

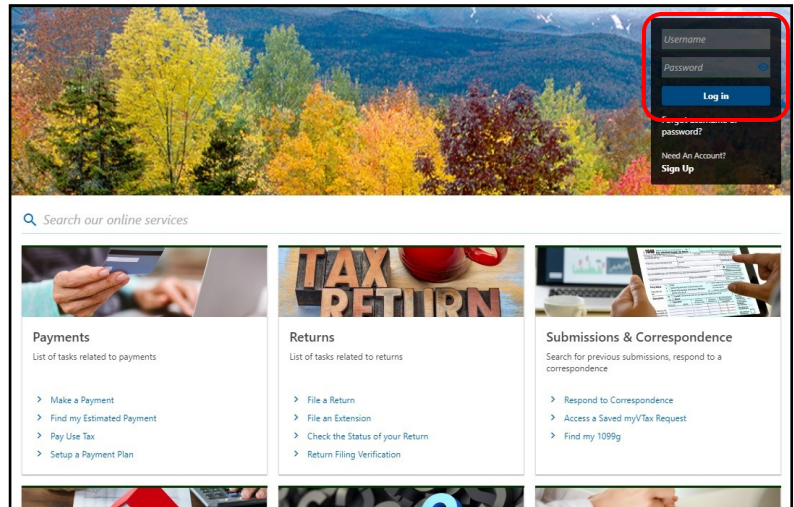
myVTax Guide: How to Cancel a Web Request

This guide provides step-by-step instructions on how to cancel a business-related tax request after it has been submitted at www.myVTax.vermont.gov.

Please note that you can only cancel a request **before** it has been processed by the Department of Taxes. Requests are processed at 4:00 p.m. daily, except on weekends and state holidays.

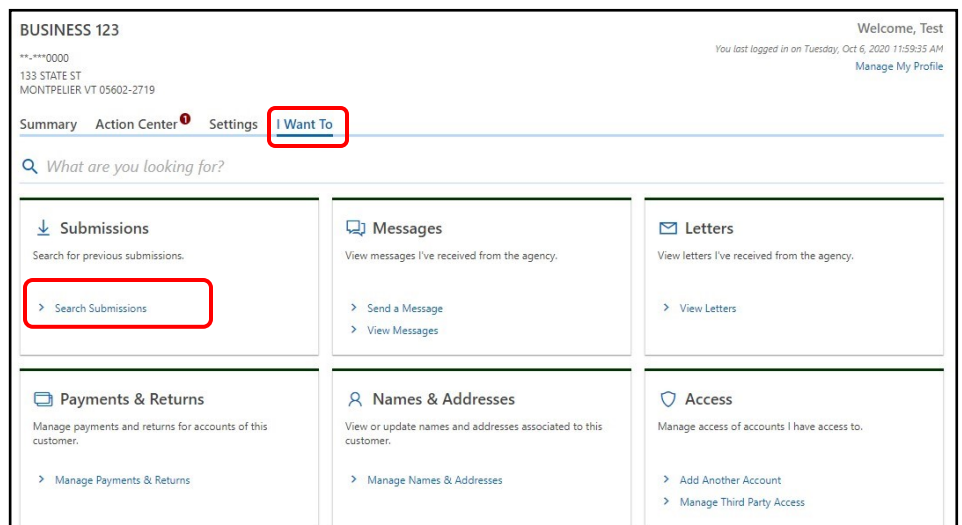
Step 1

Go to www.myVTax.vermont.gov to access the Department's portal for online services. To begin, use your **Username** and **Password** to **Log in** to your business account.



Step 2

Locate the request you wish to cancel by going to the **I Want To** tab and clicking **Search Submissions**.



Step 3

Submissions Section

Under the **Pending** tab, you will see all pending submissions. Select the request you wish to cancel by clicking on its **Title** as shown below.

If a request you submitted doesn't appear here, that means it already has been processed. If it has been processed, it will appear under the **Processed** tab. A processed request cannot be edited or canceled.

Submissions are things you have submitted online for processing. Common examples include returns and payments. Submissions older than 12 months can be found using the search.

BUSINESS 123
-*0000

Pending Processed

Date	Title	Account	Account ID	Period
Oct-06-2020	Withholding Tax Return Request	Withholding	WHT-10142277	Dec-31-2020

Step 4

Action Page

Delete the request. Click **Delete** at the top right if you are sure you want to withdraw (cancel) the

request. A popup window will appear, asking if you are sure you want to cancel it, click **Yes**.

Withholding Tax Return
Dec-31-2020
Withholding
WHT-10142277
BUSINESS 123

Submitted
Confirmation # 1-525-186-560
Submitted Oct-06-2020 12:00:24 by Test

\$0.00
Balance Due
Dec-31-2020
Filing Period
Jan-25-2021
Due Date

Continue Editing
Delete
Print

Withholding Tax Return

Form WHT-436 Total Certification

Are you sure you want to withdraw this request?

Yes

QUARTER (WHT-436) RETURN

Click here for full form instructions