

Annual Uncashed Refund Check Letters

On an annual basis, the Vermont Department of Taxes reviews its files to identify uncashed refund checks. Checks that meet certain criteria are referred as unclaimed property to the Vermont Treasurer's Office. Prior to referral, however, the Department is required to send written notice to the taxpayer named on the check as notification that the property is about to be turned over to the Unclaimed Property Division. The letter is issued in February to the taxpayer's last known address.

The letter provides information about the refund check and instructions about how to obtain a replacement check from the Department. Should the taxpayer not respond to the letter, the Department will refer the refund check to the Unclaimed Property Division. At that point, the taxpayer must contact the Treasurer's Office to claim the refund. Visit the Treasurer's Office website for further information at www.vermonttreasurer.gov/unclaimed-property.

Frequently Asked Questions

If I receive the letter, where do I mail the letter requesting a new refund check?

Vermont Department of Taxes
ATTN: Revenue Accounting Section
PO Box 429
Montpelier, VT 05601-0429

May I fax the letter rather than mailing it?

Yes, the number to fax the signed letter is (802) 828-6982.

How long will it take to get my check once I have returned the letter with the requested information?

We receive responses from hundreds of taxpayers asking the Department to reissue refund checks. Please allow 4 to 6 weeks for processing.

The recipient of the letter is my spouse/parent who has died. What do I do?

The letter should be forwarded to the individual the court appointed to handle the estate. This person should provide the information requested in the letter and return the letter to the Department with a copy of the court's appointment.

I'm currently deployed overseas with the U.S. military. My mail is sent to my home of record, and I was contacted saying this letter was received today at my home. What do I do?

Your designee holding a Power of Attorney (POA) may complete and return the letter on your behalf to the Department with a copy of the POA. Another option is to fax a signed copy of the completed letter to the Department at (802) 828-6982.

I think I may have a missing check but didn't get a letter. What do I do?

You may call the Department at (802) 828-2865 or toll-free at (866) 828-2865.

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.

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