

**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:

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

**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](mailto:tax.business@vermont.gov)

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

**NAME OF BANK:** TD BANK

**ADDRESS OF BANK:** 90 MAIN ST, MONTPELIER, VT 05602

**VT TAX ACCOUNT NUMBER:** 5240113077

**ROUTING NUMBER:** 011600033

**ACH BLOCKER NUMBER** (if required for your bank account): 6036000264

<b>ACH Tax Addenda Record Format (7 Record Format)</b>					
<b>Field #</b>	<b>Field Name</b>	<b>Field Required</b>	<b>Data Element Type</b>	<b>Length</b>	<b>Contents</b>
	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	\

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

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

## ACH Credit Addenda 7 Record Definitions

Term	Term Options	Meaning
<b>FIELD NAME</b>		
	Segment Identifier	<b>TXP</b> 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.
<b>FIELD REQUIREMENT</b>		<b>Identifies if the field data element is required.</b>
	Mandatory (M)	This field or data element shall appear in the convention.
	Optional (O)	The use of this field or data element is optional.
<b>DATA ELEMENT TYPE</b>		<b>The data element type identifies the type of information contained in the data element field. There are four options available.</b>
	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
<b>Business Non-Resident Estimated Payments</b>	TXP* <b>BIT</b> 12345678* <b>03201</b> *161231* <b>T</b> *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. <b>Do not reference the quarterly period for which you are paying.</b>	
<b>Corporate Tax (Estimated)</b>	TXP*123456789* <b>02100</b> *161231* <b>T</b> *45000*\ TXP* <b>CIT</b> 12345678* <b>02100</b> *161231* <b>T</b> *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. <b>Do not reference the quarterly period for which you are paying.</b>	
<b>Corporate Tax</b>	TXP* <b>CIT</b> 12345678* <b>02200</b> *160601* <b>B</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.	
<b>Business Tax</b>	TXP* <b>BIT</b> 12345678* <b>03200</b> *161231* <b>T</b> *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. <b>Do not reference the quarterly period for which you are paying.</b>	
<b>Real Estate Withholding Tax</b>	TXP* <b>CIT</b> 12345678* <b>11002</b> *151231* <b>T</b> *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.	
<b>Bank Franchise Tax</b>	TXP* <b>BFT</b> 12345678* <b>03600</b> *161231* <b>T</b> *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.	
<b>Captive Insurance Tax</b>	TXP* <b>CPT</b> 12345678* <b>07102</b> *161231* <b>T</b> *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.	
<b>Fuel Tax</b>	TXP* <b>FGR</b> 12345678* <b>05000</b> *161231* <b>T</b> *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.	

<b>Fiduciary Tax</b>	TXP* <b>FIT</b> 12345678* <b>101700</b> *161231* <b>T</b> *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.	
<b>Healthcare Tax</b>	TXP* <b>HCT</b> 12345678* <b>16000</b> *161231* <b>T</b> *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.	
<b>Insurance Premium Tax</b>	TXP* <b>IPT</b> 12345678* <b>07100</b> *161231* <b>T</b> *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.	
<b>Meals &amp; Rooms Tax</b>	TXP* <b>MRT</b> 12345678* <b>07400</b> *161231* <b>T</b> *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.	
<b>Sales &amp; Use Tax</b>	TXP* <b>SUT</b> 12345678* <b>04100</b> *161231* <b>T</b> *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.	
<b>Withholding Tax Quarterly</b>	TXP* <b>WHT</b> 12345678* <b>01102</b> *161231* <b>T</b> *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.	