# myVTax Guide: How to Make an e-Payment Without a myVTax Account

Submitting tax payments online saves labor and time. This guide provides step-by-step instructions on how to make an e-Payment at myVTax.vermont.gov, the Vermont Department of Taxes' online tax portal.

Payments may be made by E-Check (ACH Debit) or credit card. Please note that a 3% convenience fee is added to for credit card payments to reimburse the State of Vermont for fees the credit card companies charge.
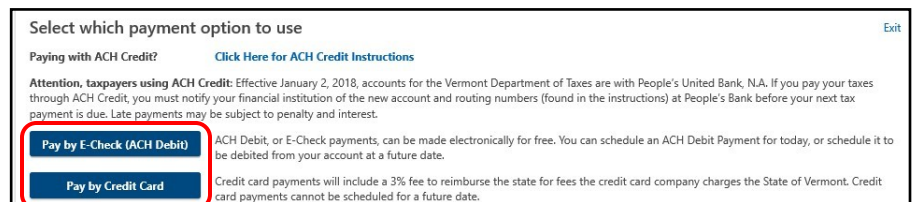
Step 1

Click **Make a Payment** in the Payments panel.
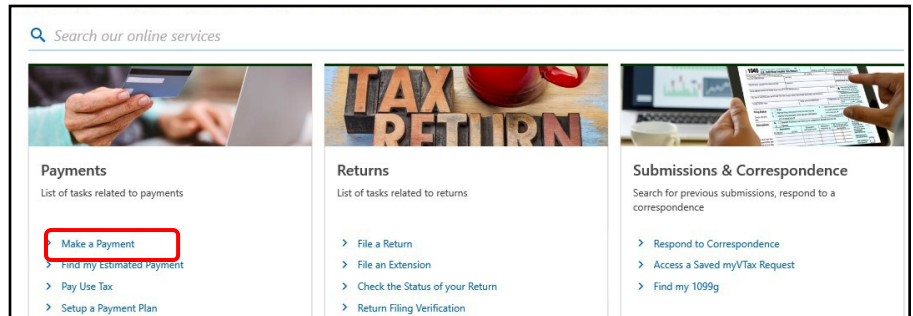
Step 2

This brings you to the **Payment Option** screen, where you can choose to pay by either e-check (ACH Debit) or credit card. *Note the 3% credit card fee.*

Select your payment option. In this example we are selecting **E-Check**.

Step 3

The **myVTax Quick Payment** screen lists all the required information.

(You will enter your payment amount in **Step 5**). Click **Next**.

TIP   Clicking **Next** saves your entries and moves you to the next step.

Previous goes back so you can make changes without losing entries you've already made.

<u>Do not</u> use your browser's back button to go to previous screens. Doing so will require you to re-enter information.

VERMONT
DEPARTMENT OF TAXES

Step 4

Enter all identifying information in each of the fields. An asterisk indicates that an answer is required.

Depending on your answers, additional fields may appear.

Click **Next** when ready.

Step 5

The **Payment Details** screen will display.

Enter all required **Bank Account** 1 and **Payment** 2 information. Bank information can be found at the bottom of your check, as demonstrated below the Bank Account side.

The system reviews the Routing Number to make sure it is valid. If it is not, it will tell you it's invalid and will not let you proceed until a valid Routing Number has been entered. When a valid Routing number has been entered it will show the Bank Name below.

Depending on the **Payment Type** you choose, additional fields may appear.

Click **Next** when ready.

Step 6

The **Payment Confirmation** screen will display ensuring that you are authorizing the Vermont Department of Taxes to deduct a payment from the account you specified for the amount you entered. If all information is correct and you wish to submit the payment, click **Submit**.

Should you need to make any corrections, click **Previous** to return to any previous screens and make your changes. Your information is saved.

Make a Payment

$385.75
Payment Amount

Make a Payment

myVTax Quick Payment — Identifying Information — Payment Details — Payment Confirmation

Confirm your payment

By clicking the Submit button you are authorizing the Vermont Department of Taxes to deduct a payment in the amount of **$385.75** from your bank account ending in **123**.

Cancel   < Previous   **Submit**

Step 7

A popup window will ask you to confirm your email. Type your email into each required field, then click **OK**.

Confirmation   ✕

Entering a valid email address will allow you to access this request at a later date.

Email *
Required

Confirm Email *
Required

Required

Cancel   **OK**

Step 8

The **Confirmation** screen will display all relevant information for your submission and give you a **Verification Code** which can be used to Access the request through myVTax in the future.

If desired, **print** this screen for your records.

Click **OK** when done.

Confirmation

Thank you for your payment to the Vermont Department of Taxes. Your request has been submitted and your confirmation number is **0-341-180-416**.

Payment Information:
Taxpayer Name: **JAMES SMITH**
Account Type: **Personal Income**
Filing Period: **Dec-31-2019**
Paid From: **TD BANK NA 123**
Payment Amount: **$385.75**
Payment Date: **Jan-01-2020**
Submitted Date: **Jan-01-2020**
Please allow 1-2 days for processing before this payment is reflected in your account balance.

You can access your payment request at any time using the following:
Email Address: **JamesSmith@email.com**
Verification Code: **km45pk.**

Questions or concerns? Contact us:
Vermont Department of Taxes   Call: (802) 828-6802
133 State Street   Or Email: myVTax Support
Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print

OK