

QuickStart Taxpayer Guide: ACH Credit Payments

ACH credit is an easy and convenient way to pay your Vermont taxes. The Vermont Department of Taxes needs specific information from you to correctly apply your payment to your tax account. This is especially important if you have more than one tax account with the Department of Taxes.

The first step is to set up an account with your financial institution or payroll company. You will need to know what information is needed and the correct format to use. Using the wrong information and format will delay your payment. This quick start guide will help you set up your ACH credit account for the smooth and timely processing of your payment. Please follow the instructions carefully. Payments which do not process correctly may be subject to late-filing penalties and interest.

When setting up your account, you will need to provide the following information to your financial institution or payroll company:

Bring this guide with you when you set up your ACH credit account with your financial institution or payroll company.

The segment identifier is TXP. This directs your payment to the Vermont Department of Taxes.

Taxpayer ID

For Sales & Use, Meals & Rooms, Withholding

Vermont Department of Taxes Tax Account:
3-letter Taxpayer ID Prefix (see chart on page 2)
plus 8 digits.

Example: WHT + 12345678 = **WHT12345678**

Note: This is a Vermont-specific number, not your federal identification number (FEIN)

For Business and Corporate Taxpayers

Vermont Department of Taxes Tax Account:
3-letter Taxpayer ID Prefix (see chart on
reverse side) plus 8 digits.

Example: BIT + 12345678 = **BIT12345678**

or

IRS Federal Tax ID or Federal EIN

Note: If you use your 9-digit Federal EIN, do not add the 3-letter Taxpayer ID Prefix.

For Streamline Taxpayers

Streamline Sales Tax Account Number:
Letter "S" plus 8 digits.

Example: S + 12345678 = **S12345678**

Tax Type Code

The code is 5 digits long. Select from one of the codes on the chart on the reverse side.

Example for Business Tax: **03200**

Tax Period End Date

Enter the date as year, month, day—YYMMDD.

Example: Enter Dec. 31, 2018, as **181231**

Note: Do **not** use the tax due date. Semi-weekly Withholding taxpayers should remember to change the quarter end date when you begin submitting payments for the next quarter.

Tax Amount Type

Select and use the option that applies to your payment:

- Use Letter "T" if you are paying the payment shown on your tax return or an estimated tax payment.
- Use Letter "B" if you are paying the balance due on your Statement of Account or payment for the amount due on an audit.
- Use Letter "X" if you are making an extension payment. Please note that you do not need to file a separate application for extension. This type of payment will be treated as an extension application.
- Use Letter "S" if you are paying the Health Care Fund Contribution Assessment due in connection with a return.

Payment Amount

Use dollars and cents. No decimals.

Example 1: Enter \$100.00 as **10000**

Example 2: Enter \$10,260.85 as **1026085**

Routing Number

Use the routing number for the Vermont Department of Taxes: **221172186**

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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NAME OF BANK: People's United Bank
ADDRESS OF BANK: 112 State St., Montpelier, VT 05601
VT TAX ACCOUNT NUMBER: 8877770634

ROUTING NUMBER: 221172186
ACH BLOCKER NUMBER: 8036000264
(if required by your bank)

VTax ACH Credit Payment Options		
Tax Type	Taxpayer ID Prefix	Tax Type Code
Personal Income Tax		
Personal Income Tax	PIT	01200
Corporate & Business Income		
Business Tax Nonresident Estimated Payments	BIT	03201
Business Tax	BIT	03200
Business Tax (Extension)	BIT	03300
Corporate Tax (Estimated)	CIT	02100
Corporate Tax	CIT	02200
Corporate Tax (Extension)	CIT	02300
Real Estate Withholding	BIT or CIT	11002
Business Taxes		
Meals & Rooms Tax	MRT	07400
Sales & Use Tax	SUT	04100
Sales & Use (Streamlined) Tax	SUT	04040
Withholding Tax (Semi-Weekly Schedule)	WHT	01100
Withholding Tax (Monthly Schedule)	WHT	01101
Withholding Tax (Quarterly Schedule)	WHT	01102
Current Use Taxes		
Land Use Change Tax	LUC	11003

VTax ACH Credit Payment Options		
Tax Type	Taxpayer ID Prefix	Tax Type Code
Miscellaneous Taxes		
Bank Franchise Tax	BFT	03600
Captive Insurance Tax	CPT	07102
Cigarette Stamp Sales Tax	CTT	07200
Fiduciary Income Tax	FIT	01700
Fire Training Tax	FTT	20001
Fuel Tax	FGR	05000
Hazardous Waste	HWT	09001
Healthcare Claims Tax	HCT	16000
Malt and Vinous Beverage Tax	MVB	06000
Premium Insurance Tax	IPT	07100
Premium Insurance Tax (Estimated)	IPT	07101
Railroad Company Tax	RCT	20003
Solar Energy Capacity Tax	SCT	20002
Solid Waste Tax	SWT	12000
Surplus Lines Tax	SLT	07103
Telephone Gross Receipts	TGR	04900
Telephone Property Tax	TPP	04901
Wind Tax	WEF	15002
Real Estate Transaction Taxes		
Property Transfer Tax	PTT	11000
Land Gains Tax	LGT	11001

Common problems with ACH Credit payment submissions:

- **Invalid Tax Type Code:** The code is too short or does not match a code on the list above.
- **Filing period formatted incorrectly:** The format is YYMMDD. *Note: Do not use the tax due date.*
- **Taxpayer ID formatted incorrectly:** Ideally, the ID is the 11-character Vermont Department of Taxes tax account number, but we will accept the other Taxpayer ID types shown above. We cannot accept any other ID number. Do **not** include dashes in the account number.

If you have questions about making an ACH credit payment, call (802) 828-2551.