## **Vermont Department of Taxes ACH Credit Payment Guide**

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

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. Please follow the instructions carefully. Payments which do not process correctly may be subject to latefiling penalties and interest. When setting up your account, you will need to provide the following information to your financial institution or payroll company. If you have questions about making an ACH credit payment, call (802) 828-2551.

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

Taxpayer ID	Tax Account Number	Example
Sales and Use, Meals and Rooms, Withholding Taxpayers	3-letter Taxpayer ID Prefix (see chart) plus 8 digits	WHT + 12345678 = <b>WHT12345678</b> Note: This is a Vermont-specific number, not your federal identification number (FEIN).
Business and Corporate Taxpayers	3-letter Taxpayer ID Prefix (see chart) plus 8 digits	BIT + 12345678 = BIT12345678 or IRS Federal Tax ID or FEIN Note: If you use your 9-digit FEIN, do not add the 3-letter Taxpayer ID Prefix.
Streamline Taxpayers	Letter <b>S</b> plus 8 digits	S + 12345678 = <b>S12345678</b>

#### **Tax Type Code**

The code is five digits long. Select from the codes on the chart. Business Tax Example: 03200

#### **Tax Period End Date**

Enter the date as year, month, day—YYMMDD. Example: Enter Dec. 31, 2022, as **221231**. 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:

- **T:** Use letter **T** if you are paying the payment shown on your tax return or an estimated tax payment.
- B: Use letter B if you are paying the balance due on your Statement of Account or payment for the amount due on an audit.
- X: Use letter X if you are making an extension

#### **Payment Amount**

of payment will be treated as an extension application.S: Use Letter S if you are paying the Health Care

payment. Please note that you do not need to

file a separate application for extension. This type

• S: Use Letter S if you are paying the Health Care Fund Contribution Assessment due in connection with a return.

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 M&T Bank: 022000046.

Avoid the following common mistakes:

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

Name of Bank: M&T Bank

Routing Number: 022000046

ACH Blocker Number: 8036000264

VT Tax Account Number: 8877770634

**Bank Address:** 112 State St., Montpelier, VT 05601 (if required by your bank)

## **VTax ACH Credit Payment Options**

#### Personal Income Tax

Тах Туре	Taxpayer ID Prefix	Tax Type Code
Personal Income Tax	PIT	01200
Corporate and Business Income		

#### **Corporate and Business Income**

Тах Туре	Taxpayer ID Prefix	Tax Type Code
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 Tax**

Тах Туре	Taxpayer ID Prefix	Tax Type Code
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**

Тах Туре	Taxpayer ID Prefix	Tax Type Code
Land Use Change Tax	LUC	11003

#### **Miscellaneous Taxes**

Тах Туре	Taxpayer ID Prefix	Tax Type Code
Abandoned Beverage Deposit	ABD	20004
Bank Franchise Tax	BFT	03600
Cannabis Excise Tax	CET	07001
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	НСТ	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  Pool Estate Transaction Tayon	WEF	15002

#### **Real Estate Transaction Taxes**

Тах Туре	Taxpayer ID Prefix	Tax Type Code
Property Transfer Tax	PTT	11000
Land Gains Tax	LGT	11001

# Required Banking Information for ACH Credit Payments to the Department of Taxes

Carefully follow the Addenda record format beginning on this page to ensure that you have provided the correct:

- Taxpayer ID Prefix
- Tax Type Codes
- Required information in the Addenda record

#### **ACH Tax Addenda Record Formant (Seven Record Format)**

Field #	Field Name	Field Required	Data Element Type	Length	Contents
	Segment Identifier	M			TXP
	Separator	M			*
TXP01	Taxpayer ID	M	AN	Up to 12	(See chart below)
	Separator	M			*
TXP02	Tax Type Code	M	ID	5	XXXXX
	Separator	M			*
TXP03	Tax Period End Date	M	DT	6	YYMMDD
	Separator	M			*
TXP04	Tax Amount Type	M	ID	1	(See chart below)
	Separator	M			*
TXP05	Tax Amount	M	N2	10	\$\$\$\$\$\$cc
	Separator	M			*
	Terminator	M		1	\
	Separator	M			*
	Terminator	M		1	\

## **Taxpayer ID**

Туре	Content	Details
Account number issued by the	XXX12345678	11 Characters in Length
Vermont Department of Taxes		3-letter tax ID prefix (detailed on page 1) is already included in your account number
Federal ID Number (EIN)	123456789	9 Digit EIN characters in length
Streamline Sales Tax Account	S12345678	9 Characters in length

## **Tax Amount Type**

Type of Payment	Content	Details
Return or Estimated Payment	Т	Used to pay taxes due in connection with a return
Extension Payment	X	Used to make an extension payment. Please note that a separate application for extension is not necessary. This type of payment will be treated as an extension application
Streamline Sales Tax Account	В	Used to pay a Statement of Account or audit amount noticed as due
Health Care Contribution	S	Used to pay the Health Care Contribution due in connection with a return. This must be used in conjunction with a withholding tax type code and a "T" tax amount typeSee sample addenda records on page 5. In no withholding tax is due, enter "O" after "T."

### **ACH Credit Addenda: 7 Record Definitions**

Term	Term Options	Definition
Field Name	Segment Identifier	<b>TXP</b> must be entered in this field. This identifies the transaction is related to tax liability.
Field Name	Separator	An asterisk (*) must be entered to separate- data elements in the CCD record.
Field Name	Taxpayer ID	<ol> <li>Your 8-digit account number issued by the Department [XXX # # # # # # # #]. This number always begins with the 3-letter Taxpayer IFD prefix (shown on page 1) or</li> <li>Your 9-digit Federal Identification Number [1 2 3 4 5 6 7 8 9]. You may also use the 9-character Streamline Sales Tax Identification Number, which would not include the 3-letter prefix and be entered as [S # # # # # # #].</li> </ol>
Field Name	Tax Type Code	Refer to the chart on page 1 for the correct 5-digit code.
Field Name	Tax Period End Date	The date is entered as YYMMDD. YY=year; MM-month; DD-day. Enter the tax period end date. When paying a Statement of Account, enter the date of the statement.
Field Name	Tax Amount Type	The Tax Amount Type value is "T," "B," "X," or "S" depending on the type of payment being made.

## **Field Requirement Definitions**

The field requirement identifies if the field data element is required.

Term	Term Options	Definition
Field Requirement	Mandatory (M)	This field or data element shall appear in the convention.
Field Requirement	Optional (O)	This field or data element shall appear in the convention.

## **Data Element Type: Four Definitions**

The data element identifies the type of information in the data element field. There are four options available.

Term	Term Options	Definitions
Data Element Type	AN Mandatory (M)	The string type data element is symbolized by the representation AN. Contents of string type data elements are a sequence of letters, digits, spaces, and/or special characters. The contents shall be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.
Data Element Type	ID	The identified data type element is symbolized by the representation <b>ID</b> . An identifier data element shall always contain a value from a predefined list of values.
Data Element Type	DT	The date type element is symbolized by the representation <b>DT</b> . Format for the date type is YYMMDD. YY is the last two digits of the year (00-99 with 00=2000), MM is the numeric value of the month (01-12), and DD is the numeric value of the day (01-31).
Data Element Type	N2	The numeric type of field or data element is represented by the two-position representation <b>N2</b> . N indicates the numberic and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. It is intended that this number will always be positive for the TXP application. In the TXP convention, the amount fields are defined as N2 type data elements. Thus, \$1,200.00 would look as follows *0000120000*. Note for zero dollar amounts: this data element type may contain one character - 0.

## Sample Addenda Records: For Illustrative Purposes Only

Тах Туре	Format of Sample Addenda 7 Record
<b>Business Nonresident Estimated</b>	TXP*BIT12345678*03201*231231*T*10000*\
Payments	
	This represents an addenda 7 record for Sunnyside Company with a
	VDT account number of BIT-12345678, paying \$100.00 for Business
	Nonresident estimated payment (03201) for the filing period ending Dec.
	31, 2023. Do not reference the quarterly period for which you are paying.
Business Tax	TXP*BIT12345678*03200*231231*T*25000*\
	This represents an addenda 7 record for Woodbury Birds with a VDT
	account number of BIT-12345678, paying \$250.00 for Business Tax
	(03200) for the tax period ending Dec. 31, 2023. Do not reference the
	quarterly period for which you are paying.

Тах Туре	Format of Sample Addenda 7 Record
Business Tax (Extension)	TXP*BIT12345678*03300*231231*X*25000*\
	This represents an addenda 7 record for ABC Company with account BIT-12345678, paying \$250.00 for Business Tax Extension (03300) for the tax period ending Dec. 31, 2023. A separate application for extension does not need to be filed.
	TXP*123456789* <b>02100</b> *231231* <b>T</b> *45000*\ TXP* <b>CIT</b> 12345678* <b>02100</b> *231231* <b>T</b> *10000*\
Corporate Tax (Estimated)	This represents payments for ABC Corporation (EIN 123456789) \$450.00; ABC Corporation (VDT Account Number CIT-12345678) \$100.00 for the filing period ending Dec. 31, 2023. Do not reference the quarterly period for which you are paying.
Corporate Tax	TXP*CIT12345678*02200*230601*B*2000000*\
	This represents an addenda 7 record for ABC Company with account CIT-12345678, paying \$300.00 related to a Corporate Tax Extension (02300) for the tax period ending Dec. 31, 2023.
Real Estate Withholding Tax	TXP*CIT12345678*11002*231231*T*249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of CIT-12345678, paying \$2,493.00 for Real Estate Withholding Tax (11002) for the tax period ending Dec. 31, 2023.
Meals & Rooms Tax	TXP* <b>MRT</b> 12345678* <b>07400</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of MRT-12345678, paying \$2,493.00 for Meals & Rooms Tax (07400) for the Tax period ending Dec. 31, 2023.
Sales & Use Tax	TXP* <b>SUT</b> 12345678* <b>04100</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of SUT-12345678, paying \$2,493.00 for Sales & Use Tax (04100) for the tax period ending Dec. 31, 2023.
Withholding Tax Quarterly	TXP* <b>WHT</b> 12345678* <b>01102</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of WHT-12345678, paying \$2,493.00 for Withholding Tax — Quarterly (01102) for the tax period ending Dec. 31, 2023.
Withholding Tax with Health Care Contribution Quarterly	TXP* <b>WHT</b> 12345678* <b>01102</b> *231231* <b>T</b> *249300* <b>S</b> *249300*\
Care Contribution Quarterly	This represents an addenda 7 record for ABC Company with VDT account number of WHT-12345678, paying \$2,493.00 for Withholding Tax — Quarterly (01102) AND \$2493.00 for Health Care Contribution for the tax period ending Dec. 31, 2023.

Тах Туре	Format of Sample Addenda 7 Record
Abandoned Beverage Deposit	TXP* <b>ABD</b> 12345678* <b>20004</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of ABD-12345678, paying \$2,493.00 for Abandoned Beverage Deposit (20004) for the tax period ending Dec. 31, 2023.
Bank Franchise Tax	TXP* <b>BFT</b> 12345678* <b>03600</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of BFT-12345678, paying \$2,493.00 for Bank Franchise Tax (03600) for the tax period ending Dec. 31, 2023.
Cannabis Excise Tax	TXP* <b>CET</b> 12345678* <b>07001</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of CET-12345678, paying \$2,493.00 for Cannabis Excise Tax (07001) for the tax period ending Dec. 31, 2023.
Captive Insurance Tax	TXP* <b>CPT</b> 12345678* <b>07102</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of CPT-12345678, paying \$2,493.00 for Captive Insurance Tax (07102) for the tax period ending Dec. 31, 2023.
Cigarette Stamp Sales Tax	TXP*CTT12345678*07200*231231*T*249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of CTT-12345678, paying \$2,493.00 for Cigarette Stamp Sales Tax (00720) for the tax period ending Dec. 31, 2023.
Fiduciary Income Tax	TXP* <b>FIT</b> 12345678* <b>01700</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of FIT-12345678, paying \$2,493.00 for Fiduciary Income Tax (01700) for the tax period ending Dec. 31, 2023.
Fire Training Tax	TXP* <b>FTT</b> 12345678* <b>20001</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of FTT-12345678, paying \$2,493.00 for Fire Training Tax (20001) for the tax period ending Dec. 31, 2023.
Fuel Tax	TXP* <b>FGR</b> 12345678* <b>05000</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of FGR-12345678, paying \$2,493.00 for Fuel Tax (05000) for the tax period ending Dec. 31, 2023.
Hazardous Waste Tax	TXP* <b>HWT</b> 12345678* <b>09001</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of HWT-12345678, paying \$2,493.00 for Hazardous Waste Tax (09001) for the tax period ending Dec. 31, 2023.

Тах Туре	Format of Sample Addenda 7 Record
Healthcare Claims Tax	TXP* <b>HCT</b> 12345678* <b>16000</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of HCT-12345678, paying \$2,493.00 for Healthcare Claims Tax (16000) for the tax period ending Dec. 31, 2023.
Insurance Premium Tax	TXP*IPT12345678*07100*231231*T*249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of IPT-12345678, paying \$2,493.00 for Insurance Premium Tax (07100) for the tax period ending Dec. 31, 2023.
Malt and Vinous Beverage Tax	TXP* <b>MVB</b> 12345678* <b>06000</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of MVB-12345678, paying \$2,493.00 for Malt and Vinous Beverage Tax (06000) for the tax period ending Dec. 31, 2023.
Telephone Gross Receipts Tax	TXP* <b>TGR</b> 12345678* <b>04900</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of TGR-12345678, paying \$2,493.00 for Telephone Gross Receipts Tax (04900) for the tax period ending Dec. 31, 2023.
Telephone Property Tax	TXP* <b>TPP</b> 12345678* <b>04901</b> *231231* <b>T</b> *249300*\
	This represents an addenda 7 record for ABC Company with VDT account number of TPP-12345678, paying \$2,493.00 for Telephone Property Tax (04901) for the tax period ending Dec. 31, 2023.