

# Vermont Department of Taxes ACH Credit Processing

ACH credit is an easy and convenient way to pay your Vermont taxes. The Vermont Department of Taxes needs specific information from you to correctly apply your payment to your tax account. This is especially important if you have more than one tax account with the Department of Taxes.

The first step is to set up an account with your financial institution or payroll company. You will need to know what information is needed and the correct format to use. Using the wrong information and format will delay your payment. Please follow the instructions carefully. Payments which do not process correctly may be subject to late-filing penalties and interest.

When setting up your account, you will need to provide the following information (see detailed instructions on the following pages) to your financial institution or payroll company:

**Bring this guide with you when you set up your ACH credit account with your financial institution or payroll company.**

The segment identifier is **TXP**. This directs your payment to the Vermont Department of Taxes.

## Taxpayer ID

### For Sales & Use, Meals & Rooms, Withholding

Vermont Department of Taxes Tax Account:  
3-letter Taxpayer ID Prefix (see chart on page 2)  
plus 8 digits.  
Example: WHT + 12345678 = **WHT12345678**

**Note:** This is a Vermont-specific number, not your federal identification number (FEIN)

### For Business and Corporate Taxpayers

Vermont Department of Taxes Tax Account:  
3-letter Taxpayer ID Prefix (see chart on reverse side) plus 8 digits.  
Example: BIT + 12345678 = **BIT12345678**  
**or**  
IRS Federal Tax ID or Federal EIN

**Note:** If you use your 9-digit Federal EIN, do not add the 3-letter Taxpayer ID Prefix.

### For Streamline Taxpayers

Streamline Sales Tax Account Number:  
Letter "S" plus 8 digits.  
Example: S + 12345678 = **S12345678**

## Tax Type Code

The code is 5 digits long. Select from one of the codes on the chart on page 2.

Example for Business Tax: **03200**

## Tax Period End Date

Enter the date as year, month, day—YYMMDD.  
Example: Enter Dec. 31, 2015, as **151231**

**Note:** Do not use the tax due date. Semi-weekly Withholding taxpayers should remember to change the quarter end date when you begin submitting payments for the next quarter.

## Tax Amount Type

Select and use the option that applies to your payment:

- Use Letter "**T**" if you are paying the payment shown on your tax return or an estimated tax payment.
- Use Letter "**B**" if you are paying the balance due on your Statement of Account or payment for the amount due on an audit.
- Use Letter "**X**" if you are making an extension payment. Please note that you do not need to file a separate application for extension. This type of payment will be treated as an extension application.
- Use Letter "**S**" if you are paying the Health Care Fund Contribution Assessment due in connection with a return.

## Payment Amount

Use dollars and cents. No decimals.  
Example 1: Enter \$100.00 as **10000**  
Example 2: Enter \$10,260.85 as **1026085**

## Routing Number

Use the routing number for the Vermont Department of Taxes: **221172186**

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>
Business Tax (Extension)	<b>BIT</b>	<b>03300</b>
Corporate Tax (Estimated)	<b>CIT</b>	<b>02100</b>
Corporate Tax	<b>CIT</b>	<b>02200</b>
Corporate Tax (Extension)	<b>CIT</b>	<b>02300</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>
Cigarette Stamp Sales Tax	<b>CTT</b>	<b>07200</b>
Fiduciary Income Tax	<b>FIT</b>	<b>01700</b>
Fire Training Tax	<b>FTT</b>	<b>20001</b>
Fuel Tax	<b>FGR</b>	<b>05000</b>
Hazardous Waste	<b>HWT</b>	<b>09001</b>
Healthcare Claims Tax	<b>HCT</b>	<b>16000</b>
Malt and Vinous Beverage Tax	<b>MVB</b>	<b>06000</b>
Premium Insurance Tax	<b>IPT</b>	<b>07100</b>
Premium Insurance Tax (Estimated)	<b>IPT</b>	<b>07101</b>
Telephone Gross Receipts	<b>TGR</b>	<b>04900</b>
Telephone Property Tax	<b>TPP</b>	<b>04901</b>

Carefully follow the Addenda record format beginning on this page 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: People’s United Bank  
 ADDRESS OF BANK: 850 Main St., Bridgeport, CT 06604  
 VT TAX ACCOUNT NUMBER: 8877770634

ROUTING NUMBER: 221172186  
 ACH BLOCKER NUMBER: 8036000264  
 (if required by your bank)

**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	<b>(See chart below)</b>
	Separator	M			*
TXP02	Tax Type Code	M	ID	5	XXXXX
	Separator	M			*
TXP03	Tax Period End Date	M	DT	6	YYMMDD
	Separator	M			*
TXP04	Tax Amount Type	M	ID	1	<b>(See chart below)</b>
	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	<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 (FEIN)	<b>123456789</b>	<b>9 digit FEIN characters in length</b>
Streamline Sales Tax Account	<b>S12345678</b>	<b>9 characters in length</b>

**Tax Amount Type:**

Type of Payment	Content	Details
Return or Estimated Payment	<b>T</b>	Used to pay taxes due in connection with a return.
Extension Payment	<b>X</b>	Used to make an extension payment. Please note that a separate application for extension is not necessary. This type of payment will be treated as an extension application.
Statement of Account	<b>B</b>	Used to pay a Statement of Account or audit amount noticed as due.
Health Care Contribution	<b>S</b>	Used to pay the Health Care Contribution due in connection with a return. This must be used in conjunction with a withholding tax type code and a “T” tax amount type. See sample addenda records on page 5. If no withholding tax is due, enter *0* after “T.”

## 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: <b>1) Your 8 digit account number issued by VDT [XXX#####] or 2) Your 9 digit Federal Identification Number [XXX#####]</b>  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," "B," "X," or "S" 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>		
	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.

### Common problems with ACH Credit payment submissions

- Invalid Tax Type Code: The code is too short or does not match a code on the list on page 1.
- Filing period formatted incorrectly: The format is YYMMDD. Note: Do not use the tax due date.
- Taxpayer ID formatted incorrectly: Ideally, the ID is the 11-character Vermont Department of Taxes tax account number, but we will accept the other Taxpayer ID types shown above. We cannot accept any other ID number. Do **not** include dashes in the account number.

### 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*BIT12345678*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. <b>Do not reference the quarterly period for which you are paying.</b>	
<b>Business Tax</b>	TXP*BIT12345678*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. <b>Do not reference the quarterly period for which you are paying.</b>	
<b>Business Tax (Extension)</b>	TXP*BIT12345678*03300*161231*X*25000*\
This represents an addenda 7 record for ABC Company with account BIT12345678, paying \$250.00 for a Business Tax Extension (03300) for the tax period ending Dec. 31, 2016. A separate application for extension does not need to be filed.	
<b>Corporate Tax (Estimated)</b>	TXP*123456789*02100*161231*T*45000*\ TXP*CIT12345678*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. <b>Do not reference the quarterly period for which you are paying.</b>	
<b>Corporate Tax</b>	TXP*CIT12345678*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.	
<b>Corporate Tax (Extension)</b>	TXP*CIT12345678*02300*161231*X*30000*\
This represents an addenda 7 record for ABC Company with account CIT12345678, paying \$300.00 related to a Corporate Tax Extension (02300) for the tax period ending Dec. 31, 2016.	
<b>Real Estate Withholding Tax</b>	TXP*CIT12345678*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.	
<b>Meals &amp; Rooms Tax</b>	TXP*MRT12345678*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.	
<b>Sales &amp; Use Tax</b>	TXP*SUT12345678*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.	
<b>Withholding Tax Quarterly</b>	TXP*WHT12345678*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.	

**DEPARTMENT OF TAXES**

Tax Type	Format of Sample Addenda 7 Record
<b>Withholding Tax with Health Care Contribution Quarterly</b>	TXP*WHT12345678*01102*161231*T*249300*S*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) AND \$2,493.00 for Health Care Contribution for the tax period ending Dec. 31, 2016.	
<b>Bank Franchise Tax</b>	TXP*BFT12345678*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.	
<b>Captive Insurance Tax</b>	TXP*CPT12345678*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.	
<b>Cigarette Stamp Sales Tax</b>	TXP*CTT12345678*07200*161231*T*249300\
This represents an addenda 7 record for Snowflake Company with VDT account number of CTT-12345678, paying \$2,493.00 for Cigarette Stamp Sales Tax (07200) for the tax period ending Dec. 31, 2016.	
<b>Fiduciary Income Tax</b>	TXP*FIT12345678*01700*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.	
<b>Fire Training Tax</b>	TXP*FTT12345678*20001*161231*T*249300\
This represents an addenda 7 record for Snowflake Company with VDT account number of FTT-12345678, paying \$2,493.00 for Fire Training Tax (20001) for the tax period ending Dec. 31, 2016.	
<b>Fuel Tax</b>	TXP*FGR12345678*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.	
<b>Hazardous Waste Tax</b>	TXP*HWT12345678*09001*161231*T*249300\
This represents an addenda 7 record for Snowflake Company with VDT account number of HWT-12345678, paying \$2,493.00 for Hazardous Waste Tax (09001) for the tax period ending Dec. 31, 2016.	
<b>Healthcare Claims Tax</b>	TXP*HCT12345678*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.	
<b>Malt and Vinous Beverage Tax</b>	TXP*MVB12345678*06000*161231*T*249300\
This represents an addenda 7 record for Snowflake Company with VDT account number of MVB-12345678, paying \$2,493.00 for Malt and Vinous Beverage Tax (06000) for the tax period ending Dec. 31, 2016.	
<b>Insurance Premium Tax</b>	TXP*IPT12345678*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.	
<b>Telephone Gross Receipts</b>	TXP*TGR12345678*04900*161231*T*249300\
This represents an addenda 7 record for Snowflake Company with VDT account number of TGR-12345678, paying \$2,493.00 for Telephone Gross Receipts (04900) for the tax period ending Dec. 31, 2016.	
<b>Telephone Property Tax</b>	TXP*TPP12345678*04901*161231*T*249300\
This represents an addenda 7 record for Snowflake Company with VDT account number of TPP-12345678, paying \$2,493.00 for Telephone Property Tax (04901) for the tax period ending Dec. 31, 2016.	

**Vermont Department of Taxes, 133 State Street, Montpelier, VT 05633-1401**