

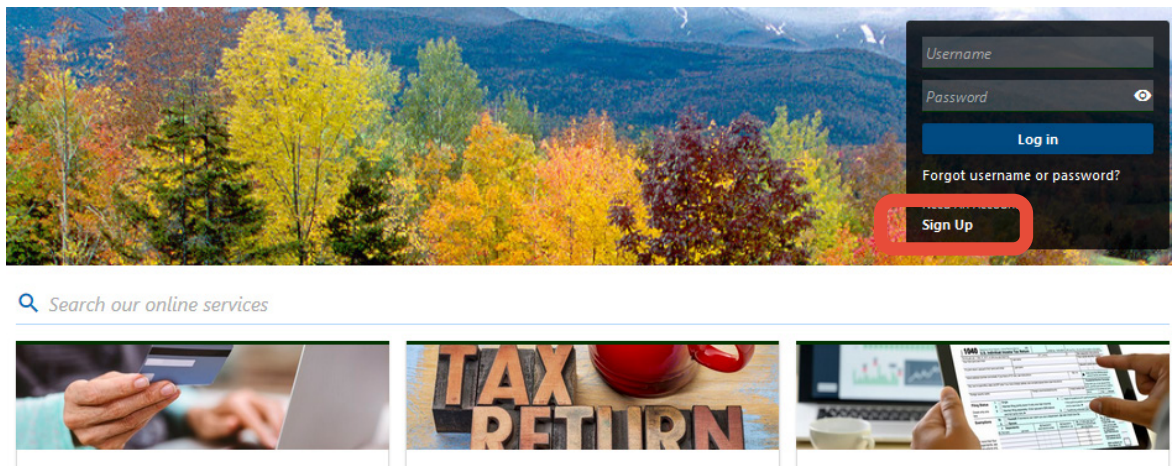
myVTax Guide: How to Register an Attorney, Tax Professional, or Landlord Account

This guide provides step-by-step instructions for attorneys, accountants, and tax professionals who want to register for a myVTax account. A professional account is necessary to request access to clients' accounts. A professional account is also recommended for landlords when filing Form LRC-140, Landlord Certificate, or the LRC-147, Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Trusts.

If you do not provide professional tax or accounting services or are not a landlord, please see [Create myVTax Account for further instructions \(https://tax.vermont.gov/myvtax/create-an-account\)](https://tax.vermont.gov/myvtax/create-an-account).

1 Navigate to myVTax

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov) and select **Sign Up**.



2 Choose the Account Type

On the Add Access Type screen, choose the account type, **Accountants, Other Tax Professionals, Attorneys, and Landlords**.

For Businesses and Corporations

[Click here if you are a business taxpayer who would like to register your tax accounts or add myVTax access for accounts that are already registered.](#)

For Individuals

[Click here if you are attempting to request access to your existing Homestead Declaration, Renter Credit, or Personal Income Tax account](#)

Accountants, Other Tax Professionals, Attorneys, and Landlords

[Click here if you are an accountant, other third party tax professional, attorney, or landlord](#)

3 Verify Your Enrollment Type

Confirm that you are eligible for the account type and select the correct enrollment type. If the information is correct, gather the information you need to continue.

myVTax 3rd Party Registration

Instructions User Information Demographic Information Web Account

Enrollment Application

Proceed only if you are an accountant, payroll service representative, other third party tax professional, landlord, or attorney.

Eligibility

All accountants, payroll services, other third party professionals, landlords, and attorneys

Information Needed to Continue

Please have the following information ready:

- New third-party username
- ID number (e.g., PTIN, FEIN)
- A valid email address

Cancel Previous Next

4 Enter Your User Information

Use the drop-down menu to select the ID type. Be sure to use your legal name. Next, enter your business information. Select **Validate Address** to ensure that the address you have entered is a valid postal address. A popup window will display alternatives if there are known variations to the address you entered.

Basic User Information

Which type of third party entity are you?

Landlord

ID Type:

Federal Employer ID

ID Number:

_*6789

Legal Name:

LANCE F ROBERTS

Enter personal or business address

Street 1

133 STATE STREET

Street 2

Unit Type

Unit Number

City

MONTPELIER

State

VERMONT

Zip Code

05633-0000

Country

USA

Check here if you are self-employed

Validate Address

5 Enter Your Company Information

On the bottom of the screen, there is an employment checkbox. If you are not self-employed (i.e., you work for an accounting firm, a rental property business, or a nonprofit), leave the box unchecked and complete your company name and EIN in the spaces provided.

Use the drop-down menu to select your ID type. Be sure to use your legal name. Enter your business information. Select **Validate Address** to ensure that the address you have entered is a valid postal address. A popup window will display alternatives if there are known variations to the address you entered. When you are finished, select **Next**.

Check here if you are self-employed

Company Information

Company EIN *
Required

Company Name *
Required

Check here if you are self-employed

< Previous **Next** >

6 Provide Your Contact Information

Continue entering your contact information. You will need to enter a valid email address. Please note that a red asterisk next to a field indicates a required field. If a question mark is displayed next to a field, when selected, it will provide additional information about that field. When you are finished, select **Next**.

Please enter a valid email address

Email Address ⓘ
LROBERTS@EMAIL.COM

Confirm Email Address
lroberts@email.com

Enter Business Phone Number(s) Below

Phone Type 1: Business Phone ▾	Number: (802) 123-4567	Country: USA ▾
Phone Type 2: ▾	Number: _____	Country: USA ▾

Cancel < Previous **Next** >

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Complete Your Web Account Setup

Create a Username and Password. Your username must not match another myVTax user's name. Note the criteria for creating a myVTax password. Choose a secret question from the drop-down menu; you will be asked to confirm your answer. When you are finished, select **Submit**.

Setup Your Web Account

Create a unique username and password to access your account(s) with the Vermont Department of Taxes.

Username: (Must be unique, at least 6 characters in length with no spaces, and only contain letters and numbers)

Username: *
Required

Password: (Case sensitive)

Password: *
Required

Confirm: *
Required

Secret Question and Answer: (Not case sensitive)

Question: *
Required

Answer: *
Required

Confirm: *
Required

Your password must contain at least eight characters and meet the following criteria:

- Contain both lower and upper case letters.
- Contain at least one number.
- Contain at least one special character.
- Your passwords cannot be your username.

Note: Passwords cannot be reused.

Cancel < Previous **Submit**

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Save Your Confirmation Number

A confirmation screen will display once you submit the request. You will also receive a confirmation email to the address [provided in Step 5](#). The email contains a one-time security token you will need the first time you log in.

The confirmation screen displays the Confirmation Number, your Username, and information on using your new myVTax account. Please note the confirmation number; it will be referenced if you need to contact the Department of Taxes about this submission. Select **OK** to return to the myVTax homepage or close your browser.

Confirmation

Thank you for registering through myVTax!

Your request has been submitted and your confirmation number is **1-238-597-632**.

Once your request has been processed, your account(s) will be registered and your online username of **Iroberts789** will be created. When that has completed, you will receive an email with a six(6) digit security token that will be required the first time you log into your myVTax account.

From your myVTax account you can make changes directly to your account(s) with the Vermont Department of Taxes. These changes include:

- Change your address
- Change your name
- Add additional access to your online account(s)
- File returns
- View your account balance(s) and make payments
- Set up a payment plan

Print **OK**

How to Request Access to Client Accounts

To request access to a client's myVTax account (tax professionals, accountants, and attorneys only), see [How to Submit a Third-Party Authorization \(https://tax.vermont.gov/home/myvtax/granting-access\)](https://tax.vermont.gov/home/myvtax/granting-access).

If you need help recovering your myVTax account, please see our [myVTax Guide: How to Recover Your Username and Reset Your Password \(https://tax.vermont.gov/sites/tax/files/documents/GB-1282.pdf\)](https://tax.vermont.gov/sites/tax/files/documents/GB-1282.pdf).