

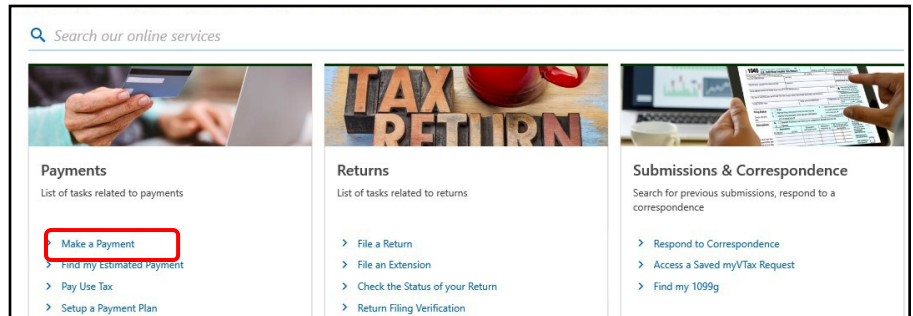
# myVTax Guide: How to Make an e-Payment Without a myVTax Account

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

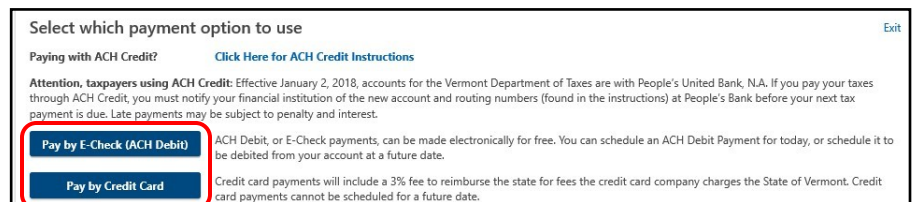
Click **Make a Payment** in the Payments panel.



## 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**.

 A screenshot of the "Make a Payment" screen. At the top, it says "Make a Payment" and shows a payment amount of "\$0.00". Below this, there is a "Make a Payment" section with a progress indicator showing "myVTax Quick Payment" as the current step. The main content area is titled "Welcome to myVTax quick payment screen" and contains instructions: "If you are paying using ACH Debit, proceed to the next screen to fill out the necessary information. ACH Debit payments will deduct funds directly from your bank account. You will be required to have the following to complete this request:" followed by a list of required information: "Account Type", "Taxpayer ID Type and ID", "Name or Business Name", and "Filing Period end date of the debt you are paying off". Below this list, there is a "Paying with ACH Credit?" section with a link to "Click Here for ACH Credit Instructions". A warning message is repeated: "Attention, taxpayers using ACH Credit: Effective January 2, 2018, accounts for the Vermont Department of Taxes are with People's United Bank, N.A. If you pay your taxes through ACH Credit, you must notify your financial institution of the new account and routing numbers (found in the instructions) at People's Bank before your next tax payment is due. Late payments may be subject to penalty and interest." At the bottom of the screen, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is circled in red.

**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.

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

**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** <sup>1</sup> and **Payment** <sup>2</sup> 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   **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:	<b>JAMES SMITH</b>
Account Type:	<b>Personal Income</b>
Filing Period:	<b>Dec-31-2019</b>
Paid From:	<b>TD BANK NA 123</b>
Payment Amount:	<b>\$385.75</b>
Payment Date:	<b>Jan-01-2020</b>
Submitted Date:	<b>Jan-01-2020</b>

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](tel:8028286802)  
 133 State Street   Or Email: [myVTax Support](mailto:myVTaxSupport@taxes.vermont.gov)  
 Montpelier, VT 05602-3667

Click 'OK' to proceed.

**Print**

**OK**