

Vermont Department of Taxes ACH Credit Processing
133 State Street
Montpelier, VT 05633-1401

The following instructions provide information for taxpayers wishing to submit an ACH Credit payment to the Vermont Department of Taxes for the following tax types:

VTax ACH Credit Payment Options		
Tax Type	Taxpayer ID Prefix	Tax Type Code
Corporate & Business Income		
Business Tax Nonresident Estimated Payments	BIT	03201
Business Tax	BIT	03200
Corporate Tax (Estimated)	CIT	02100
Corporate Tax	CIT	02200
Real Estate Withholding	BIT or CIT	11002
Business Taxes		
Meals & Rooms Tax	MRT	07400
Sales & Use Tax	SUT	04100
Sales & Use (Streamlined) Tax	SUT	04040
Withholding Tax (Semi-Weekly Schedule)	WHT	01100
Withholding Tax (Monthly Schedule)	WHT	01101
Withholding Tax (Quarterly Schedule)	WHT	01102
Miscellaneous Taxes		
Bank Franchise Tax	BFT	03600
Captive Insurance Tax	CPT	07102
Fiduciary Income Tax	FIT	01700
Fuel Tax	FGR	05000
Healthcare Claims Tax	HCT	16000
Premium Insurance Tax	IPT	07100
Premium Insurance Tax (Estimated)	IPT	07101

Carefully follow the Addenda record information beginning on page 2 to ensure you have provided the correct:

- Taxpayer ID Prefix
- Tax Type Codes
- Required information in the Addenda record

If you have any questions, please contact our Taxpayer Services Division at 802-828-2551 or tax.business@vermont.gov

Required banking information for ACH Credit Payments to the Department of Taxes

NAME OF BANK: TD BANK
VT TAX ACCOUNT NUMBER: 5240113077
ROUTING NUMBER: 011600033

ACH Tax Addenda Record Format (7 Record Format)					
Field #	Field Name	Field Required	Data Element Type	Length	Contents
	Segment Identifier	M			TXP
	Separator	M			*
TXP01	Taxpayer ID	M	AN	Up to 12	(See chart below)
	Separator	M			*
TXP02	Tax Type Code	M	ID	5	XXXXXX
	Separator	M			*
TXP03	Tax Period End Date	M	DT	6	YYMMDD
	Separator	M			*
TXP04	Tax Amount Type	M	ID	1	(See chart below)
	Separator	M			*
TXP05	Tax Amount	M	N2	10	\$\$\$\$\$\$\$\$cc
	Terminator	M		1	\

Taxpayer ID:		
Type	Content	Details
Account number issued by Vermont Department of Taxes	XXX12345678	11 characters in length 3-letter tax ID prefix (detailed on page 1) is already included in your account number
Federal ID Number (FIN)	123456789	9 digit FEIN characters in length
Streamline Sales Tax Account	S12345678	9 characters in length

Tax Amount Type:		
Type of Payment	Content	Details
Return or Estimated Payment	T	Used to pay taxes due in connection with a return
Statement of Account	B	Used to pay a Statement of Account or audit amount noticed as due

ACH Credit Addenda 7 Record Definitions

Term	Term Options	Meaning
FIELD NAME		
	Segment Identifier	TXP must be entered in this field. This identifies the transaction is related to tax liability.
	Separator	An asterisk (*) must be entered to separate data elements in the CCD+ record.
	Taxpayer ID	This number always begins with the 3-letter Taxpayer ID prefix (shown on page 1) followed by: 1) Your 8 digit account number issued by VDT [XXX#####] or 2) Your 9 digit Federal Identification Number [XXX#####] You may also use the nine characters Streamline Sales Tax Identification Number, which would not include the 3-letter prefix and be entered as [S#####].
	Tax Type Code	Refer to chart on page 1 for the correct 5-digit code
	Tax Period End Date	The date is entered as YYMMDD. YY = year; MM = month; DD = day. Enter the tax period end date. When paying a Statement of Account, enter the date of the statement.
	Tax Amount Type	The Tax Amount Type value is "T" or "B," depending on the type of payment being made.
	Tax Amount	Enter the dollar amount being paid. The amount field must always contain cents.
FIELD REQUIREMENT		Identifies if the field data element is required.
	Mandatory (M)	This field or data element shall appear in the convention.
	Optional (O)	The use of this field or data element is optional.
DATA ELEMENT TYPE		The data element type identifies the type of information contained in the data element field. There are four options available.
	AN	The string type data element is symbolized by the representation AN. Contents of string type data elements are a sequence of letters, digits, spaces, and/or special characters. The contents shall be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.
	ID	The identified type data element is symbolized by the representation ID. An identifier data element shall always contain a value from a predefined list of values.
	DT	The date type element is symbolized by the representation DT. Format for the date type is YYMMDD. YY is the last two digits of the year (00-99 with 00 = 2000), MM is the numeric value of the month (01-12) and DD is the numeric value of the day (01-31).
	N2	The numeric type of field or data element is represented by the two-position representation N2. N indicates the numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. It is intended that this number will always be positive for the TXP application. In the TXP convention, the amount fields are defined as N2 type data elements. Thus, \$1,200.00 would look as follows *0000120000*. Note for zero dollar amounts: this data element type may contain one character - 0.

Sample Addenda 7 Records (for illustrative purposes only)

To ensure prompt and accurate processing, please be sure to use the correct Taxpayer ID Prefix and Tax Type Code in your record.

Tax Type	Format of Sample Addenda 7 Record
Business Non-Resident Estimated Payments	TXP* BIT 12345678* 03201 *161231* T *10000*\
This represents an addenda 7 record for Sunny Side Company with a VDT account number of BIT-123456789, paying \$100.00 for Business Nonresident estimated payment (03201) for the filing period ending on Dec. 31, 2016. Do not reference the quarterly period for which you are paying.	
Corporate Tax (Estimated)	TXP*123456789* 02100 *161231* T *45000*\ TXP* CIT 12345678* 02100 *161231* T *10000*\
This represents payments for Bugs Bunny Corporation (EIN 123456789) \$450.00; Minnie Mouse Corporation (VDT Account Number CIT12345678) \$100.00. Filing period ending on Dec. 31, 2016. Do not reference the quarterly period for which you are paying.	
Corporate Tax	TXP* CIT 12345678* 02200 *160601* B *2000000*\
This represents an addenda 7 record for ABC Company with account CIT12345678, paying \$20,000.00 related to a Corporate Tax (02200) Statement of Account dated June 1, 2016.	
Business Tax	TXP* BIT 12345678* 03200 *161231* T *25000*\
This represents an addenda 7 record for Woodbury Birds with VDT account number of BIT-12345678, paying \$250.00 for Business Tax (03200) for the tax period ending Dec. 31, 2016. Do not reference the quarterly period for which you are paying.	
Real Estate Withholding Tax	TXP* CIT 12345678* 11002 *151231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of CIT-12345678, paying \$2,493.00 for Real Estate Withholding Tax (11002) for the tax period ending Dec. 31, 2016.	
Bank Franchise Tax	TXP* BFT 12345678* 03600 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of BFT-12345678, paying \$2,493.00 for Bank Franchise Tax (03600) for the tax period ending Dec. 31, 2016.	
Captive Insurance Tax	TXP* CPT 12345678* 07102 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of CPT-12345678, paying \$2,493.00 for Captive Insurance Tax (07102) for the tax period ending Dec. 31, 2016.	
Fuel Tax	TXP* FGR 12345678* 05000 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of FGR-12345678, paying \$2,493.00 for Fuel Tax (05000) for the tax period ending Dec. 31, 2016.	

Fiduciary Tax	TXP* FIT 12345678* 101700 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of FIT-12345678, paying \$2,493.00 for Fiduciary Tax (01700) for the tax period ending Dec. 31, 2016.	
Healthcare Tax	TXP* HCT 12345678* 16000 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of HCT-12345678, paying \$2,493.00 for Healthcare Tax (16000) for the tax period ending Dec. 31, 2016.	
Insurance Premium Tax	TXP* IPT 12345678* 07100 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of IPT-12345678, paying \$2,493.00 for Insurance Premium Tax (07100) for the tax period ending Dec. 31, 2016.	
Meals & Rooms Tax	TXP* MRT 12345678* 07400 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of MRT-12345678, paying \$2,493.00 for Meals & Rooms Tax (07400) for the tax period ending Dec. 31, 2016.	
Sales & Use Tax	TXP* SUT 12345678* 04100 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of SUT-12345678, paying \$2,493.00 for Sales & Use Tax (04100) for the tax period ending Dec. 31, 2016.	
Withholding Tax Quarterly	TXP* WHT 12345678* 01102 *161231* T *249300*\
This represents an addenda 7 record for Snowflake Company with VDT account number of WHT-12345678, paying \$2,493.00 for Withholding Tax - Quarterly (01102) for the tax period ending Dec. 31, 2016.	