

Form CT-941, Instructions

When to File

Due dates: First quarter, April 30, 2012; second quarter, July 31, 2012; third quarter, October 31, 2012; and fourth quarter, January 31, 2013. An employer who makes timely withholding payments and owes no additional withholding for the quarter has ten days after the normal due date to file Form CT-941. If the due date falls on a Saturday, Sunday, or legal holiday, the next business day is the due date.

Employers who are registered for Connecticut income tax withholding (other than household employers, agricultural employers granted annual filer status, and seasonal filers) are required to file Form CT-941 for each calendar quarter **even if no tax is due** or if no tax was required to be withheld.

Household employers who are registered to withhold Connecticut income tax from wages of their household employees should **not** file Form CT-941 for each calendar quarter, but instead must file one **Form CT-941 HHE, Connecticut Annual Reconciliation of Withholding for Household Employers**, for the entire calendar year. The due date is April 15, 2013. Special rules apply for household employers. See **Informational Publication 2012(1), Connecticut Employer's Tax Guide, Circular CT.**

Seasonal and annual filers, including agricultural employers, may request permission from the Department of Revenue Services (DRS) to file Form CT-941 for only the calendar quarters in which they pay Connecticut wages. Certain agricultural employers may request permission to file one Form CT-941 for the entire calendar year. See IP 2012(1).

Weekly and monthly remitters may be required to file and pay electronically if notified by DRS. **Quarterly** remitters are encouraged to file electronically. See IP 2012(1).

Where to File

Weekly and monthly remitters are required to file and pay electronically if notified by DRS. Quarterly remitters may file paper returns. See IP 2012(1).

Use the **Taxpayer Service Center (TSC)** to electronically file this return. See *Taxpayer Service Center (TSC)* below.



If filing by mail, make check payable to **Commissioner of Revenue Services**. Write your Connecticut Tax Registration Number and the calendar quarter to which the payment applies on your check. DRS may submit your check to your bank electronically. Mail the completed return and payment, if applicable, to:

**Department of Revenue Services
PO Box 2931
Hartford CT 06104-2931**

Section 1 - Line Instructions

Line 1: Enter gross wages, for federal income tax withholding purposes, paid to all employees during this quarter.

Line 2: Enter gross **Connecticut wages** paid during this quarter. **Connecticut wages** are all wages paid to employees who are residents of Connecticut even if those wages are paid for work performed outside Connecticut by those resident employees and wages paid to employees who are nonresidents of Connecticut if those wages are paid for work performed in Connecticut by those nonresident employees.

Line 3: Enter total Connecticut income tax withheld on wages during this quarter. This should equal *Summary of Connecticut Tax Liability for the Calendar Quarter*, Line 12 below.

Line 4: Enter credit from your prior quarter Form CT-941, Line 9. However, if any portion of that amount was overwithheld from employees during a prior quarter and not repaid to those employees prior to the end of that quarter or prior to filing the return for that quarter, whichever is earlier, subtract the portion not repaid from Line 9 of your prior quarter Form CT-941. Enter the difference.

Line 5: Enter the sum of all payments made for this quarter.

Line 6: Add Line 4 and Line 5. This is the total of your payments and credits for this quarter.

Line 7: Subtract Line 6 from Line 3 and enter the difference. If Line 3 is more than Line 6, complete Line 8a and Line 8b if necessary, then go to Line 11. If Line 6 is more than Line 3, complete Line 9 and Line 10.

Line 8: Enter penalty on Line 8a, interest on Line 8b, and the total on Line 8.

Late Payment Penalty: The penalty for paying all or a portion of the tax late is 10% of the tax paid late.

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Late Filing Penalty: If no tax is due, DRS may impose a \$50 penalty for the late filing of this return.

Interest: Interest is computed on the tax paid late at the rate of 1% per month or fraction of a month.

Line 9 and Line 10: Enter the amount from Line 7 you want credited to the next quarter on Line 9. Enter the amount from Line 7 you want refunded on Line 10. However, if any portion of the amount on Line 7 was overwithheld from your employee(s) during calendar year 2012 and not repaid to your employee(s) prior to the end of calendar year 2012 or prior to filing the fourth quarter return, whichever is earlier, the amount not repaid must be subtracted from the amount on Line 7. Enter the difference on Line 9 or Line 10.

If you overwithheld Connecticut income tax from your employee(s), the amount overwithheld should be reimbursed to the employee in the same calendar year the overcollection occurred.

Lines 10(a) through 10(c) – Get your refund faster by choosing **direct deposit**. Complete lines 10a, 10b, and 10c to have your refund directly deposited into your checking or savings account.

Enter your nine-digit bank routing number and your bank account number in Lines 10b and 10c. Your bank routing number is the first nine-digit number printed on your check or savings withdrawal slip. Your bank account number generally follows the bank routing number. Do not include the check number as part of your account number. Bank account numbers can be up to 17 digits and must be numeric.

Name of Depositor	Date	No. 101
Street Address		
City, State, Zip Code		
Pay to the Order of	\$	
Name of your Bank		
Street Address		
City, State, Zip Code		
092125789	091 025 025413	0101
Routing Number	Account Number	

If any of the bank information you supply for direct deposit does not match or you close the applicable bank account prior to the deposit of the refund, your refund will automatically be mailed to you.

Line 10(d) - Federal banking rules require DRS to request information about foreign bank accounts when the taxpayer requests the direct deposit of a refund into a bank account. If the refund is to be deposited in a bank outside of the United States, DRS will mail your refund to you.

Line 11: If the amount on Line 7 is net tax due, add Line 7 and Line 8. This is the total amount due.

This form may be filed using the **Taxpayer Service Center (TSC)**. See *TSC* below.

Rounding off to whole dollars: You must round off cents to the nearest whole dollar on your returns and schedules. If you do not round, the Department of Revenue Services (DRS) will disregard the cents.

Round down to the next lowest dollar all amounts that include 1 through 49 cents. Round up to the next highest dollar all amounts that include 50 through 99 cents. However, if you need to add two or more amounts to compute the amount to enter on a line, include cents and round off **only** the total.

Example: Add two amounts (\$1.29 + \$3.21) to compute the total (\$4.50) to enter on a line. \$4.50 is rounded to \$5.00 and entered on the line.

Instructions for Section 2 - Summary of Connecticut Tax Liability for the Calendar Quarter

Quarterly remitters: Enter Connecticut income tax withheld for each pay period. Add Lines 1 through 6 for each column and enter column totals on Line 7. Add Line 7, Columns A, B, and C. Enter total liability on Line 8. Line 8 should equal Form CT-941, Section 1, Line 3.

Amended Returns

Use **Form CT-941X, Amended Connecticut Reconciliation of Withholding**, to amend Form CT-941.

Forms and Publications

Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.

Taxpayer Service Center (TSC)

The **TSC** allows taxpayers to electronically file, pay, and manage state tax responsibilities. To make electronic transactions or administer your tax account online, visit www.ct.gov/TSC and select *Business*.

