

Connecticut Business Telefile System



855-665-9471 (toll-free from outside the Greater Groton calling area)
or
860-449-1011 (from anywhere)

The Department of Revenue Services (DRS) welcomes you to *Telefile* your tax returns and make electronic payments. *Telefile* walks you through the process of filing your return. As you enter the requested information on your touch-tone keypad, *Telefile* repeats each entry you make and gives you a chance to correct the information entered. Press the pound key (#) when told. The telefile system cannot accept late filed returns.

Log In

Call **855-665-9471** (toll-free from outside the Greater Groton calling area) or **860-449-1011** (from anywhere) to file a business tax return or to make a payment. Enter your Connecticut Tax Registration Number. If you are using the *Telefile* system for the first time, you will be told to use your preassigned Personal Identification Number (PIN) or to enter information from a previously-filed return. You will be told to create your own five to eight digit password.

Telefile offers you a choice of the business tax returns you can file. Select the return you wish to file.

- **Form CT-WH** *Withholding Tax Payment Form*
- **Form CT-941** *Connecticut Quarterly Reconciliation of Withholding*
- **Form OS-114** *Sales and Use Tax Return*
- **Form OP-210** *Room Occupancy Tax Return*

Key In Example

Example: Form OS-114, Sales and Use Tax Return

Before using *Telefile*, you may want to use a sales and use tax return as a worksheet. This also can be a copy of the return for your records.

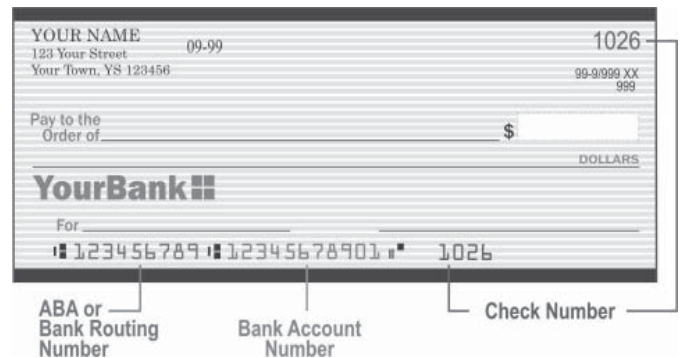
- **Key in** your gross receipts from Lines 1, 2, and 3.
- **Key in** the amount of any purchases subject to use tax from Lines 4, 5, and 6.
- *Telefile* totals Lines 1 through 6 for you.
- **Key in** any deductions for nontaxable sales. Enter the line number from the back of the paper return and then enter the amount of the deduction.

For the *Other Adjustments* Line A, press 1; Line B, press 2; Line C, press 3.

- If any of the gross receipts are taxed at a reduced rate, you can calculate the adjusted total **or** *Telefile* can calculate the amount of the deduction for you.
- *Telefile* calculates the gross amount of tax due.
- **Key in** any credit pre-authorized by DRS.
- *Telefile* calculates the net amount of tax due.
- If you have excess tax collections, *Telefile* allows you to enter the amount.

Pay

Telefile works best if you make a direct payment from your bank account. You must provide the bank routing transit number and your bank account number as shown on the sample check and indicate whether it is a savings or checking account. **Payments cannot be made from a bank account outside the United States.**



You can choose to have the amount of tax due withdrawn from your bank account at a future date, but no later than the due date of the return. You will be told to enter the date you want to transfer the payment from your account to DRS.

Taxpayers required to pay by Electronic Funds Transfer (EFT) who make an electronic payment through *Telefile* must make their transaction no later than midnight on or before the **actual due date** of the tax to be considered on time.

Taxpayers who are registered for Automated Clearing House (ACH) credit transactions through their financial institutions may continue to use that payment option. Listen carefully to the payment options and choose Option 2, then Option 1. Once the return is filed, follow your usual procedures for making an EFT payment.

Confirm

Telefile gives you a confirmation number. Once you receive this number, your tax return is filed. Make a note of this number for your records. After you receive your confirmation number, you can end your call or return to the main menu to file another business tax return.

Keep your completed Connecticut business tax return(s) and any worksheets or other documentation with your records. **Do not mail the return(s) to DRS.**

Payment-Only Transactions

Telefile 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 *Telefile* main menu, choose Option 7 to make an EFT payment.
2. When told, enter the five-digit tax code of the tax you wish to pay. See *ACH Tax Type Codes*, below.
3. Enter the tax period ending date for the payment you are making. Enter two digits for the month and four digits for the year. For example, May 2016 would be 052016.
4. Enter the dollar amount of the payment. Use the star (*) key on your touch-tone pad to separate dollars and cents.

ACH Tax Type Codes	
Business Tax	Type Code
Admissions and Dues	20001
Alcoholic Beverage	06400
Attorney Occupational.....	20005
Business Entity	03600
Business Use.....	04400
Community Antenna.....	04605
Corporation Estimated.....	02101
Diesel Fuel.....	05200
Domestic Insurance	07111
Dry Cleaning.....	20003
Electric & Power	04602
Foreign Insurance	07101
Gas & Electric	04604
Health Care Center	16001
Motor Vehicle Fuel	05100
Nursing Home Provider	16005
Petroleum Gross Earnings	04601
Steam Railroad	04607
Rental Surcharge.....	20004
Room Occupancy	07400
Sales & Use	04100
Solid Waste	12000
Tobacco Products	07300
Tourism	20002
Unrelated Business	03100
Payroll Withholding.....	01100
Nonpayroll Withholding	01106

Telefile gives you a confirmation number. Once you receive this number, you have successfully made your payment. Make a note of this number for your records. After you receive your confirmation number, you can end your call or return to the main menu to file a return or make the payment for another business liability.