

myVTax Guide: How to Complete the Renter Credit Claim

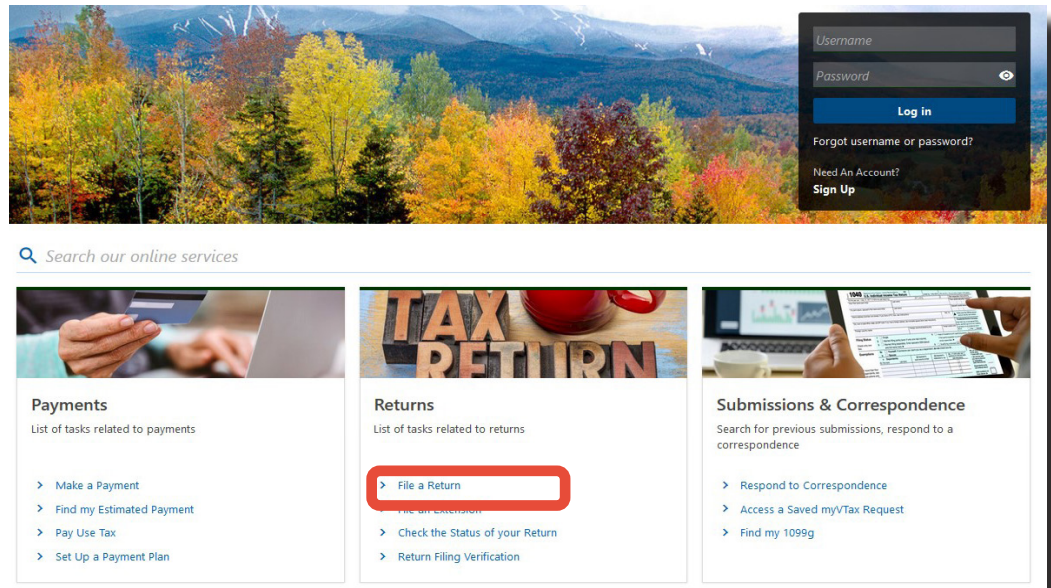
File your Renter Credit Claim online through myVTax. This guide provides step-by-step instructions on how to complete the online version of Form RCC-146, Renter Credit Claim using [myVTax \(myvtax.vermont.gov\)](https://myvtax.vermont.gov).

Please note that you don't need to obtain a Landlord Certificate from your landlord and you don't need to complete Form HI-144, Household Income Schedule. In addition, the Renter Credit is available to adults who are not related and who are sharing a rental unit. [See our Renter Credit web page \(tax.vermont.gov\)](https://tax.vermont.gov) for more information. Note: This guide uses fictitious taxpayer information. No resemblance to any person should be implied.

1 Get Started

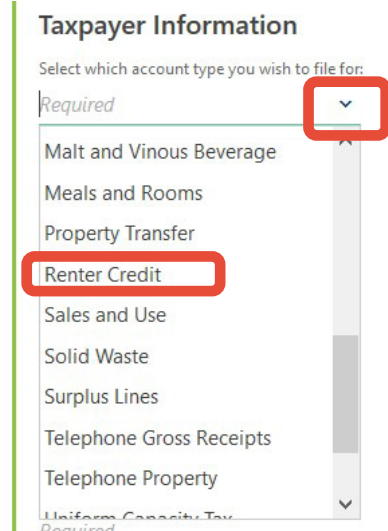
[Go to myVTax \(myvtax.vermont.gov\)](https://myvtax.vermont.gov)

In the Returns section, select File a Return.



2 Select the Account Type

Select the drop-down arrow in the account type menu and Select Renter Credit.



3 Renter and Unit Information

Fields with a red asterisk are required.

Choose the **Unit Type** from the drop down and enter the unit number. If there is no unit number, enter the number 1.

When finished entering the address, click **Verify Address**. A Verify Address popup may appear (see below). Select the most accurate address. This ensures the address you have entered is a valid U.S. postal address.

Taxpayer Information Exit

Select which account type you wish to file for:
Renter Credit

ID Type ID

Social Security #

Claimant Name:

Last Name M.I. First Name

Taxpayer Address:

Street 1

Street 2

City State VERMONT Zip Code

Country USA

Click **File Return** to begin filling out the form on the next screen.





Right: Popup showing a sample address verification. This popup appears if there is more than one possible version of your address.

Verified	Select this address
<input type="checkbox"/> 133 STATE ST STE 4 MONTPELIER VT 05633-0003	
As Entered	Select this address
<input checked="" type="checkbox"/> 133 STATE STREET FL 4 MONTPELIER VT 05633	

4 Filer Information and Mailing Address

This is your current address, not necessarily the rental address on this claim. Some fields will auto-populate from information entered on the previous page. Continue to complete the required fields:

- Your date of birth
- If applicable, Spouse or Civil Union partner's Last Name, First Name, Middle Initial, and Social Security Number
- Phone number and email address. The Department needs your current contact information. We may require more information from you or ask you to explain information you provide in your claim, so it is important that you tell us how to reach you.
- Federal Filing Status: (Single, Married Filing Jointly, Married Filing Separately, Head of Household)
- Select **Yes** if you would like your Renter Credit to go toward any Vermont tax owed. Select **No** to have the entire credit amount paid out to you.

Claimant Last Name	Claimant First Name	M.I.	Claimant SSN	Date Of Birth
BLAKE	MILO		***-**-8745	Jul-15-2001 
Spouse Last Name	Spouse First Name	M.I.	Spouse SSN	
MAILING ADDRESS				
Street Address				
133 STATE ST				
Street Address 2				
Unit Type	Unit	Verify Address		
SUITE	4			
City	State	Zip		
MONTPELIER	VERMONT 	05633-0003		
Country	<input type="checkbox"/> Foreign Country			
USA 				
Phone	E-mail			
(802) 123-4567	MBLAKE@EMAIL.COM			
Federal Filing Status	Will you be using the Renter Credit to pay Income Tax Liability?			
1 - Single 	<input type="checkbox"/> No <input type="checkbox"/> Yes			

If you need help with a question, use the link at the top of the screen: "Click here for full form instructions," or go to tax.vermont.gov/forms.

[Click here for full form instructions](#)

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Rental Address

Continue entering information:

- If your rental address is the same as your mailing address, check the box. If different, correct it in the Rental Info dialogue.
- Use the address where you were renting on December 31. If you were not renting in Vermont on December 31, enter the Vermont address where you last rented.
- Select the school district where the rental is located. The county name will automatically populate.

Click Next when finished.

Please check here if your rental address is the same as your mailing address.

If your rental location is different from your mailing address, please enter it below

RENTAL INFO

Physical address of rental unit as of 12/31/2023 or location of last rental unit

133 STATE ST

Rental Unit Number as of 12/31/2023 or last rental unit number. Enter 1 if there is no unit #.

4

School District

Montpelier

County of Rental Unit

WASHINGTON

To get an estimate credit amount you can visit our website and use

< Previous

Next >

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Enter the School Property Account Number (SPAN)

Each property has a SPAN. To get the SPAN for the property, [use the SPAN Finder tool \(tax.vermont.gov/span-finder\)](https://tax.vermont.gov/span-finder), or ask your landlord.

From the address information you entered in **Step 5**, the first six digits will auto-fill on the left. On the right, enter the last five digits of the SPAN.

Enter the SPAN for the place you rented on December 31, 2023 or the SPAN of last rental location. If you do not know the number, you can look it up on our website at : <https://tax.vermont.gov/span-finder>

Span Number

405-126

Last 5 Digits of SPAN

13225

7

Answer the Eligibility Questions

You must be domiciled in Vermont for all 12 months of the tax year of this claim. Domicile is a legal concept meaning the place of your true, fixed, permanent home, and even if you're away for a period of time (e.g., work engagement, military deployment), you intend to return there. For a definition of "domicile," [see Vermont Reg. § 1.5811\(11\)\(A\)\(1\) \(tax.vermont.gov\)](#).

In addition, to be eligible for a Renter Credit you:

- cannot be claimed as a dependent by another taxpayer
- must have rented in Vermont for at least six months of the tax year. The six months do not have to be consecutive.

Eligibility Questions

Were you domiciled in Vermont all of calendar year 2023?

No	Yes
----	-----

Were you claimed as a dependent in 2023 by another taxpayer?

No	Yes
----	-----

Did you rent in Vermont for six months or more in 2023?

No	Yes
----	-----

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Credit Calculation Questions

These questions help the Department calculate the amount of your credit. They do not determine your eligibility.

Personal Exemptions:

Determine the number of Vermont personal exemptions you are claiming on Vermont Form IN-111 Line 5d, even if you are not filing the form. [Download Form IN-111 \(tax.vermont.gov\)](#) to view it.

Did you share your rental unit with another adult who was not your jointly filed spouse?

No	Yes
----	-----

Was your rent subsidized?

No	Yes
----	-----

Number of months rented:

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Number of Personal Exemptions claimed (from Form IN-111, Line 5d).

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Please note: You are not required to file income tax forms to receive the Renter Credit. However, if you did not file because your income is below the federal filing requirement, you may benefit from additional tax credits you can only get by filing. For details about these credits, [see Tax Credits and Adjustments for Individuals \(tax.vermont.gov\)](#).

Income Questions

Did you file a federal income tax return?
If YES, complete the income questions in this step.
If NO, skip to **Step 10**.

Did you file a federal income tax return?

No	Yes
----	-----

(See the instructions if you answer NO)

Total Income (from federal Form 1040, Line 9).

34,500.00

11.75% of nontaxable Social Security benefits (from federal Form 1040, Line 6a minus Line 6b multiplied by 0.75).

0.00

Tax-exempt interest (from federal Form 1040, Line 2a).

0.00

Add back any negative amounts (from federal Form 1040, Line 7 and Schedule 1, Lines 3, 4, 5, 6 and 8a).

0.00

Total (Add: Lines 10 through 13).

34,500.00

Review the Return

Your claim has not yet been submitted. Scroll down to review the entire form for accuracy. Make any needed changes.

Claimant Last Name	Claimant First Name	M.I.	Claimant SSN	Date Of Birth
BLAKE	MILO		***-**-8745	Jul-15-2001
Spouse Last Name	Spouse First Name	M.I.	Spouse SSN	

MAILING ADDRESS

Street Address
133 STATE ST

Street Address 2

Unit Type
SUITE

Unit
4

City
MONTPELIER

State
VERMONT

Zip
05633-0003

Country
USA

Foreign Country

Phone
(802) 123-4567

E-mail
MBLAKE@EMAIL.COM

Federal Filing Status
1 - Single

Will you be using the Renter Credit to pay Income Tax Liability?
 No Yes

Please check here if your rental address is the same as your mailing address.

If your rental location is different from your mailing address, please enter it below.

RENTAL INFO

Physical address of rental unit as of 12/31/2023 or location of last rental unit
133 STATE ST

Rental Unit Number as of 12/31/2023 or last rental unit

Cancel

Click **Next** to continue.

Certification and Summary

You must certify that the form is true and correct, and if applicable, that you are authorized to make a Renter Credit claim on behalf of the claimant:

- E-sign and date.
- Include your daytime telephone number where the Department of Taxes may reach you in case we have a question about this claim.
- If the return is being prepared by a tax preparer, click the check box. The preparer must answer additional questions (not shown).

Select **Submit** when finished to send the Renter Credit Claim to the Department of Taxes.

Non-Login Renter Credit Claim

Dec-31-2023

Filing Period

Oct-15-2024

Due Date

Non-Login Renter Credit Claim



CERTIFICATION AND SUMMARY

I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

I certify the statement above

Signature of Taxpayer or Authorized Agent

MILO BLAKE

Date

Jan-23-2024

Daytime Telephone Number

(802) 123-4567

Check here if this return is being completed by a preparer

Cancel

< Previous

Submit

When you click **Submit**, a popup will appear asking for your email. Enter your email address twice, then click **OK**. You will receive an email confirmation at this address.

Confirmation

Entering a valid email address will allow you to access this request at a later date.

Email

mblake@email.com

Confirm Email

mblake@email.com

Cancel

OK

Confirmation

The Confirmation page provides the following information:

- Your confirmation number. You will need this number if you contact the Department about this filing.
- Verification Code.

Your confirmation information will be emailed to you at the address you provided. Click print to can print a digital copy of your completed form. Be sure to retain the copy for your records. **Do not send it to the Department of Taxes.**

Click **OK** to return to the myVTax homepage, or just close your browser.

Your return request for taxpayer **BLAKE MILO** and filing period of **Dec-31-2023** has been submitted. Your confirmation number is **0-894-402-560**.

Your return request for taxpayer **MILO BLAKE** and filing period of **Dec-31-2022** has been submitted. Your confirmation number is **0-088-834-048**.

You will have until 4:30 pm to make any edits or to print the return. After that, the return will only be accessible if you have a username and password on [myVTax](#). To access this return before 4:30 PM please use the following:

Email Address: **mblake@email.com**

Verification Code: **p6f6g8**.

Questions or concerns? Contact us:

Vermont Department of Taxes

Call: (802) 828-6802

133 State Street

Or Email: [myVTax Support](#)

Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print

OK