



# Connecticut E-REC

Electronically file Form OP-236  
Real Estate Conveyance Tax Return



## IT'S FREE, SECURE, AND EASY.

Form OP-236 can be filed on the DRS website via the E-REC portal in participating municipalities only\*

### How does E-REC work?

#### Complete the Tax Return Online

- Go to [portal.ct.gov/DRS](http://portal.ct.gov/DRS). Under "Most Popular", click on Real Estate Conveyance Tax Electronic Filing.
- For first time users, go to the *E-REC* User Guide for step by step instructions for Submitters.
- Go to *E-REC* Login to file the tax return.
- Printer friendly validation page appears in the same format as a paper Form OP-236.

#### Complete the Payment Section and Submit the Tax Return to the Town Clerk

- Enter the account number and routing number for checking or savings account , if payment is required.
- To submit a payment from a trust or escrow account (such as IOLTA), provide debit code T200921220 to the bank.
- Submit the tax return. Make note of your tracking number; you will need to provide this to the Town Clerk.

#### Submit the Deed or Instrument for Recording to the Town Clerk

- **Paper** deeds or instruments should be provided to the Town Clerk with the *E-REC* tracking number.
- **Electronic** deeds or instruments should be sent via the electronic deed recording system with the *E-REC* tracking number.

#### Town Clerk Submits Tax Return to DRS

- The Town Clerk will verify, record, complete their portion, and submit to DRS.
- DRS will send a confirmation email to the submitter.

\* As of 9/1/2019, the following municipalities are participating:

Ashford	Cheshire	Easton	Griswold	Marlborough	Newington	Scotland	Warren
Barkhamsted	Colebrook	Enfield	Hartford	Meriden	Plainfield	Seymour	Waterbury
Berlin	Cornwall	Farmington	Kent	Middlebury	Portland	Sharon	Watertown
Branford	Deep River	Franklin	Killingly	Milford	Prospect	Somers	West Hartford
Bristol	Derby	Glastonbury	Lebanon	Montville	Rocky Hill	Stamford	Westport
Brooklyn	Durham	Goshen	Manchester	New Britain	Salem	Thompson	Winchester
Chaplin	East Hampton	Greenwich	Mansfield	New Hartford	Salisbury	Torrington	Windham
							Windsor

*\*If you do not see your town here, please check with the applicable Town Clerk to see if they participate in E-REC.*

<sup>1</sup> DRS can only withdraw the amount authorized by the Submitter. Payment is not initiated until the return is accepted by the town clerk and the deed/ instrument is recorded. If DRS is not able to withdraw the amount due, the grantor will receive a bill from DRS.

<sup>2</sup> Check with the applicable Town Clerk to see if they participate in electronic deed recording.