

# myVTax Guide: How to Submit a Malt and Vinous Beverage Return

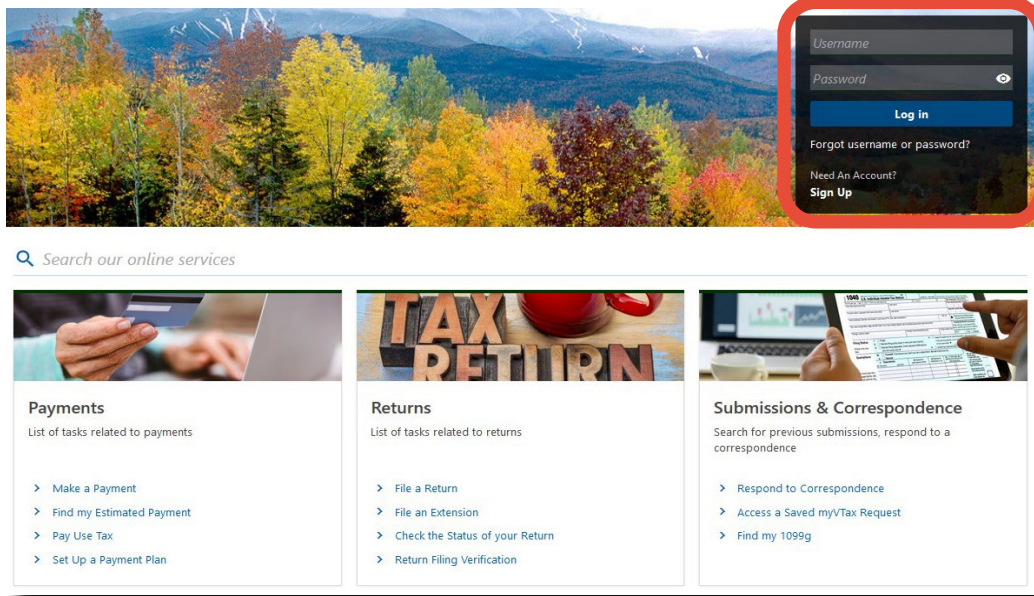
This guide provides step-by-step instructions on how to submit a Malt and Vinous Beverage Return through myVTax. We will show you how to file, whether with or without a myVTax account.

## 1 Getting Started

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

If you have an account, log in from the myVTax homepage and skip to Step 3.

If you do not have a myVTax account, click File a Return and continue to Step 2.



## 2 Enter Your Information

Fill in the appropriate fields.

A field with a red asterisk requires an answer.

Once all the required fields are filled in, click File Return at the bottom of the screen, as shown in the inset.

A screenshot of the 'Enter Your Information' form on the myVTax website. The form is divided into two main sections: 'Taxpayer Information' and 'Filing Information'. The 'Taxpayer Information' section includes a dropdown for 'Select which account type you wish to file for', a red asterisk next to 'ID Type', a red asterisk next to 'ID', a 'Taxpayer Address' section with fields for 'Street 1', 'Street 2', 'City', and 'Country', and fields for 'Unit Type', 'Unit Number', 'State' (set to VERMONT), and 'Zip Code'. There is a 'Verify Address' checkbox. The 'Filing Information' section includes a dropdown for 'What year are you filing for?'. A blue 'File Return' button is located at the bottom right of the form.

### 3 Enter Distributor License Information

Enter your Vermont State Distributor License Number.

Click Next.

VT State Distributor License Number

VT STATE DISTRIBUTOR LICENSE NUMBER  
VT State Distributor License Number

Cancel Save Draft < Previous **Next** >

### 4 Complete the Malt and Vinous Beverage Return

Enter the figures and select Next.

myVTax will complete the math calculations automatically.

**MALT BEVERAGE TAX CALCULATION**

5. Enter the number of gallons of taxable malt 6% or less alcohol sold  
0.00

6. Multiply Line 5 by the tax rate of \$0.265.  
0.00

7. Enter the number of gallons of taxable malt over 6% alcohol sold  
0.00

8. Multiply Line 7 by the tax rate of \$0.55.  
0.00

9. Total Malt Beverage Tax Due (Add Lines 6 and 8).  
0.00

**VINOUS BEVERAGE TAX CALCULATION**

10. Enter the number of gallons of taxable wine (from grapes) sold  
0.00

11. Multiply Line 10 by the tax rate of \$0.55.  
0.00

12. Enter the number of gallons of taxable hard cider (from apples) 7% or less alcohol sold  
0.00

13. Multiply Line 12 by the tax rate of \$0.265.  
0.00

14. Enter the number of gallons of taxable hard cider (from apples) over 7% alcohol sold  
0.00

15. Multiply Line 12 by the tax rate of \$0.55.  
0.00

16. Enter the number of gallons of taxable mead (from honey) sold  
0.00

17. Multiply Line 16 by the tax rate of \$0.55  
0.00

18. Enter the number of gallons of other taxable vinous beverage sold  
0.00

Other Vinous Type \_\_\_\_\_

19. Multiply Line 18 by the tax rate of \$0.55  
0.00

20. Total Vinous Beverage Tax Due (Add Lines 11, 13, 15, 17, and 19)  
0.00

**READY-TO-DRINK BEVERAGE TAX CALCULATION**

21. Enter the number of gallons of ready-to-drink spirit beverages sold  
0.00

22. Multiply Line 21 by the tax rate of \$1.10 for total of Ready-to-Drink Beverage Tax  
0.00

23. Total Beverage Tax Due (Add Lines 9, 20 and 22)  
0.00

< Previous **Next** >

## 5 Upload the “Malt and Vinous Distribution Report” to myVTax

For the Distribution Information, select the option that best defines how the distribution report will be filed. In the example here, option A—“I will attach my distributor’s report to this electronic filing”—is selected. Distribution will be reported through the myVTax upload.

Once the file has been uploaded, select Next.

**DISTRIBUTION INFORMATION**

I will attach my distributor's report to this electronic filing Must select an option

I will mail a copy of my distributor's report to the Department

Another entity submitted my distributor's report

Cancel Save Draft < Previous **Next** >

Because we chose to upload the Malt and Vinous Distribution Report to myVTax in this example, the system will require an attachment to the return. Prepare the file and select Add on the right side of the screen to open the upload dialogue. Complete the fields, select your file, then click OK to complete the upload. You will be able to verify that the file has been attached.

Before you begin, download the [report template from our website \(https://tax.vermont.gov/content/malt-and-vinous-beverage-distribution-template\)](https://tax.vermont.gov/content/malt-and-vinous-beverage-distribution-template).

Make sure the Distribution Report spreadsheet is saved in a Tab delimited (\*.txt) format before you upload the file.

Select Next.

Select a file to attach

Type  
Malt and Vinous Beverage Upload

Description  
MVB Upload

File  
Choose File MBV Upload.txt

Cancel OK

**You Must Upload a Malt and Vinous Distribution Report.**

Please click here to view instructions and download the report template.

**Attachments** Add

Type	Name	Description	Size
There are no attachments.			

Cancel Save Draft < Previous **Next** >

## 6 Make a Payment

To pay by ACH Debit, choose the account type, fill in your bank or credit union's routing number, then click Populate Routing Number. The name of your bank/credit union will appear. Enter and confirm your account number. Select a payment date, and confirm the payment amount.

Click Next.

### PAYMENT INFORMATION

Complete the information on the check below to submit your payment through E-Check or ACH Debit. Paying through E-Check or ACH Debit is free.

- Our other E-Pay options include ACH Credit and Credit Card. **Please note: Credit Card payments are subject to a nonrefundable 3% processing fee. ACH Debit payments are not subject to any fees.**
- Credit Card payments can be made by clicking into your account on myVTax and selecting the 'Pay' link next to the appropriate tax period.
- Cannabis Excise Tax cannot be paid to the Department in cash. Learn more about allowable payment options. Link to: <https://tax.vermont.gov/business/file-and-pay>

Paying with ACH Credit? [Click Here for ACH Credit Instructions](#)

**Warning:** If you have an ACH filter block on your account, please note the new originator number is **8036000264** to be used as of November 2015.

Want to schedule your ACH Debit payment for later? Change the payment date below to your preferred date.

<b>Period Jul-31-2023</b> Malt and Vinous Beverage **-***5465	<b>Bank Account</b> Type Domestic Bank Account Bank Account Type * <input type="radio"/> Checking <input type="radio"/> Savings Routing Number * Required <a href="#">Populate Routing Number</a> Account Number * Required Confirm Account Number * Required <div style="border: 1px solid blue; padding: 2px; display: flex; justify-content: space-between;"><span>000123456789010</span><span>07070543210*</span><span>*0002*</span></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"><span>Routing Number</span><span>Account Number</span><span>Check Number</span></div>	<b>Payment</b> Select this option if you are choosing to make a payment with a return you are submitting today. Payment Date * Required Amount 218.00 Confirm Amount * Required
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[Previous](#) [Submit](#)

## 7 Certification and Summary

Check the box to certify this return is correct and that you are authorized to file it. Enter the name of the taxpayer or taxpayer's authorized agent. Enter your daytime phone number in case the Department needs to contact you about this return. When done, click Submit.

### 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  
AMY TOLLUND

Date  
Aug-25-2023

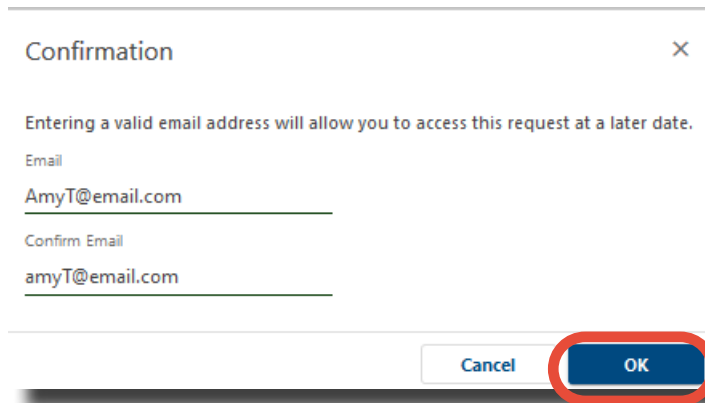
Daytime Telephone Number  
(802) 123-4567

Check here if this return is being completed by a preparer

[Previous](#) [Submit](#)

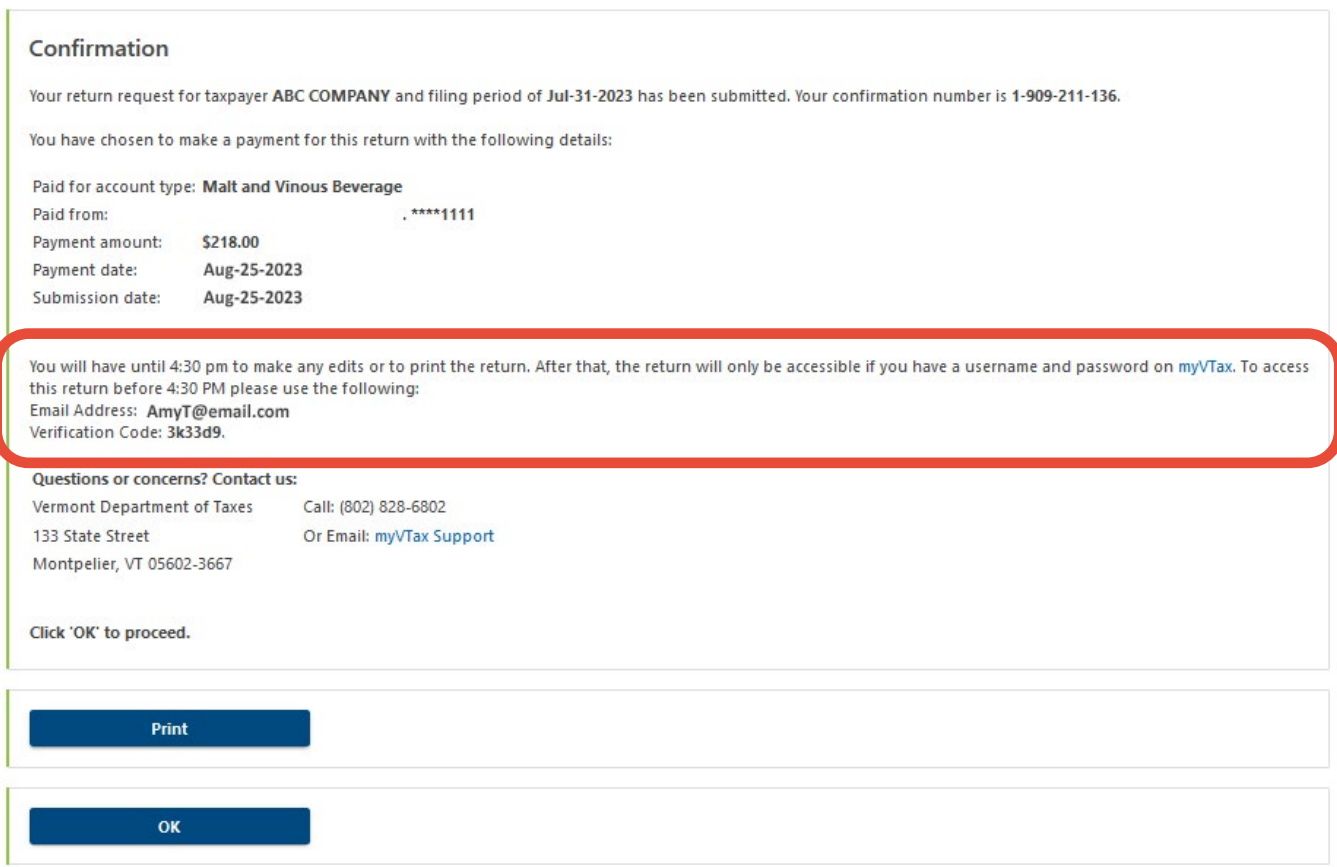
## 8 Confirmation

Enter and confirm your email, then click OK. The myVTax system will email the filing confirmation to this address.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Entering a valid email address will allow you to access this request at a later date." Below this, there are two input fields. The first is labeled "Email" and contains "AmyT@email.com". The second is labeled "Confirm Email" and contains "amyT@email.com". At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red circle.

When you get to the Confirmation screen you are done. You may click Print to open up this screen in a new tab to print for your records. If you don't have a login account in myVTax, it is important to print this page, or to write down the email address you used along with the Verification Code. You will need this information to access this return before the next daily 4:30 p.m. EST processing time in the myVTax system. After that, you will not be able to make changes.



A confirmation screen with the following content:

**Confirmation**

Your return request for taxpayer **ABC COMPANY** and filing period of **Jul-31-2023** has been submitted. Your confirmation number is **1-909-211-136**.

You have chosen to make a payment for this return with the following details:

Paid for account type: **Malt and Vinous Beverage**

Paid from: **.\*\*\*\*1111**

Payment amount: **\$218.00**

Payment date: **Aug-25-2023**

Submission date: **Aug-25-2023**

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: **AmyT@email.com**  
Verification Code: **3k33d9**.

**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.

At the bottom of the screen, there are two buttons: "Print" and "OK".