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 P	Purchase Summ	ary					
Home > Ann	ual Purchase Summary						
	At this page, y	ou must subr Please	nit the "Annual Custon e click here to view ins	ner Information Repo tructions and downlo	rt" file in a Text (Tab delimi ad the report template.	ited) (*.txt) format	
Enter Your	Company Information						
FEIN:	Required						
Full Name	Required			Required			
Mailing Addre	ss			Location Addres	s (if different)		
Street	Required			Street:			
City	Required	State	VERMONT	City:		State:	-
Zip Code:	Required			Zip Code:			
You must upl	load a file in order to pro	ceed.					2
Filename			Required				Choose File
							Submit Cancel
							Cumer
			-				



STEP 3: Submit your report

Once your report is loaded to the site, click **1** Submit to confirm the submission. The system will email you a confirmation. Enter and confirm your email. Click **2** OK.

Annual Purchase Summary							
Home > Annu	ual Purchase Summary						
	At this page, yo	u must sub	omit the "Annual Custon	ner Information Repo	ort" file in a Text (Tab delimit	ted) (*.txt) format.	
		Pleas	e click here to view inst	ructions and downlo	ad the report template.		
Enter Your C	Company Information						
CCINI.	** ***0700	7					
Full Name	COMPANY ABC			1			
T di Tturite				1			
Mailing Addres	ss			Location Addres	s (if different)		
Street	133 STATE ST			Street:			
City	MONTPELIER	State	VERMONT	City:		State:	-
Zip Code:	05602-0000			Zip Code:]	
Filename			Annual Purchase	Summary Sample	txt		Choose File
						4	
						Sub	mit Cancel

E Annual Purchase Summary						
🚮 Home 🔸 Annu	ual Purchase Summary					
	At this page, you r	nust submit the "Annua	al Customer Information R	eport" file in a Text (Tab delin	nited) (*.txt) format.	
Enter Your Company Information FEIN: **-***6789 Full Name COMPANY ABC		Entering a valid email Email Confirm Email	address will allow you to acce sample@vermont.gov	ss this request at a later date.	1	
Mailing Addres	Mailing Address		2	OK Cancel		
City	MONTPELIER		City:		State:	•
Filename	00002-0000	Annual P	Zip Code: urchase Summary Sam	ple.txt		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 S Your Confirmation number is: 1-003-714-560	mary report.						
You can access your upload request at any time using the 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 Su Montpelier, VT 05602-3667 Click 'OK' to proceed.	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.						
OK my√Tax 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 ✓ Pay Use Tax							
Businesses Individuals Tax Pro	sionals 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 Access a Saved myVTax Request							