myVTax Guide: How to Make an e-Payment Without a myVTax Account

Submitting tax payments online saves labor and time. This guide provides step-by-step instructions on how to make an e-Payment at myVTax.vermont.gov, the Vermont Department of Taxes’ online tax portal.

Payments may be made by E-Check (ACH Debit) or credit card. Please note that a 3% convenience fee is added to for credit card payments to reimburse the State of Vermont for fees the credit card companies charge.

Step 1
Click Make a Payment in the Payments panel.

Step 2
This brings you to the Payment Option screen, where you can choose to pay by either e-check (ACH Debit) or credit card. Note the 3% credit card fee.
Select your payment option. In this example we are selecting E-Check.

Step 3
The myVTax Quick Payment screen lists all the required information.
(You will enter your payment amount in Step 5). Click Next.

TIP
Clicking Next saves your entries and moves you to the next step.
Previous goes back so you can make changes without losing entries you’ve already made.
Do not use your browser’s back button to go to previous screens. Doing so will require you to re-enter information.
Enter all identifying information in each of the fields. An asterisk indicates that an answer is required.

Depending on your answers, additional fields may appear.

Click Next when ready.

The Payment Details screen will display.

Enter all required Bank Account 1 and Payment 2 information. Bank information can be found at the bottom of your check, as demonstrated below the Bank Account side.

The system reviews the Routing Number to make sure it is valid. If it is not, it will tell you it’s invalid and will not let you proceed until a valid Routing Number has been entered. When a valid Routing number has been entered it will show the Bank Name below.

Depending on the Payment Type you choose, additional fields may appear.

Click Next when ready.
Step 6

The Payment Confirmation screen will display ensuring that you are authorizing the Vermont Department of Taxes to deduct a payment from the account you specified for the amount you entered. If all information is correct and you wish to submit the payment, click Submit.

Should you need to make any corrections, click Previous to return to any previous screens and make your changes. Your information is saved.

Step 7

A popup window will ask you to confirm your email. Type your email into each required field, then click OK.

Step 8

The Confirmation screen will display all relevant information for your submission and give you a Verification Code which can be used to Access the request through myVTax in the future.

If desired, print this screen for your records.

Click OK when done.