

myVTax Guide: How to Make an e-Payment

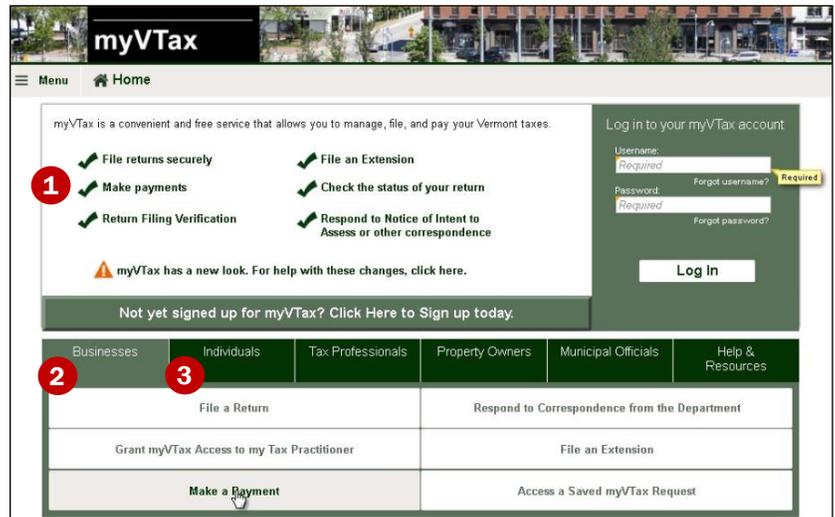
Whether you are an individual or a business, submitting tax payments online can save labor and time. This guide provides step-by-step instructions on how to make an e-Payment at www.myVTax.vermont.gov, the Vermont Department of Taxes online tax portal. We also have an instructional video available on our website.

Payments may be made by ACH debit, ACH credit, or by credit card. Please note that credit card payments will include a 3% convenience fee to reimburse the state for fees the credit card companies charge the State of Vermont. The fee is calculated on the amount of the transaction and is added to that same transaction.

Step 1

Go to www.myVTax.vermont.gov to access the Department's portal for online services. There are three options to access the **e-Payment** page:

- 1 Click **Make Payments** in the top section.
- OR-
- 2 Select the **Business** tab, then click **Make a Payment** below.
- OR-
- 3 Select the **Individuals** tab, then click **Make a Payment** below.



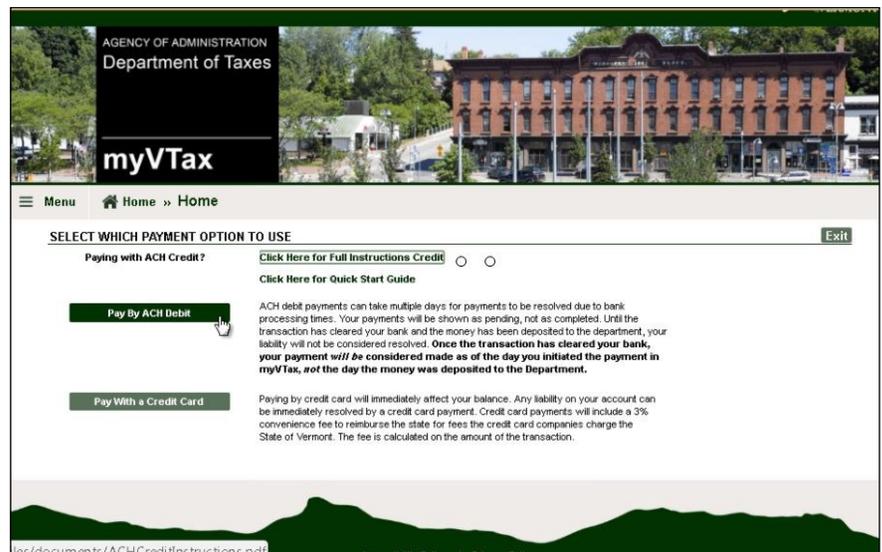
Step 2

Payment Selection

To have funds withdrawn from your financial institution, select **Pay by ACH Debit**.

-OR-

To have funds charged to a credit card, select **Pay with a Credit Card**. Please note that a 3% charge will be added to the payment.

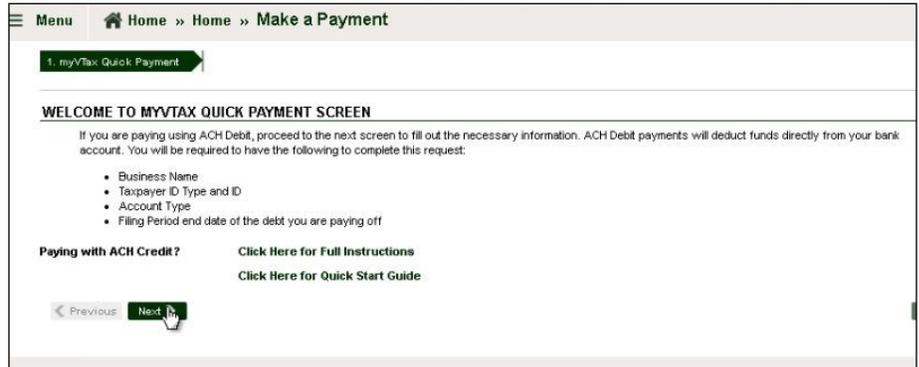


Step 3

Gather Information for ACH Debit

Before you begin, collect the following information:

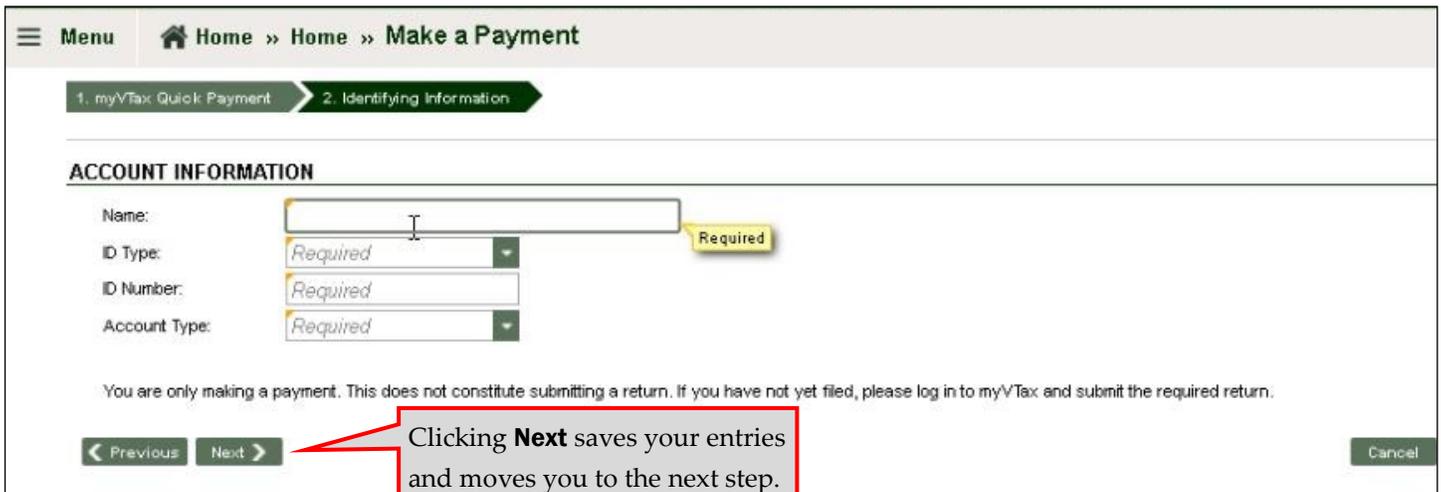
- **Business or Individual Name**
(the example shown here is for a business)
- **Taxpayer ID Type and ID:** FEIN or SSN
- **Account Type:** i.e. Sales & Use Tax
- **Filing Period**



If you would rather pay using ACH credit, click on the instructions shown on this screen.

Step 4

Enter Tax Account Information



In this section, enter your tax payment account information as follows:

- **Name**—Enter the name of the individual or business that is paying the tax.
- **ID Type**—Click the drop down arrow and choose the tax **ID Type** from the list. Select either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN).

- **ID Number**—Enter the number. The dash(es) will auto fill for you.
- **Account Type**—Click the drop down arrow, and a list will appear showing the tax account types that can be paid on myVTax. Select the **Account Type** from the list.

Note: all fields marked with an orange caret are required fields.

Step 5

Payment Information

Enter the following information:

- **Select a Payment Type**—You may pay taxes you owe on a return, a tax bill, or make a payment on a payment plan.
- **Payment Information** Enter the **Amount** to be paid and the **Payment Date** using the calendar. The calendar will fill in the date using the correct format. You may authorize a payment on the current—or future—date.

Step 6

Payment Details

Bank Account—Enter the information as follows:

- **Bank Account Type** **1** Click the drop down arrow to choose either **Checking** or **Savings** account from the list.
- **Routing Number** and **Account Number**—Find these numbers on the **2** bottom of your check, or you can obtain this information from your bank. Enter your account number again into **Confirm Account Number** to make sure you have entered it accurately.

Payment—Enter the information as follows:

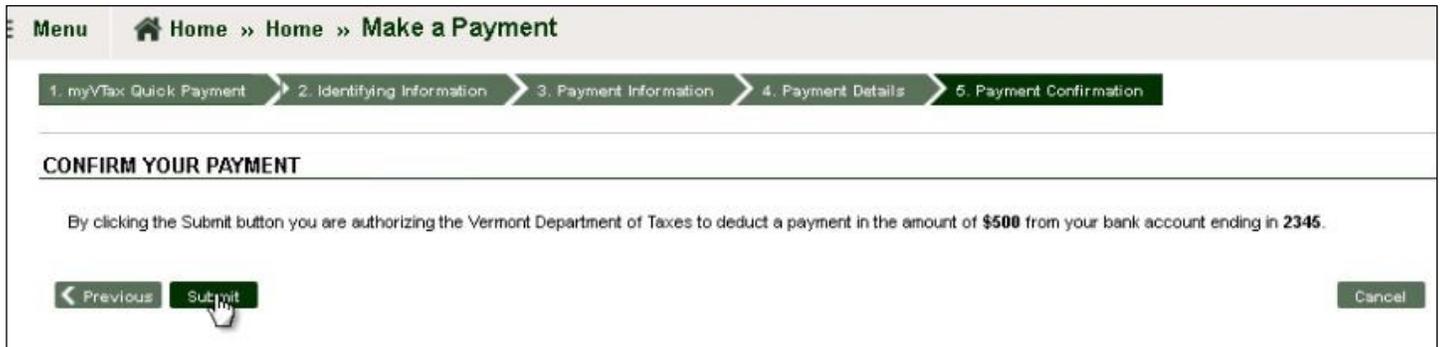
The **Payment Date** and **Amount** are auto filled for you from the entries you made previously in Step 5. Enter or select a different payment date if you need to

make a change. Enter the amount again in **Confirm Amount** to make sure you have entered it accurately.

Note: ACH Debit payments can only be made from a domestic (USA) bank account.

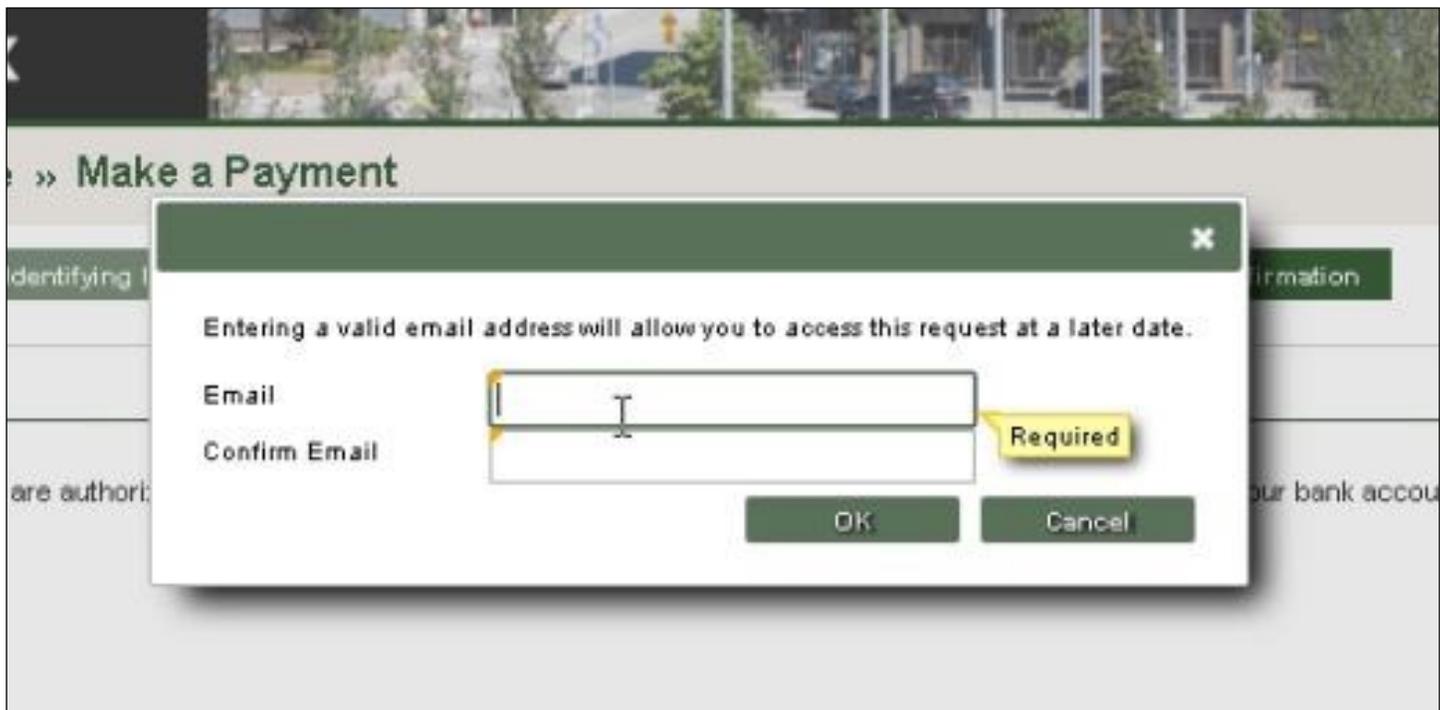
Step 7

Payment Confirmation



Read the confirmation statement. If it is correct, click **Submit** to submit the payment, or click **Cancel** to cancel the entire payment and return to

the Home screen. (If canceling, you will be prompted to be sure you want to cancel the request.)



After clicking **Submit**, a pop-up window will appear and ask you to enter a valid email and then re-enter that email. The Department will use this address to send you an email to confirm your payment.

You will also need this email address and the Verification Code (we will show you this code Step 8) to access your payment status later.

Step 8

Confirmation

CONFIRMATION

Thank you for your payment to the Vermont Department of Taxes. Your request has been submitted and your confirmation number is 1-872-201-728. **1**

Payment Information:
 Taxpayer Name: GOOD BUSINESS
 Account Type: Sales and Use
 Filing Period: Sep-30-2017
 Paid From: TD BANK NA ****2345
 Payment Amount: 500.00
 Payment Date: Sep-30-2017
 Submitted Date: Sep-15-2017
 Please allow 1-2 days for processing before this payment is reflected in your account balance.

2 You can access your payment request at any time using the following:
 Email Address: test@vermont.com
 Verification Code: 5s9ghx.

Questions or concerns? Contact us:
 Vermont Department of Taxes Call: (802) 828-8802
 133 State Street Or Email: [myVTax Support](#)
 Montpelier, VT 05602-3667

Click "OK" to proceed.

4 OK

3 Printable View

Be sure to write down the Verification Code for future access.

The **Confirmation** page provides the following:

- **Confirmation Number 1** You will need the confirmation number if you contact the Department about this e-Payment.
- **Verification Code 2** Write this code down as you will only see it here once, or you may print the screen. You will use the code and the email address if you want to access this e-Payment later.
- **Printable View 3** Click to print a copy for your records.
- **OK 4** Click to return to the Home screen for myVTax.

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, go to the myVTax homepage and click **5 Access a Saved myVTax Request**. Enter your email address and **Verification Code**.

myVTax

Menu Home

myVTax is a convenient and free service that allows you to

- ✓ File returns securely
- ✓ Make payments
- ✓ Return Filing Verification
- ✓ File
- ✓ Che
- ✓ Res

Assess or other correspondence

myVTax has a new look. For help with these changes, click here.

Log In

Not yet signed up for myVTax? Click Here to Sign up today.

Businesses	Individuals	Tax Professionals	Property Owners	Municipal Officials	Help & Resources
File a Return			Respond to Correspondence from the Department		
Grant myVTax Access to my Tax Practitioner			File an Extension		
Make a Payment			5 Access a Saved myVTax Request		