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](http://www.myVTax.vermont.gov) and click **Sign Up**.

**Step 2  Add access type**

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

---

For Businesses and Corporations

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.

For Individuals

Click here if you are attempting to request access to your existing Homestead Declaration, Renter Rebate, or Personal Income Tax account.

Accountants, Other Tax Professionals, Attorneys, and Landlords

Click here if you are an accountant, other third party tax professional, attorney, or landlord.

myVTax Access code

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 (e.g. PBA, 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] [Prev] [Next]
Step 5  **Enter Your Information**

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

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**.
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.

Step 8  Authorized Agent Information

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

Step 10  Complete Compliance Check and Certification

Answer the required questions accurately. Click 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**.

![Image of setup web account form]

**Setup your web account**

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

**Username**

Required

**Password**

Required

Choose a password that meets the following criteria:
- Contains both lowercase and uppercase letters.
- Contains at least one special character.
- Contains at least eight characters.

Note: Passwords cannot be reused.

**Security Question and Answer**

Required

Choose a security question and answer that will help you remember your password.

**Email Address**

Required

Please enter a valid email address.

**Business Phone Number**

Required

Enter business phone number(s) below.

**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.

![Image of confirmation page]

**Confirmation**

You have successfully completed your request to register new tax accounts and your confirmation number is 65-951-493-176.

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 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 unsure why your registration was denied.

**If your registration is under review**

For security purposes, some registrations require further review from the Department. If you 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.

**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**

Department of Taxes  
130 State Street  
Montpelier, VT 05602

**Phone:** (802) 244-6000  
**Email:** myvtax@vermont.gov

**Print**

**OK**