

myVTax Guide: How to Register for PACT Act Reporting

Before you can make a PACT Act report online, you must register in myVTax. Follow these easy steps to register your account.

Step 1 Get Started

Go to www.myVTax.vermont.gov and click **Sign Up**.



Step 2 Add access type

Click the link under **For Businesses and Corporations**.

A screenshot of the myVTax registration options page. The page has a light grey background with four distinct sections, each with a green vertical bar on the left. The first section is titled 'For Businesses and Corporations' and contains a link: 'Click here if you are a business taxpayer who would like to register your tax accounts or add myVTax access for accounts that are already registered with the Department.' This link is highlighted with a red rectangular border. The second section is titled 'For Individuals' and contains a link: 'Click here if you are attempting to request access to your existing Homestead Declaration, Renter Rebate, or Personal Income Tax account'. The third section is titled 'Accountants, Other Tax Professionals, Attorneys, and Landlords' and contains a link: 'Click here if you are an accountant, other third party tax professional, attorney, or landlord'. The fourth section is titled 'myVTax Access code' and contains a link: 'Click here if you have already received a myVTax Access Code and want to activate your account(s)'.

Step 3 Information You Will Need

Review the listing of information you will need to complete the registration process. Click **Next**.

Purpose

The purpose of this selection is to allow a taxpayer to either register for new tax accounts, or add myVTax access to accounts that have already been registered with the Vermont Department of Taxes.

Eligibility

Taxpayers can use myVTax to register for the first time with the Department of Taxes.

Taxpayers who are already registered with the Department can add myVTax access for one or more of their existing accounts.

Information Required to Continue

You will need the following information in order to complete your registration:

- Taxpayer ID (eg. FEIN, SSN)
- Taxpayer Name
- Taxpayer Mailing and Location Address
- Account Name(s)
- Account Mailing and Location Address(s)
- Account Start Date and Other Relevant Attributes
- Location Information (Sales & Use and Meals & Rooms only)
- Names, addresses, and identification numbers of your business principals.

Step 4 Register Your Account

Check the box **I know what tax accounts I need to register or add myVTax access for**. Click **Next**.

myVTax Registration

☒ myVTax Registration

☐ Know What Accounts to Register

Select which option best describes you

☒ I know what tax accounts I need to register or add myVTax access for.

☐ I am unsure what tax accounts I need to register or add myVTax access for and I would like more information.

Cancel

< Previous

Next >

Step 5 Enter Your Information

Complete all required fields, then click **Next**.

The screenshot shows a web form titled "Taxpayer Information". It contains two main sections: "Taxpayer Information" and "Taxpayer Physical Address".

Taxpayer Information Section:

- "Are you a business or individual?" (Required) with a dropdown arrow.
- "ID Type:" (Required) with a dropdown arrow.
- "ID Number:" (Required) with a dropdown arrow and a help icon.

Taxpayer Physical Address Section:

Provide the address where your business is physically located.

Fields include:

- Street (Required)
- Street 2
- City (Required)
- Country (USA)
- Unit Type (dropdown)
- Unit Number
- State (Required) (dropdown)
- Zip Code (Required)
- Verify Address (link)
- Foreign Country (checkbox)

Mailing Address Section:

Is your mailing address the same as your physical address? (Required)

Buttons: No, Yes

Fields include:

- Street (Required)
- Street 2
- City (Required)
- Country (USA)
- Unit Type (dropdown)
- Unit Number
- State (Required) (dropdown)
- Zip Code (Required)
- Verify Address (link)
- Foreign Country (checkbox)

At the bottom, there is a "Cancel" button and a "Next" button (highlighted with a red box) with a right arrow.

Step 6 Select Tax Type

Select the **tax type** you want to register for. In this case, we're selecting **Cigarette and Tobacco**. Click **Next**.

The screenshot shows a web form titled "Account Selection". It contains a list of tax types with checkboxes.

Account Selection

- ☐ Abandoned Beverage Container Deposit
- ☐ Bank Franchise Tax
- ☐ Captive Insurance Tax
- ☐ Corporate Income Tax
- ☒ Cigarette and Tobacco (highlighted with a red box)
- ☐ Fiduciary Tax
- ☐ Fire Training Tax
- ☐ Fuel Tax

At the bottom, there is a "Previous" button and a "Next" button (highlighted with a red box) with a right arrow.

Step 7 Register for a Cigarette and Tobacco Tax Account

Select **No** when asked, **Is your Cigarette and Tobacco Tax account already registered with the Department?**

You will then be prompted to enter a start date for your account.
Be sure to select **Yes** to the question, **Are you a Pact Act Registrant?**

Click **Next**.

Help us determine whether or not you need an access code

Is your Cigarette and Tobacco Tax account already registered with the Department?

If you are a business that will require multiple Cigarette and Tobacco accounts and licenses please contact the Department at (802) 828-2551. We will assist you in setting up additional accounts.

Cigarette and Tobacco Tax Account Attributes

Business Start Date:
Jan-01-2020

Are you a Pact Act Registrant?

Are you applying for a Vermont Wholesale Cigarette and Tobacco Distributor License?

Cancel < Previous Next >

Step 8 Authorized Agent Information

Enter information for the Cigarette and Tobacco tax **Authorized Agent**. Click **Next**.

Cigarette & Tobacco Tax

Authorized Agent to accept services in Vermont

Name:
TEST

Phone Number
(888) 888-8888

Ext.

Address

Street
133 STATE ST

Street 2

Unit Type
▼

Unit

City
MONTPELIER

State
VERMONT

Zip
05602-0000

Country
USA

Validate Address

Cancel < Previous Next >

Step 9 Upload Federal Registration

Click **Attach PACT Act Registration** to select your Federal PACT Act Registration. Locate the file on your computer and upload it using the prompts (not shown here).

Please attach your PACT Act Registration.

Attach PACT Act Registration

A copy of your PACT Act Registration is missing

Attachments Add

Type	Name	Description	Size
There are no attachments.			

Cancel < Previous **Next >**

Step 10 Complete Compliance Check and Certification

Answer the required questions accurately. Click **Next**.

Compliance Check

Has the Vermont Department of Taxes required a bond for this business entity or any business entity in which any person listed as a Business Principal was an officer or held a 20% or more interest?

☐ No ☐ Yes

Has the Vermont Department of Taxes suspended or revoked a Sales and Use or Meals and Rooms Tax license for this business entity or any business entity in which any person listed as a Business Principal was an officer or held a 20% or more interest?

☐ No ☐ Yes

Have you previously registered for a Vermont business tax account?

☐ No ☐ Yes

Certification

☒ I certify under pains and penalty of perjury this application is true, correct and complete to the best of my knowledge. By providing my name below, I hereby electronically sign this application.

Name:
TEST

Title:
Owner

Date:
Oct-06-2020

Cancel < Previous **Next >**

Step 11 Set Up Your Web Account

Create a new **Username** and **Password**, and select a **Security Question and Answer**. Enter valid contact information for your business. Click **Submit**.

Setup your web account

Create a unique username and password which you will use to access your myVTax account(s).

Username: (Must be unique, at least 6 characters in length with no spaces, and contain only letters and numbers)

Username: *

Required

Password: (Case sensitive)

Password: *

Required

Confirm: *

Required

Your password must contain at least eight characters and meet the following criteria:

- Contain both lower and upper case letters.
- Contain at least one number.
- Contain at least one special character.
- Your passwords cannot be your username.

Note: Passwords cannot be reused.

Secret Question and Answer: (Not case sensitive)

Question: *

Required

Answer: *

Required

Confirm: *

Required

Please enter a valid email address

Email Address: *

Required

Confirm Email Address: *

Required

Enter business phone number(s) below

Phone Type 1: *

Required

Number: *

Required

Country: USA

Phone Type 2: *

Required

Number: *

Required

Country: USA

Cancel Previous **Submit**

Step 12 Confirmation

You have completed your application. Once your application is approved by the Department of Taxes, myVTax will send you an email with instructions for your online account.

You may want to **print this page**, showing your confirmation number for your records.

Confirmation

You have successfully completed your request to register new tax accounts and your confirmation number is : **0-651-493-376**

The Department will review your request to register new tax accounts. You will receive an email from us stating that your registration was either completed, under further review, or denied.

If your registration is completed: You will be given a six character token via email or text which is required to log in to myVTax for the first time from a new computer or device.

If your registration is denied: Your registration may be denied if you register with information that does not match the Department's records. If you are denied, please check the information you entered and contact the Department if you are still unsure why your registration was denied.

If your registration is under review: For security purposes, some registrations require further review from the Department. If we need additional information to complete the registration, the Department may contact you by phone or email to request more information. If our review results in denial of your registration, please check the information you provided and contact the Department if you are still unsure why your registration was denied.

TIP! If you register for multiple tax accounts at once, some tax accounts may show in your myVTax profile before others. This is normal. If you have registered an account but do not see it in your profile, check to make sure the account was registered in your original request. Then check to see if you have received an email from the Department notifying you that your account registration has been 'denied'. If you are still unsure of the status of your registration, please contact the Department.

Contact information:
Vermont Department of Taxes Call: (802) 828-6802
133 State Street Or Email: myVTax Support
Montpelier, VT 05602-3667

Print

OK