# myVTax Guide: How to Cancel a Web Request

Filing Vermont business tax forms online can save labor and time and improve accuracy. This guide provides step-by-step instructions on how to cancel a business-related tax request after it has been submitted at www.myVTax.vermont.gov. We also have an instructional video available at www.tax.vermont.gov.

Please note that you can only cancel a request **before** it has been processed by the Department of Taxes. Requests are processed at 4:00 p.m. daily, except on weekends and state holidays.
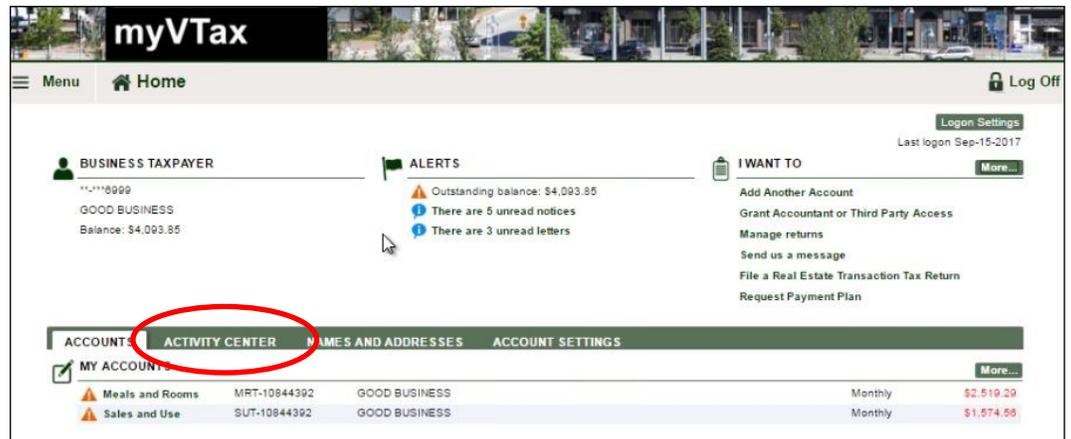
**Step 1**

Go to **www.myVTax.vermont.gov** to access the Department's portal for online services. To begin, use your **Username** and **Password** to **Log in** to your business account.
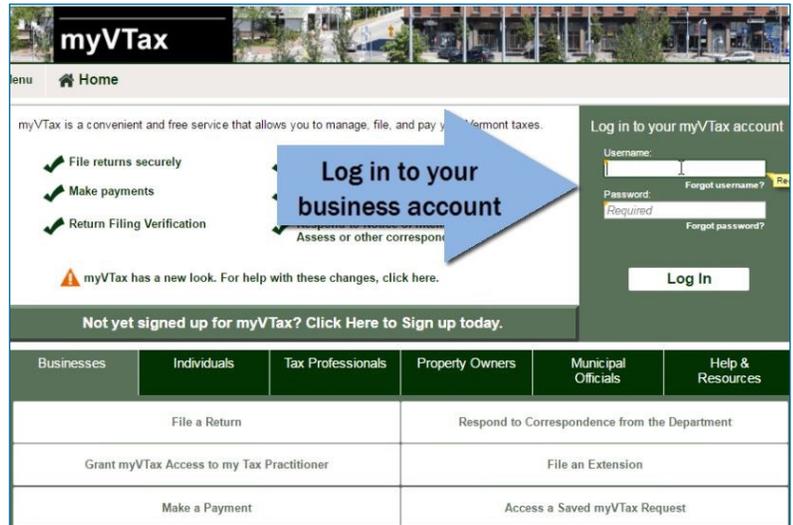


**Step 2**

**Activity Center Tab**

On your myVTax account home screen, select the **Activity Center** tab.

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**VERMONT**
**DEPARTMENT OF TAXES**

## Step 3

**My Request Section**

Under the Activity Center tab, click **More.**



## Step 4

**Submitted to be Processed Tab**



**Select** the request you wish to cancel by clicking on its **1 Confirmation Number** in the left column.

If a request you submitted does not appear here, that means it already has been processed. If it has been processed, it will appear under the **2 Last 3 Years** tab and the **3 All** tab, and its status will show as **Completed.** A completed request cannot be edited or canceled.

## Step 5

**Request Page**
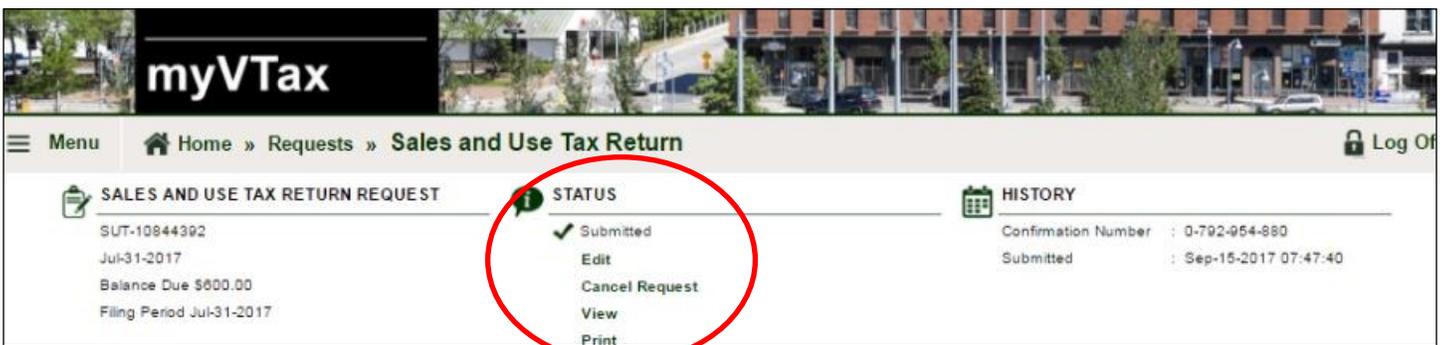


Under the **Status** column, there are several action options. Click **Cancel Request** to delete the entire request.

Note that if **Edit** is not grayed out, you can also edit a recent request. This is handy if you need to change a field on the request—such as a payment date or an amount that was entered in error—without having to cancel and start over again.
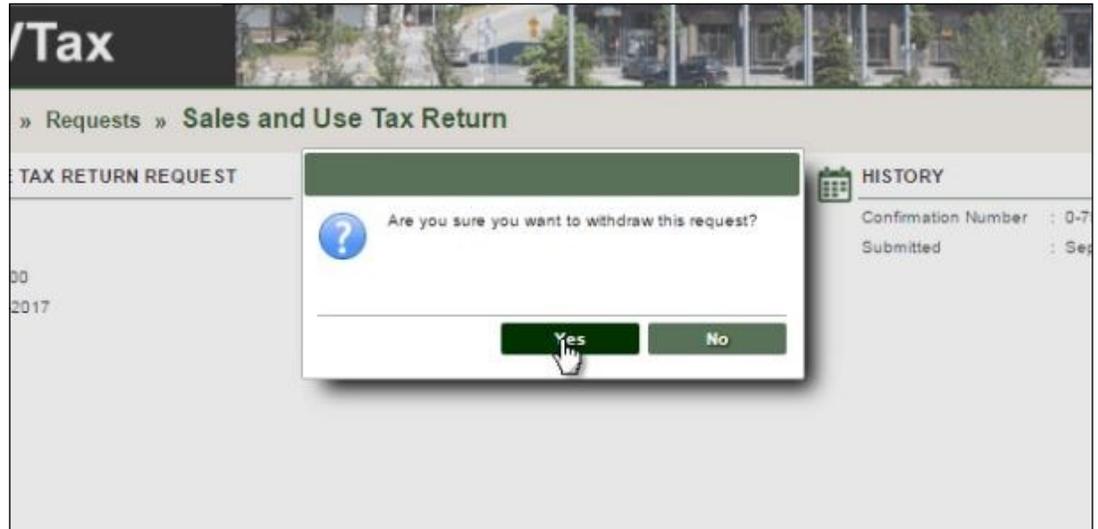
**Step 6**

**Request page (continued)**

A pop-up window will appear, asking if you are sure you want to withdraw—or cancel—the request, If you want to cancel your request, click **Yes**.

The request will then be canceled.



Click **OK**. You will be returned to your account home screen.