



Registering for Highway Use Fee

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

- > 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

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





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.



> View Tax Calculators





Note: This tutorial is intended for businesses that have not yet registered with the Connecticut DRS and need to obtain a CT Registration Number. If you already have a CT Registration Number and need to register for the Highway Use Fee account, create a myconneCT username and add a new account. If you already have a myconneCT account, log in and add a new account.





Username
Password

Locate the **Businesses** group and click the **New Business/Need a CT Registration Number?** Hyperlink.



Businesses

Register a new business, file returns and make payments without creating a myconnectCT 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





Carefully read all sections of the Registration Overview. Click **Next** to begin registering your business.

Register a Business



Overview

When should I register?

If you already have a Connecticut Tax Registration number, please use **myconneCT** to manage your accounts.

If you do not have a Connecticut Tax Registration number, use this service to register for the following business account types with the Connecticut Department of Revenue Services:

- Admission and Dues Tax
- Alcoholic Beverages Tax
- Cigarette Licenses/Tax
- Corporation Business Tax
- Dry Cleaning Establishment Surcharge
- Electronic Cigarette Products Tax
- Heating Fuels Distributor
- Highway Use Fee
- Income Tax Trust and Estate
- Income Tax Withholding
- Motor Vehicle Fuels Tax
- Pass-Through Entity Tax
- Petroleum Products Gross Earnings Tax
- Prepaid Wireless E 9-1-1 Fee
- Rental Surcharge
- Room Occupancy Tax
- Sales and Use Tax / Business Use Tax
- Tobacco Products Tax
- Tourism Surcharge
- Truck Fuel Decals (IFTA and CT Motor Carrier Decals)
- Unrelated Business Income Tax

What do I need to register?

In order to complete this business tax registration, you will need:

The Federal Employer Identification Number (FEIN) of the business or the Social Security Number (SSN) of the sole proprietor. If your business does not have an FEIN (and you are not a sole proprietor), you need to apply for an FEIN with the IRS. [Apply for an FEIN.](#)

The legal name of the business or the sole-proprietor's name

The business name (DBA), if applicable

The business address

Banking information to pay permit/license fees (if applicable) **The application fees once submitted are not refundable.**

The names and Social Security Numbers of responsible owners/officers

Note: If you would like to save this REG-1 application and will return to complete it at a later time, select the 'Save Draft' button. Your application will be saved for 30 business days.

Please note

If you need to register for any of these account types and you are not registered with DRS, you must first complete the electronic REG-1 process on **myconneCT** to obtain a Connecticut Tax Registration Number.

You must complete a paper **REG-1 Addendum E**, as applicable, and mail the completed Addendum to DRS. If you are currently registered with DRS and just need to add one of the account types below, then just complete the applicable addendum and mail it to DRS.

Cancel

Save Draft

< Previous

Next >



Please select one of the registration reasons listed, then click **Next**.

Register a Business



Reason for registration (check the applicable box)

- Requesting a Connecticut Registration number/Opening a new business including but not limited to:**
 - Selling at a craft show, flea market, or other venue in Connecticut or selling over the internet
 - An existing out-of-state business having employees in Connecticut (including nonresident contractors and loan-out companies)
 - A Marketplace facilitator that collects and remits sales tax on behalf of marketplace sellers
- Purchasing an ongoing business.**

The buyer of an existing business may be responsible for tax liabilities of the previous owner. See the Information Publication of Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, Cigarette Taxes, Tobacco Product Taxes, and Connecticut Income Tax Withholding, on the Department of Revenue Services (DRS) website. [Click here to be taken to DRS's website.](#)
- Changing organization type.**

If you were required to receive a new federal Employer Identification Number (FEIN) from the IRS due to an ownership or structure change. Do you need a new FEIN? [Click here to be taken to the IRS where you can apply for a new FEIN.](#)
- Household employer intending to withhold Connecticut income tax for housekeepers, nannies, caretakes, etc.**
- Other**

Cancel

Save Draft

< Previous

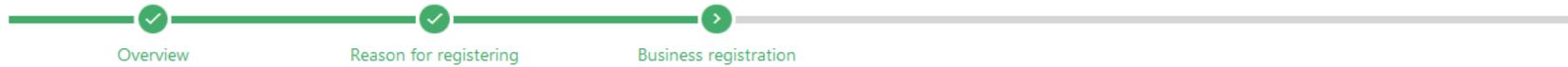
Next >



< Home

Register a Business

Register a Business



Enter customer information

Customer type *

Required

Required

- C-Corporation
- Estate/Trust
- Limited Liability Company
- Non-Profit Organization
- Partnership
- S-Corporation
- Sole Proprietor

< Previous

Next >

Select the applicable Customer Type.



< Home

Register a Business

Provide all relevant customer type information. In this example, the registration is for a Limited Liability Company. Indicate how the entity should be taxed and provide the required ID information. Click **Next** to continue.

Enter customer information

Customer type
Limited Liability Company ▼

Are you a single member LLC?

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
--	------------------------------

Taxed as
S-Corporation ▼

ID type
FEIN ▼

FEIN
54-9593858

Connecticut Secretary of the State business ID. If you need assistance finding this, [please click here to be taken to the Secretary of the State's Business Records Search.](#)

Cancel

Save Draft

< Previous

Next >



< Home

Register a Business

Register a Business



Good to Know: If you wish to exit the registration application without saving, click **Cancel**.

To save the registration application and finish it later, click **Save Draft**. You only need to provide an email address and a confirmation number to retrieve the application later.

Use the **Previous** and **Next** buttons to navigate to a previous step or advance through the application.

Cancel

Save Draft

< Previous

Next >



Next, provide name and address information for your business.

Register a Business



Enter business name

Legal name of entity

X COUNTRY MOVING, LLC

DBA name

Enter business address

Country

USA

Street

44 NASHUA RD

Street 2

Unit Type

Unit #

City

LONDONDERRY

State

NEW HAMPSHIRE

Zip

County

Cancel

Save Draft

< Previous

Next >

Address information must be verified. Click the **Verify Address** hyperlink to verify your address.

Enter business address

Country

USA

Street

44 NASHUA RD

Street 2

Unit Type

Unit #

City

LONDONDERRY

State

NEW HAMPSHIRE

Zip

03053-0000

County

[Verify Address](#)

 Address needs to be verified

Mailing address

Is your business address also your mailing address? *

No

Yes

Cancel

Save Draft

< Previous

Next >

Once the address has been verified, select whether the mailing address is the same as the business address. In this example, the Mailing and Business address are the same. Click **Next** to continue.

Enter business address

Country
USA

Street
44 NASHUA RD

Street 2

Unit Type Unit #

City State
LONDONDERRY NEW HAMPSHIRE

Zip County
03053-3466 ROCKINGHAM

Address has been verified

Mailing address

Is your business address also your mailing address?

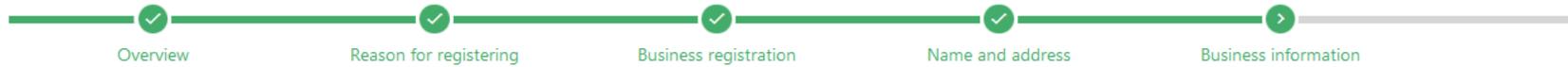
No Yes



< Home

Register a Business

Register a Business



Enter business information

State of incorporation/organization
NEW HAMPSHIRE

Date of incorporation/organization
01-Nov-2022

Business bank name
TD BANK

Nature of business activity
Service Provider

Describe major business activities
Moving household and office goods

Enter your business information. Provide all required information.

Choose NAICS code for your primary business activity

You must add the appropriate NAICS code for your business. For more information on NAICS codes, see [Census Bureau information on NAICS codes](#).

Directions

1. Enter a word that describes your business in the Keyword field, or enter 2-6 digits of your NAICS code.
2. Click the Search button.
3. Select the code from the results list.

NAICS Verified

Search

Type

NAICS 2017

Keyword

moving truck

Search

Results

Code

Title

484210

Used Household and Office Goods Moving

484220

Specialized Freight (except Used Goods) Trucking, Local

484230

Specialized Freight (except Used Goods) Trucking, Long-Distance

Next, choose the NAICS code for your primary business activity. Use the keyword search to narrow your search results. Once you have identified the NAICS code that most accurately describes your business activities, click the code hyperlink.

Once all required business information has been provided, click **Next**.

484210 - Used Household and Office Goods Moving

This industry comprises establishments primarily engaged in providing local or long-distance trucking of used household, used institutional, or used commercial furniture and equipment. Incidental packing and storage activities are often provided by these establishments.

Furniture moving, used ; Motor freight carrier, used household goods ; Trucking used household, office, or institutional furniture and equipment ; Used household and office goods moving ; Van lines, moving and storage services

Cancel

Save Draft

< Previous

Next >



< Home

Register a Business

Register a Business



Add owners/officers

Single member LLC's must have one owner/officer 

Officer type	Start date	ID type	ID	Business/Individual name	Address
+ Add a Record					

[+ Add a Record](#)

You must also add owner/officer information. Note that you must provide more than one owner/officer. Click **Add a Record** to begin.

Enter the contact, name, and address details for the owner/officer. Click **Add** once you have entered all required information.

< Home

Register a Business

[Register a Business](#)

Review Reason

Add owners/officers

You must enter at least one owner/officer.

Click on "Add a Record" to add a new owner/officer.

Officer type

+ Add a Record

Cancel Save Draft

Contact

Officer type	Owner	Start date	01-Nov-2022
Individual or business	Individual	Date of birth	
ID type	Social Security No.		
SSN	***-**-8498		
Phone type	Business Phone		
Phone country	USA		
Phone number	(603) 938-4902		
Extension			
Email address			

Name

First	AARON	Middle	
Last	GREEN	Suffix	

Address

Country	USA		
Street	123 NASHUA RD		
Street 2			
Unit type		Unit	

Cancel Add

Owners/Officers

+ Add a Record

Previous Next >



< Home

Register a Business

Register a Business



Add owners/officers

Click on "Add a Record" to add an owner/officer

	Officer type	Start date	ID type	ID	Business/Individual name	Address
	Owner	01-Nov-2022	Social Security No.	***-**-8498	AARON GREEN	123 NASHUA RD LONDONDERRY NH 0305

+ Add a Record

+ Add a Record

Cancel

Save Draft

< Previous

Next >

Repeat the previous steps until all owner/officer information has successfully been added. To edit an entry, click the pencil icon. To remove an entry, click the red X.

Once you have provided all owner/officer information, click **Next**.



< Home

Register a Business

Register a Business



Withholding Tax Registration

Are you an employer that intends to pay wages to resident employees or nonresident employees who work in Connecticut?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Do you intend to make payments of pensions, annuities, retirement distributions, or gambling winnings to Connecticut residents, or do you intend to withhold on non-employee compensation paid to Connecticut residents?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Cancel

Save Draft

< Previous

Next >

Answer the Withholding Tax registration questions as they apply to the business. Click **Next**.



< Home

Register a Business

Register a Business



Sales & Use Tax Registration

Do you sell, or will you be selling, goods in Connecticut (either wholesale or retail)?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Do you rent equipment or other tangible personal property to individuals or businesses in Connecticut?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Do you serve meals or beverages in Connecticut?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Do you provide a taxable service in Connecticut? For a list of taxable services, [visit the DRS website, Getting Started in Business.](#)

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Cancel

Save Draft

< Previous

Next >

Answer the Sales & Use Tax registration questions as they apply to the business. Click **Next**.



< Home

Register a Business

Register a Business



Connecticut Nexus

Do you do business in Connecticut or have income derived from or connected with sources within Connecticut?

<input type="radio"/> No	<input type="radio"/> Yes
--------------------------	---------------------------

Cancel

Save Draft

< Previous

Next >

Indicate whether you have income derived from or connected with sources within Connecticut, then click **Next**.



< Home

Register a Business

Register a Business



Highway Use Fee

Will you be operating vehicles in Connecticut that are required to pay the Highway Use Fee?

Date you will begin operating vehicles in Connecticut that are required to pay the Highway Use Fee

01-Jan-2023

USDOT Number

39898429

Cancel

Save Draft

< Previous

Next >

Review the Highway Use Fee registration information, then click **Next**.



< Home

Register a Business

Register a Business



Fee summary

There are no fees for this registration.

Cancel

Save Draft

< Previous

Next >

There is no registration fee for Highway Use Fee. Click **Next**.

Before you complete your registration, you must create a **myconneCT** logon. This will allow you to obtain your Connecticut Tax Registration Number and manage your accounts online.

<h3>Create a myconneCT logon</h3> <p>Username AGreen2022</p> <p>Email address agreen22@example.com</p> <p>Email address confirmation agreen22@example.com</p> <p>Your contact name Aaron Green</p>	<h3>Phone</h3> <p>Country USA</p> <p>Type Business Phone</p> <p>Phone number (603) 923-8492</p> <p>Extension</p>
--	--

<h3>Security</h3> <p>Password ●●●●●●●●</p> <p>Confirm password ●●●●●●●●</p> <p>Secret question What is the first name of your best</p> <p>Secret answer K@ty</p>	<p>Passwords cannot be reused</p> <p>Minimum 8 characters</p> <p>Passwords must contain both letters and numbers</p> <p>Passwords must contain special characters</p>
--	---

Once you have entered all required logon, phone, and security information, click **Next**.

Create a myconneCT logon

Username
AGreen2022

Email address
agreen22@example.com

Email address confirmation
agreen22@example.com

Your contact name
Aaron Green

Phone

Country
USA

Type
Business Phone

Phone number
(603) 923-8492

Extension

Security

Password
●●●●●●●●

Confirm password
●●●●●●●●

Secret question
What is the first name of your best

Secret answer
K@ty

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain special characters



< Home

Register a Business

Register a Business



Declarations

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand that the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Sign Here

Authorized signature (name)

Aaron Green

Title

Owner

Date

20-Nov-2022

Cancel

Save Draft

< Previous

Submit

Enter the taxpayer signature (name) and title, then click **Submit**.



< Home

Confirmation

Thank you for registering with the Connecticut Department of Revenue Services.

Your submission to **Register a Business** has been received. Upon approval, you will be informed via the email address you supplied.

Please print this page and save the confirmation code below for your records.

- **Confirmation Code:** c8k55v
- **Submitted Date and Time:** 11/20/2022 9:46:14 AM
- **Legal Name:** X COUNTRY MOVING, LLC
- **Username:** AGreen2022
- **Amount Paid:** \$0.00

Please log in to your **myconneCT** account to view your CT Registration number and maintain your account(s).

To access this submission in the future, please use email: **agreen22@example.com** and confirmation code: **c8k55v**.

If you have any questions or concerns, please "Send a Message" using the "Messages" feature within the **myconneCT** application.

Connecticut Department of Revenue Services reserves the right to require verification of any information that was entered and may request certain information from you at a later date.

Printable View

OK

Upon successful submission of your registration, you will be directed to a Confirmation page.

You may click the **Printable View** button to view and print a copy of the confirmation for your records.



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](#)
- > [File Returns/Extension](#)

- > [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](#)

