

myVTax Guide: How to Complete the Renter Credit Claim

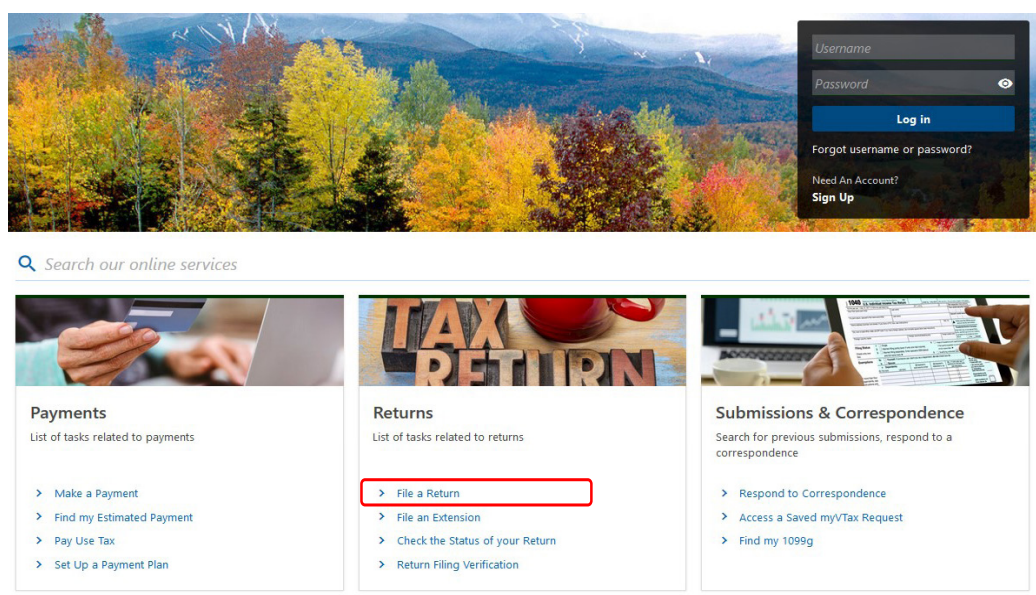
File your Renter Credit Claim online through myVTax. This guide provides step-by-step instructions on how to complete the online version of Form RCC-146, Renter Credit Claim using [myVTax \(myvtax.vermont.gov\)](https://myvtax.vermont.gov).

Please note that you don't need to obtain a Landlord Certificate from your landlord and you no longer need to complete Form HI-144, Household Income Schedule. In addition, the Renter Credit is now 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 false taxpayer information. No resemblance to any person should be implied.

1 Get Started

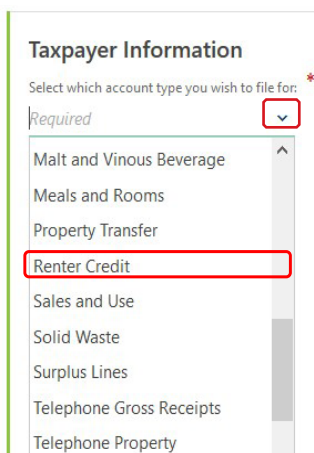
[Go to myVTax \(myvtax.vermont.gov\)](https://myvtax.vermont.gov)

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. This ensures the address you have entered is a valid U.S. postal address. Click File Return.

Please note that the File Return button opens the return form on the next screen.

Taxpayer Information Exit

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

ID Type: Social Security #
ID: ***-**-5676

Claimant Name:
Last Name: BLAKE
M.I.:
First Name: MILO

Taxpayer Address:
Street 1: 60 MAIN ST
Street 2:
City: BETHEL
State: VERMONT
Country: USA

Unit Type: APARTMENT
Unit Number: 2
State: VERMONT
Zip Code: 05032-9072

[Verify Address](#)

[File Return](#)

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 partners 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 let us know how to reach you.
- Federal Filing Status
- Indicate whether you would like your Renter Credit to go toward any Vermont tax owed. If you select NO, the entire credit amount will be paid out to you.

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

Spouse Last Name:
Spouse First Name:
M.I.:
Spouse SSN:

MAILING ADDRESS
Street Address: 60 MAIN ST
Street Address 2:

Unit Type: APARTMENT
Unit: 2
City: BETHEL
State: VERMONT
Zip: 05032-9072
Country: USA
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

5

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.

☒ 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 12/31/2022 or location of last rental unit

60 MAIN ST

Rental Unit Number as of 12/31/2022 or last rental unit number. Enter 1 if there is no unit #.

2

School District

Bethel

County of Rental Unit

WINDSOR

Click Next when finished.

< Previous Next >

6

Enter the School Property Account Number (SPAN)

Each property has SPAN. 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.

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.

Enter the SPAN for the place you rented on December 31, 2022 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

063-019

Last 5 Digits of SPAN

10999

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\(11\)\(A\)\(1\) \(tax.vermont.gov\)](https://tax.vermont.gov).

In addition, to be eligible for a Renter Credit you must not be claimed as a dependent by another taxpayer, and you 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 2022?

No

Yes

Were you claimed as a dependent in 2022 by another taxpayer?

No

Yes

Did you rent in Vermont for six months or more in 2022?

No

Yes

8 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 \(tax.vermont.gov\)](https://tax.vermont.gov).

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:

6

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

3

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 \(tax.vermont.gov\)](https://tax.vermont.gov).

9 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).

38,500.00

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).

38,500.00

10 Review Page

Your claim has not yet been submitted. Review the screen for accuracy. Make any needed changes. Click Next when ready to submit your claim to the Vermont Department of Taxes.

This Return has not been submitted until you continue to the Certification and Summary page by using the Next button

Review Page

Please review the information below for accuracy, you may make any changes before you continue.

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

60 MAIN ST

Street Address 2

Unit Type

APARTMENT

Unit

2

[Verify Address](#)

City

BETHEL

State

VERMONT

Zip

05032-9072

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.

[Cancel](#)

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11 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.

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
Feb-15-2023

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 and will ask for your email. Enter your email address and confirm. You will receive an email confirmation.

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](#)

12 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. This number will only appear here.
- The Print function opens up another browser window with the same information. However, this Confirmation page is being emailed to you. Be sure to retain a copy of the confirmation for your records.
- Click OK to return to the myVTax homepage, or just close your browser.

Confirmation

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