroll down and click the **General** section, and the **"Where can I view letters from DRS"** topic.

Carefully review the requirements for the requested documents. Requested documents differ per taxpayer. One document or more may be required. Click the **Add** hyperlink to add requested EITC documents.

✓ Letter ID Validation — › Upload Documents — ⋯ Submit

## You must upload documents to support your claim of CT EITC for tax year 2021

**Wages and Self-Employment Income:**
- Upload a copy of your W-2 or last paystub from each employer that you and your spouse worked for during the tax year above.
- If you have self-employment income: complete and upload Form **CT-EITC SEQ**, Earned Income Tax Credit Self-Employed Questionnaire and copies of business records covering two months of the tax year.

**Proof the child lived with you during the tax year** (for each child reported on Schedule CT-EITC):
- Photocopies of school (no report cards), medical, childcare provider (provider can't be a relative), or social service records that shows the child's name, the name of child's parent or guardian, child's address and the dates the child lived with you.
- If the child you claimed for CT EITC purposes is 19 years old or older:
  - For a Full Time Student: send documents from his or her school showing that the child was a full time student for the tax year above.
  - For a Permanently Disabled Child: send a letter, on business letterhead, from the child's doctor stating the child's permanent disability.

**Copy of Birth Certificate (long version) for each child reported on Schedule CT-EITC:**
- If your name (or spouse's name) is not on the birth certificate, include proof of your relationship to the child (i.e.: Marriage certificates that verify your relationship to the child.)
- If you are claiming a niece/nephew, grandchild, brother/sister, send proof of your relationship to the child. (i.e.: copy of your birth certificate, a copy of the birth certificate of your sister or brother that is the parent of the child, **and** a copy of the birth certificate of the child claimed.)
- If you are claiming an adopted or foster child, send a letter from an authorized adoption agency or a letter from the authorized placement agency or applicable court document.

**Address information:**
If you (and your spouse) lived in Connecticut for the entire year you are claiming the CT EITC, upload a copy of your January and December utility bills. If you (and your spouse) were not living in Connecticut for the entire year, upload a signed document showing dates you (and/or your spouse) moved into or out of Connecticut.

If you combined documents when uploading attachments and have met all the requirements you may check this box to proceed. ⚪

## Attachments                                                                 Add

| Type | Name | Size |
|------|------|------|

Cancel                                                      < Previous     Next >

? 

< Home

Select the **attachment type** and click **Browse** to select the required documentation from your computer. Once you have completed these steps, click **OK.**

**Note:** The attachment type selections available to you will reflect the attachment types requested by DRS. Possible options: Copy of Birth Certificate(s), Proof Dependent Child(s) Lives with Taxpayer, Proof of Residency, and/or Proof of Wages, depending on the letter you have received.

**Proof the child lived with you during the tax year** (for~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~child's name, the name of child's parent or guardian,
- Photocopies of school (no report cards), medical, child~~~~~~~~~~~~~~~~~~~~~~child's address and the dates the child lived with you.
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**Select a file to attach**                                                    ✕

Type *
Required                                    ⌄

                                    Required
File *
Browse...    No file selected.

Cancel                              OK

If you combined documents when uploading attachments and have met all the requirements you may check this box to proceed.   ⬤

**Attachments**                                                                    Add

| Type | Name | Size |
|------|------|------|

There are no attachments.

Cancel                                                    < Previous    Next >

## Upload supporting EITC documents

**Upload supporting EITC documents**

✓ Letter ID Validation — › Upload Documents — ⋯ Submit

### You must upload documents to support your claim of CT EITC for tax year 2021

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If you combined documents when uploading attachments and have met all the requirements you may check this box to proceed.   🔘

### Attachments                                                                 Add

Repeat the previous steps to upload all required documents to support your claim of CT EITC for the tax year listed.

**Note:** If all required documents are included in the same file, click the combined documents button above the **Add** hyperlink. This box should only be checked if every required document has been included in one file.

Once all required documents are attached, click **Next** to continue.

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| If you combined documents when uploading attachments and have met all the requirements you may check this box to proceed. | 🟢 |
| --- | --- |

## Attachments                                                                                          Add

| Type | Name | Size | |
| --- | --- | --- | --- |
| Copy of Birth Certificate(s) | CT-EITC BirthCertificate.png | 16 | Remove |
| Proof Dependent Child(s) Lives with Taxpayer | CT-EITC School Records.jpg | 8 | Remove |
| Proof of Residency | CT-EITC Proof of Residency.png | 493 | Remove |
| Proof of Wages | CT-EITC Proof of Wages.png | 4 | Remove |

Cancel                                                                    ‹ Previous        Next ›

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## Upload supporting EITC documents

### Upload supporting EITC documents

✓ Letter ID Validation —— ✓ Upload Documents —— ❯ Submit

### Declaration

By entering your contact information below and submitting this request, you declare that you have uploaded valid documents pertaining to your CT EITC claim.

Name *

*Required*

Email Address *

*Required*

Phone *

*Required*

Cancel                                    < Previous        Submit

Enter the required Declaration information. Click **Submit** to complete the document upload.

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## Confirmation

Your submission for **Upload supporting EITC documents** has been received by the Connecticut Department of Revenue Services and your confirmation code is **hz3sqv**. Please note that due to the volume of responses, it may take **90 days or longer** to process this request.

**Printable View**

**OK**

You will receive a confirmation number once you have successfully uploaded supporting EITC documents for your claim. To print or download a copy of this page, click **Printable View**.

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Username

Password

**Log in**

Forgot Username or Password?

Logging in for the first time?
**Create a Username**

[Click here](#) for more tutorials!

> Apply/Renew Tax Exemption Form
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> File an Extension
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