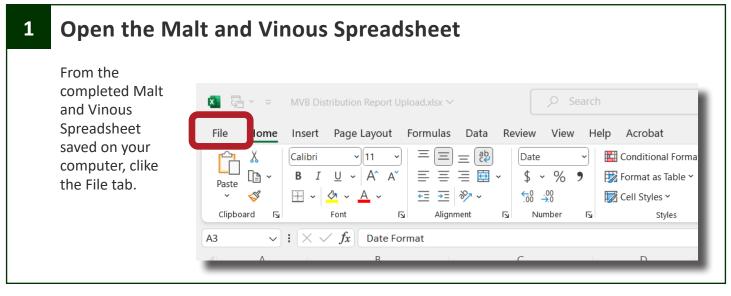
How to Save an Excel File as a Tab Delimited File

For Excel versions 2013 and newer

The Malt and Vinous Distribution Report is saved as an Excel file on the Vermont Department of Taxes website. This is done so that the template will automatically open in Microsoft Excel[®]. However, once you have finished populating the spreadsheet with your distribution information, **you need to save the file in a tab delimited text file format** before attaching it to the myVTax webpage at the time of filing. If you need further assistance with the steps shown below, please feel free to contact us at <u>tax.business@vermont.gov</u>

Following are the steps to save the file in a tab delimited text file format. Remember that you should only perform these steps after you have finished populating the spreadsheet with your distribution information.



Excel Option	าร	
Click Save As.	Get Add-ins	
	Info	Recent Pinned Shared with Me
	Save	🗅 Name
	Save As	MVB Distribution Report Upload.xlsx Desktop
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Vermont Department of Taxes, Taxpayer Services Division Phone: (802) 828-2551 or Email: <u>tax.business@vermont.gov</u> **Revised September 2023 | Publication GB-1165**



Browse for the File

save the "new" file. For this example we are saving it to the desktop. Info Save Save As Save as Adobe PDF Print Print Info Save as Adobe Print Info Save as Adobe Print Info Save as Adobe Print Info Save as Adobe Print Info Info Info Info Info <th>For this example we are saving it to the desktop.</th>	For this example we are saving it to the desktop.
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Click the arrow next to the file type space to open a dropdown list.	Save As Recent This PC Add a Place Browse Other locations				
Select Text (Tab delimited) (*txt) from the dropdown list, then click Save.			pload book (*.xlsm) lsb) ixls) ted) (*.csv) t, *.mhtml)	3 10:59 AM	
			a saved it. This example was saved e uploaded into the myVTax syste		