

How to File an Annual Purchase Summary Report

Filing Vermont business tax reports online saves labor and time and improves accuracy. This guide provides step-by-step instructions on how to submit a non-collecting vendor report online.

STEP 1: Enter the company/vendor information

Go to <https://www.myvtax.vermont.gov/?link=VT.UNRPUT>. Fill in the appropriate fields. A field with an orange triangle **1** in the upper left corner is a required field. For affiliated groups, please enter the parent company's information on this page. You will need to include the affiliate's information in the report file.

STEP 2: Upload the Annual Purchase Summary Report

- Click **2 Choose File**. A window will pop up for you to select the file.
- Choose a File: Browse your files and find your "Annual Purchase Summary Report" file.
Make sure the file is saved in a Text (Tab delimited) (*.txt) format.

☰ Annual Purchase Summary

Home > Annual Purchase Summary

At this page, you must submit the "Annual Customer Information Report" file in a Text (Tab delimited) (*.txt) format.
Please click here to view instructions and download the report template.

Enter Your Company Information

FEIN: Required **1**

Full Name: Required **Required**

Mailing Address

Street: Required

City: Required State: VERMONT

Zip Code: Required

Location Address (if different)

Street:

City: State:

Zip Code:

You must upload a file in order to proceed.

Filename: Required **2** Choose File

Submit
Cancel

STEP 4: Confirmation

When you receive confirmation via email, you are done. Click **1 Print** to print a copy for your records. It is very important to print this page or write down the **2 Email Address** you used along with the **Verification Code**. You will need this information to **3 Access a Saved myVTax Request** on the myVTax main screen.

Confirmation

Home > Annual Purchase Summary > Confirmation

Confirmation

You have successfully submitted your Annual Purchase Summary report.

Your Confirmation number is: 1-003-714-560

You can access your upload request at any time using the following:

2 Email Address: sample@vermont.gov
Verification Code: b52vby

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.

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If you want to access this report later in myVTax, you will need this **Email Address** and **Verification Code**. Print this page or write down this information.

To access this report, click **Access a Saved myVTax Request** on the myVTax homepage.

myVTax is a convenient and free service that allows you to manage, file, and pay your Vermont taxes.

- ✔ File returns securely
- ✔ Make payments
- ✔ Return filing verification
- ✔ File your Homestead Declaration or Property Tax Adjustment
- ✔ File an extension
- ✔ Check the status of your return
- ✔ Respond to correspondence
- ✔ Pay Use Tax

Log in to your myVTax account

Username:

Password: [Forgot username?](#)

[Forgot password?](#)

Need An Account? Click [Here to Register](#)

Businesses	Individuals	Tax Professionals	Property Owners	Municipal Officials	Help & Resources
File a Return		Respond to Correspondence from the Department			
Grant myVTax Access to my Tax Practitioner			File an Extension		
Make a Payment		3 Access a Saved myVTax Request			