

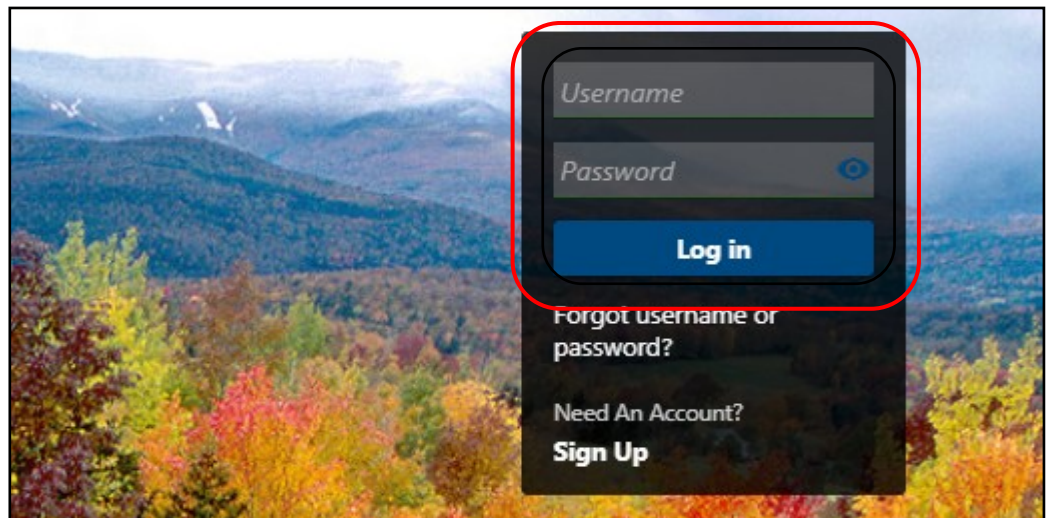
myVTax Guide: How to Make an e-Payment on an Established Business Account

Businesses making retail sales in Vermont are required to make regular, timely payments of Business Tax, as well as any applicable Sales and Use Tax, Meals and Rooms Tax, and Withholding Tax. This guide explains how a business may make a payment by e-check using myVTax, Vermont's online tax portal.

If you do not have an established myVTax account and need help making an e-payment, please see the myVTax Guide: How to Make an e-Payment Without an Established myVTax Account.

Step 1

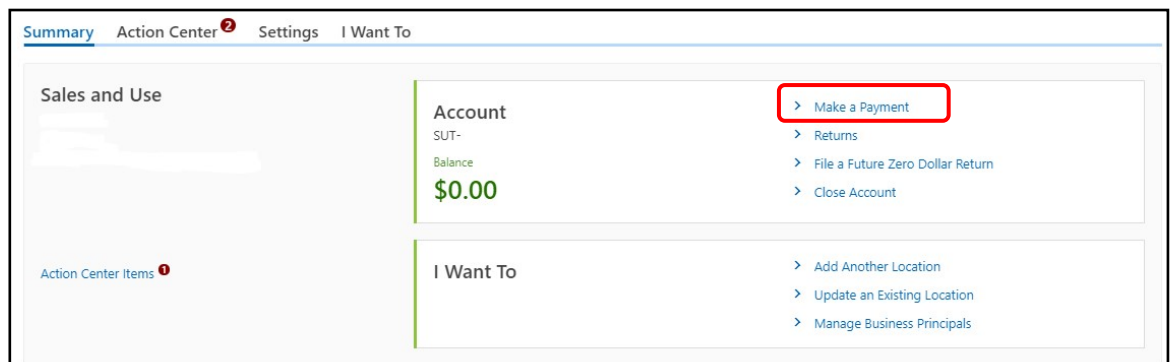
On the **myVTax** homepage, log into your business account.



Step 2

The next page shows your business information and lists the tax accounts associated with your business. Click **Make A Payment** for the tax account for which you are making a payment. Each tax account has its own payment.

Note: Do not make a lump-sum payment for multiple account types.



Step 3

Select **Pay by E-Check (ACH Debit)**.

Select which payment option to use Exit

Paying with ACH Credit? [Click Here for ACH Credit Instructions](#)

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.

Pay by E-Check (ACH Debit) ACH Debit, or E-Check payments, can be made electronically for free. You can schedule an ACH Debit Payment for today, or schedule it to be debited from your account at a future date.

Pay by Credit Card Credit card payments will include a 3% fee to reimburse the state for fees the credit card company charges the State of Vermont. Credit card payments cannot be scheduled for a future date.

Step 4

- 1 Bank Account:** Enter and confirm that the information you have entered is correct. A penalty may be assessed if a payment made in error has to be reversed.
- 2 Payment:** Select the **Payment Type** from the dropdown selection. Select the appropriate return period for the payment. (**Weekly payers:** if the payment being submitted covers a week that involves two months, you must make two separate payments to allocate the money to the appropriate month. See the **Example** below).
- 3 Payment Date:** Enter the date you are submitting the payment. You may authorize payment on the current date or a future date. Enter the **Amount**, and then enter **Confirm Amount**. Once all fields have been completed and verified, click **Next**.

1 Bank Account

Option

Default New

Domestic Bank Account

Routing Number Account Number Check Number

2 Payment

Payment Type * Required

Period Required

Payment Date * Required

Amount * Required

Confirm Amount * Required

Cancel Previous **Next**

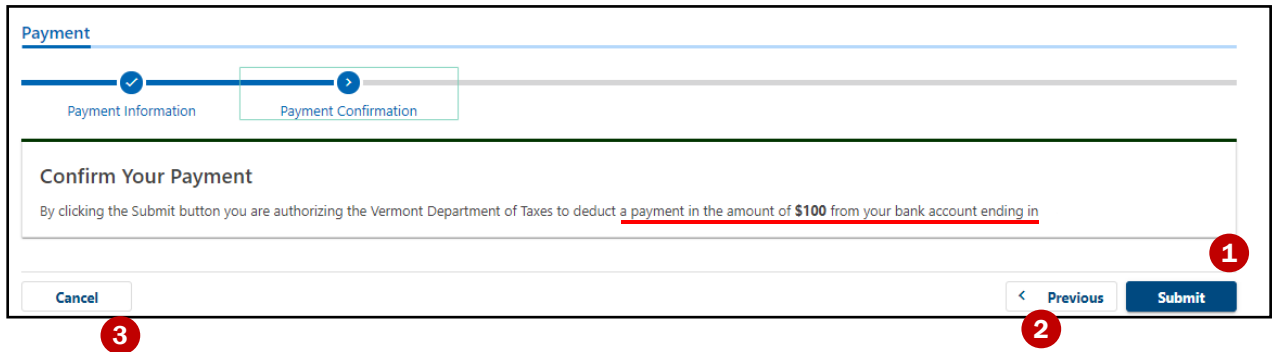
Example:

Taxes were collected the week of Feb. 24 to March 2. The first payment for Feb. 24-28 goes under the period ending Feb. 28, and the second payment for March 1-2 goes under the period ending March 31. Enter one payment for the February period and one payment for the March period.

Step 5

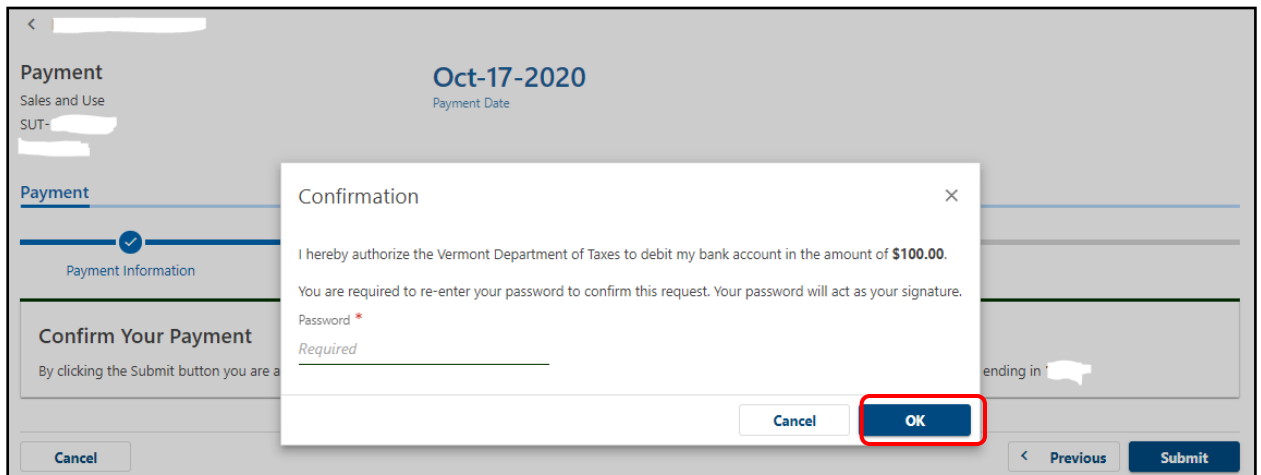
Read the confirmation statement. If the amount shown is correct, click **Submit** **1** to continue, or **Previous** **2** to go back to the **Payment Information** screen (Step 4).

You may click **Cancel** **3** to cancel the entire payment and return to the **Home** screen (Step 2). If canceling, you will be prompted to be sure you want to cancel the request.



Step 6

After you click **Submit**, a pop-up window will appear, requiring you to enter your myVTax account password. Click **OK** when done.



Step 7

The **Confirmation** page provides the following:

- 1 Confirmation Number** You will need the confirmation number if you contact the Department about this e-Payment.
- 2 Printable View** Click to print a copy for your records.
- 3 OK** Click to return to the **Home** screen for myVTax.

Confirmation

Please review the payment request information below for your payment to the Vermont Department of Taxes. You may want to print a copy for your records.

Your payment request confirmation number is 1-463-818-752 **1**

Paid For:	Sales and Use
Filing Period:	Sep-30-2019
Paid From:	
Payment Amount:	\$100.00
Payment Date:	Oct-17-2020
Submitted Date:	Oct-17-2020

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. Until a request has been processed, you can return to your account and cancel or change the request under the 'Submissions' tab.

Questions or concerns? Contact us:
Vermont Department of Taxes Call: (802) 828-6802
133 State Street Or Email: [myVTax Support](mailto:myVTaxSupport@vermont.gov)
Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print **2**

OK **3**

Changes or cancellations may be made to this e-Payment if it has not been processed by the Department, which occurs at 4:00 p.m. on business days.

To access your e-Payment again, log into your myVTax account. Go to the myVTax **Home** screen shown in **Step 2** and click the **I Want To** tab, then **Search Submissions**. For help, see the myVTax Guide: How to Cancel a Web Request.

Our Contact Information

Collections Section
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tax.vermont.gov

