

# Quick Start Taxpayer Guide: ACH Credit Payments

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. This quick start guide will help you set up your ACH credit account for the smooth and timely processing of 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 to your financial institution or payroll company:

## Segment Identifier

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 reverse side) 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 the reverse side.

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.

## 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: **011600033**.

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

Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

Iss. 03/2016 • Pub. GB-1104

**Name of Bank for State of Vermont: TD Bank**  
**Vermont Tax Account Number: 5240113077**  
**Routing Number: 011600033**

VTax ACH Credit Payment Options		
Tax Type	Taxpayer ID Prefix	Tax Type Code
<b>Corporate &amp; Business Income</b>		
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
<b>Business Taxes</b>		
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
<b>Miscellaneous Taxes</b>		
Bank Franchise Tax	BFT	03600
Captive Insurance Tax	CPT	07102
Fiduciary Income Tax	FIT	01700
Fuel Gross Receipts Tax	FGR	05000
Healthcare Claims Tax	HCT	16000
Premium Insurance Tax	IPT	07100
Premium Insurance Tax (Estimated)	IPT	07101

**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 above.
- **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.



**If you have questions about making an ACH credit payment, call (802) 828-2551.**