

myVTax Guide: How to Cancel a Submission or Transaction

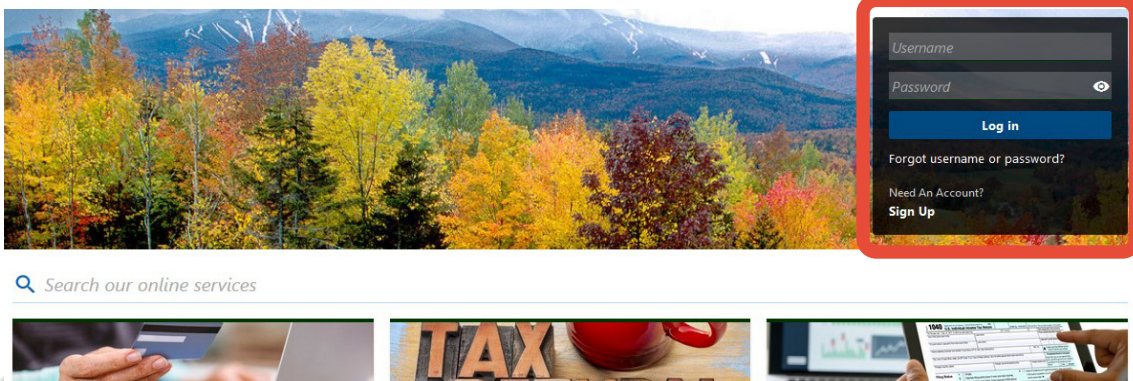
This guide provides step-by-step instructions on canceling a submission or transaction, also known as a myVTax request, in myVTax. You may cancel a myVTax request by logging into your myVTax account or without logging in. This guide provides instructions for both options.

myVTax requests may be canceled before the Vermont Department of Taxes processes the request at 4:00 p.m. EST on business days. **Please note that a request cannot be canceled or modified once processed.**

How To Cancel a Submission by Logging into Your myVTax Account

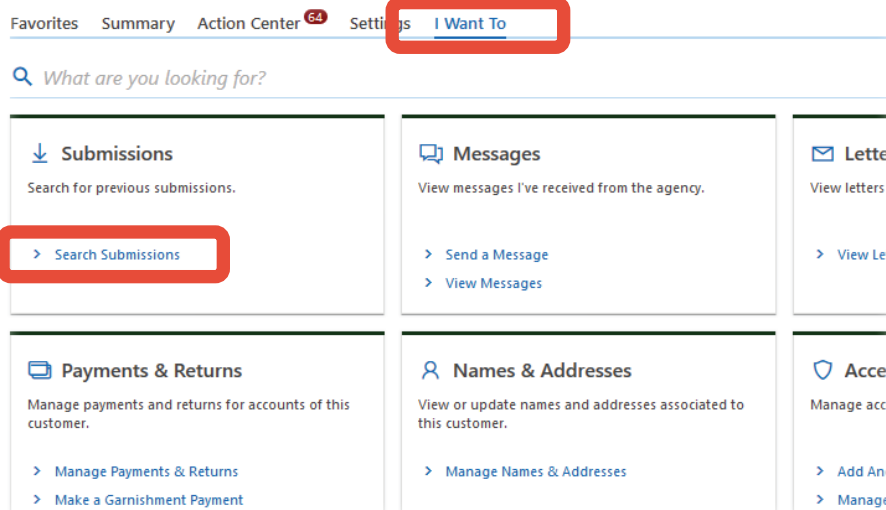
1 Log into Your myVTax Account

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov) and log into your myVTax account.



2 Select the Account Type

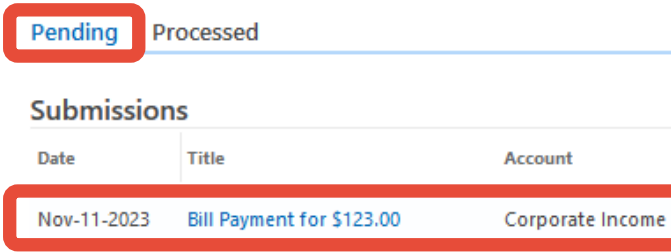
Under the I Want To Tab on your account home screen, select Search Submissions in the Submissions box.



3 Locate the Pending Submission

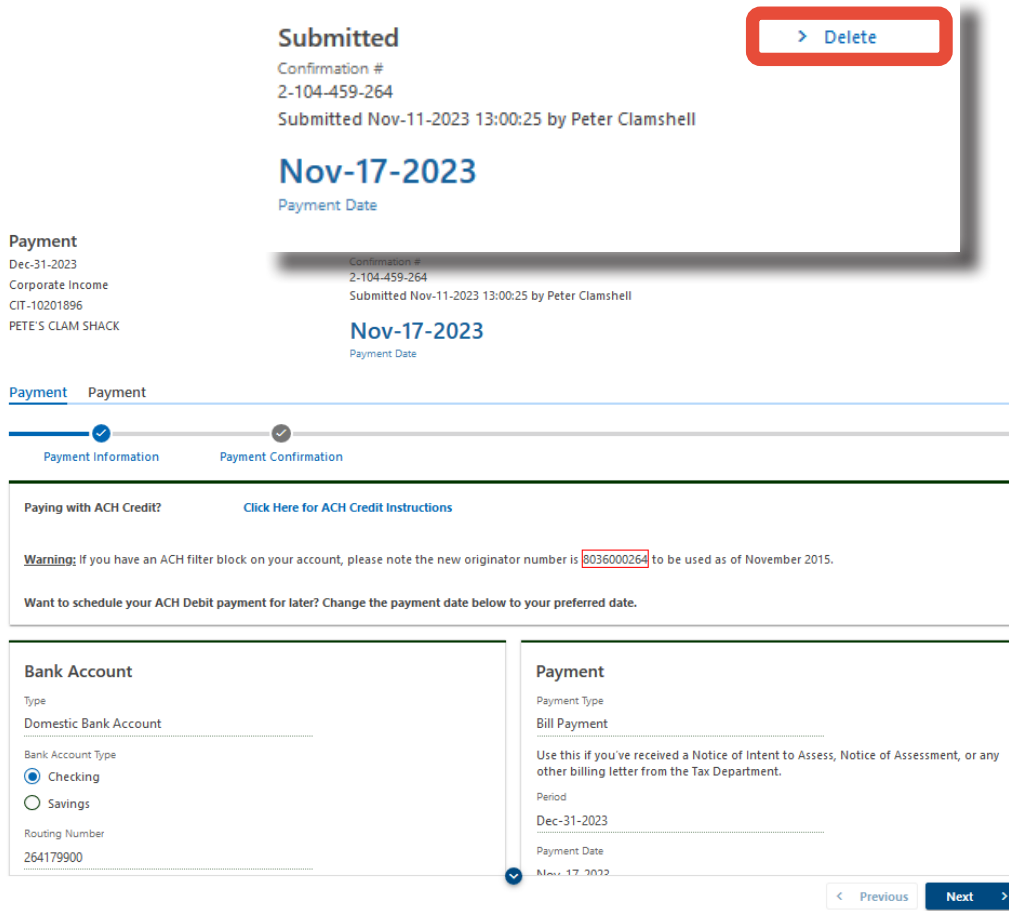
Under the Pending tab, select the submission.

If no submissions are displayed, they may have already been processed.



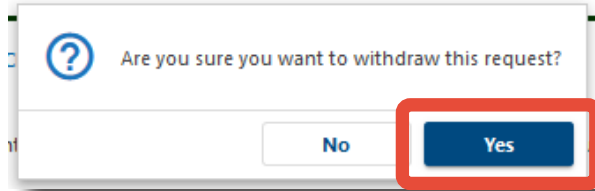
4 Review and Delete the Submission

Review that the submission listed is the item you want to cancel. In the upper right of the transaction information screen, select Delete.

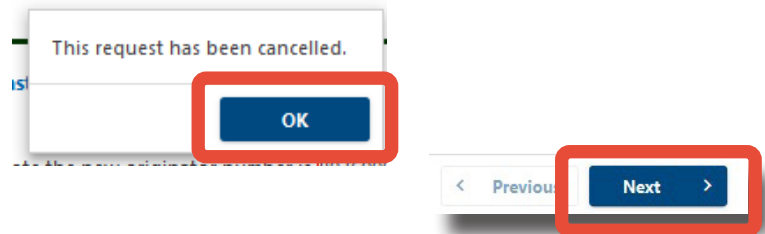


5 Confirm the Cancellation

A popup window will appear asking if you are sure you want to withdraw the request. Select Yes.



A second popup window will appear, stating that the request is canceled. Select OK, close the window, and select Next to continue.

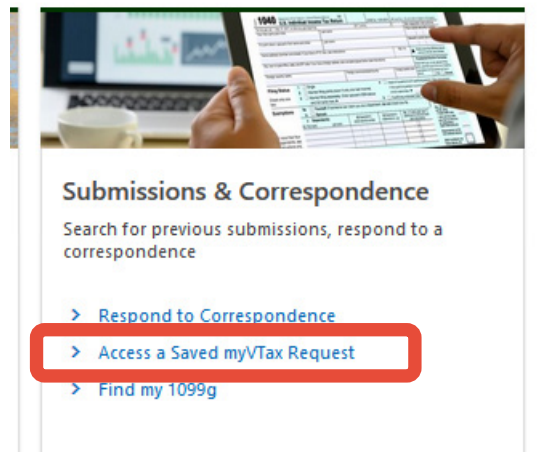


You may then create a new submission, close your browser window, or log out of your myVTax account.

How To Cancel a Submission Without logging into a myVTax Account

1 Locate Your Saved myVTax Request

Go to [myVTax \(https://myvtax.vermont.gov/\)](https://myvtax.vermont.gov/) and select Access a Saved myVTax Request in the Submissions & Correspondence section.



2 Search for an Existing Submission

Enter your email and the Verification Code shown on the confirmation screen of the original myVTax request you submitted.

A screenshot of a search form titled "Search for an Existing Submission". It has a "homepage." link at the top. Below the title, there are two input fields: "Email" with the value "email@example.com" and "Verification Code" with the value "tmmvhw".

3 Review and Delete the Submission

The submission will appear on the status page based on the Verification Code you enter. To cancel it, select Delete in the upper right corner of the screen.

Make a Payment **Submitted** [Delete](#)

Confirmation #
1-912-881-152
Submitted Oct-11-2023 10:36:50

\$123.00
Payment Amount

Make a Payment Payment

Non-Login Warning myVTax Quick Payment Identifying Information Payment Details Payment Confirmation

Warning!

- Please note that non-logged in submissions can only be accessed while they are pending or saved as a draft. Once a non-logged in submission is submitted and processed, the submission can no longer be accessed via myVTax.
- A submission is considered processed as of 4:30 pm on the day it was submitted. Future dated payments are accessible until 4:30 pm the day it is scheduled to process. Saved drafts will be accessible for 90 days or until they are submitted and processed.
- If you wish to be able to view your submissions we encourage you to register for a free myVTax account and link your accounts. You may do this from the myVTax homepage.

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4 Confirm the Cancellation

A popup window will appear asking if you are sure you want to withdraw the request. Select Yes.

Are you sure you want to withdraw this request?

No **Yes**

A second popup window will appear, stating that the request is canceled. Select OK, close the window, and select Next to continue.

This request has been cancelled.

OK

< Previous **Next** >

You may then create a new submission from the myVTax home page, or if you are finished, close your browser window.