

# TAXPAYER SERVICE CENTER (TSC) ELECTRONIC FILING AND PAYMENT INSTRUCTIONS



www.ct.gov/DRS/TSC

## ELECTRONICALLY FILE YOUR:

- ADMISSIONS AND DUES TAX RETURN
- ATTORNEY OCCUPATIONAL TAX RETURN
- BUSINESS ENTITY TAX RETURN
- CORPORATION BUSINESS TAX
- COMPOSITE INCOME TAX RETURN
- INCOME TAX RETURN FOR TRUSTS AND ESTATES
- ROOM OCCUPANCY RETURN
- SALES AND USE TAX RETURN
- WITHHOLDING COUPON PAYMENTS (PAYROLL AND NONPAYROLL)
- WITHHOLDING RECONCILIATIONS (PAYROLL AND NONPAYROLL)

## Log On • Prepare • Validate • Payment • Submit • Confirmation

### Step 1: Log On

Enter your Connecticut tax registration number. When accessing the *TSC* for the first time, you will be prompted to use your preassigned Personal Identification Number assigned by the Department of Revenue Services (DRS) ending in 000 or 001 or to provide information from a previously-filed return.

Remember, you may have different tax registration numbers for your business. As an example, your Sales and Use Tax registration number may end in -001 while your Withholding Tax registration number may end in -000.

The first time you log on, you will be asked to become the administrator for this account. You will be prompted to create a user ID and a password. The password is case sensitive and must be between six and ten characters long. The password must have at least two of the following character types: letters, numbers, or special characters.

On subsequent visits, you will simply enter your tax registration number on the *TSC Welcome Page* and enter the user ID and password you created.

As the *TSC* administrator you have the authority to change passwords, file tax returns, and monitor the account. You also have the ability to provide other users with certain limited access rights. For example, you could designate one user to file returns for one tax type and another user to file returns for other tax types.

### Step 2: Prepare

From the *TSC Main Menu*, choose the type of transaction or inquiry you want to perform. Follow the instructions for that return or transaction. The *TSC* prompts you to enter required information and performs some calculations for you.

### Step 3: Validate

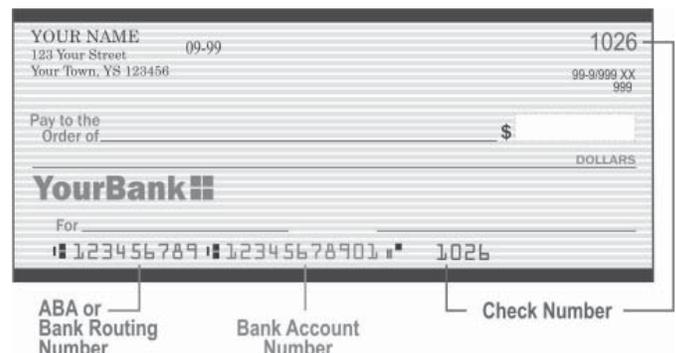
The *TSC* will validate all entries you make and allow you to edit any entries if necessary.

### Step 4: Payment

If you owe tax, you may pay electronically by Electronic Funds Transfer (EFT) using the Automated Clearing House (ACH) Debit method through the *TSC*, the ACH Credit method through your financial institution, or by credit card.

#### ACH Debit

The first time you pay by ACH Debit using the *TSC*, you will be asked to provide the bank routing transit number, your bank account number, and indicate the type of account. See the sample check below.



You may elect to have the amount due withdrawn from your bank account at a future date, but no later than the due date of the return. You may enter a payment date other than the displayed default date. Unless it is a late filed return and payment.

Your transaction must be initiated on or before Midnight of the day the tax is due.

## ACH Credit

To use this method you must pre-register by submitting **Form EFT-1, Authorization Agreement for Electronic Funds Transfer**, to the Department of Revenue Services (DRS). If you are already registered for ACH Credit transactions with DRS you may continue to use that payment option to pay all taxes for which you are registered.

## Credit Card

Follow the payment options link on the TSC to enter your credit card information.

### Step 5: Submit

When you complete a return or payment, you will be asked to agree to the terms and conditions. This becomes the legal signature.

### Step 6: Confirmation

The *TSC* then provides you with a confirmation number. This confirmation number verifies your return or payment has been successfully filed.

You are given the option to print a copy of your return which includes your confirmation number. Keep your completed Connecticut business tax return(s) and any worksheets or other documentation with your records. **Do not mail the return or any attachments to DRS.**

### Reminders

- After you receive a confirmation number for your tax return, you can return to the *TSC Main Menu* for more options.
- If your *TSC* session is idle for 20 minutes or more, the program will time out and you will lose all your information.
- Use the navigation buttons at the bottom of the *TSC* application to navigate. Do not use the *Back* or *Forward* buttons on your Web browser toolbar. If you use either of these buttons, your information will be lost and you will have to begin again.

## Payment-Only Transactions

The *TSC* also allows payment-only transactions for taxpayers making payment for an existing bill or for tax due reported on a business tax return that cannot be filed electronically.

Follow these steps for a payment-only transaction:

1. On the *TSC Main Menu* under *Select a Payment Option*, choose *Make Payment Only*.
2. Select the tax type from the drop down box for the payment you are making.
3. Select the period ending date from the drop down box.
4. Enter the dollar amount of the payment and follow the prompts to initiate the payment.

Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to access the *TSC*. For additional tax assistance, call DRS at **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) or **860-297-5962** (from anywhere).