



# STATE OF CONNECTICUT

## DEPARTMENT OF REVENUE SERVICES

<Date>

< Entity Name>

<Address 1>

<Address 2>

<City> <State> <ZIP>-<plus 4>

Dear **Telefile** user,

You are receiving this notification because you have been identified as a user of the Connecticut Department of Revenue Services (DRS), file by phone **Telefile** system.

Please be advised that DRS is currently undergoing a multi-year information technology (IT) modernization initiative and will be moving away from **Telefile**. Therefore, **Telefile** will be discontinued effective May 1, 2020, when the service will be turned off.

DRS is transitioning to a safe, secure, user-friendly online system by introducing **myconneCT** in May 2020. With **myconneCT**, you will be able to file tax returns, make payments, view your filing history, and communicate with the agency. The DRS **myconneCT** is a state-of-the-art system that is compatible with all of your mobile devices. As a business customer, you can manage your accounts through a web browser on virtually any mobile device, including laptops, tablets, and smartphones 24 hours a day, 7 days a week.

This is a four stage rollout with new taxes added to **myconneCT** every year. Rollout One will take place in May, and include the following tax types:

- **Sales and Use / Business Use**
- **Prepaid Wireless**
- **Withholding** (payroll Forms CT-WH payment; CT-941; CT-W3; W-2 / non-payroll Forms CT-8109 payment; CT-945; CT-1096; W-2G; 1099)
- **Room Occupancy**
- **Tourism Surcharge**
- **Admissions and Dues**
- **Rental Surcharge**
- **Dry Cleaning**

DRS requires that most forms and associated payments be made electronically.

Electronic Funds Transfer (EFT) payments may be initiated one of two ways. As of May 2020, you can use **myconneCT** through our website, or you may initiate an ACH Credit through your financial institution. To initiate ACH Credits, contact your financial institution for additional instructions. If your bank needs the DRS ACH Credit formats, you may complete Form **EFT-1**, *Authorization Agreement for Electronic Funds Transfer*, located on our website, or call the E-Commerce Unit at the number below.

If you can show that filing and paying electronically creates an undue hardship, the Commissioner may grant a one-year waiver of this requirement. To request a waiver, you must submit **Form DRS-EWVR**, *Electronic Filing and Payment Waiver Request*, no later than 30 days before the date that your next return and payment are due. We encourage you to learn more about **myconneCT** by visiting our website at [portal.ct.gov/drs/myconneCT](http://portal.ct.gov/drs/myconneCT).

If you have any questions, please contact the E-Commerce Unit at 860-297-4973.

Thank you,

Connecticut Department of Revenue Services