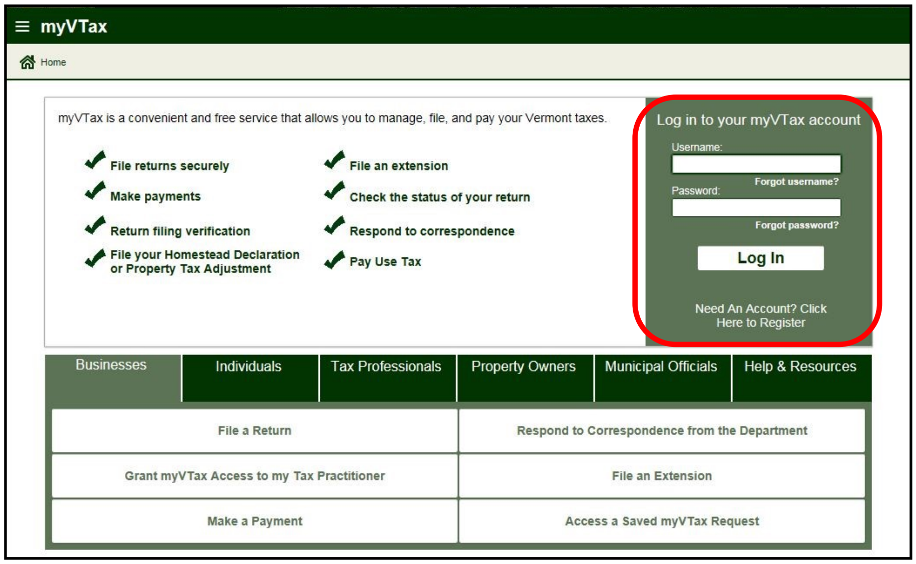
myVTax Guide: How to Make an e-Payment on an Established Business Account

Businesses making retail sales in Vermont are required to make regular, timely payments of Business Tax, as well as any applicable Sales and Use Tax, Meals and Rooms Tax, and Withholding Tax. This guide explains how a business may make a payment by e-check using myVTax, Vermont's online tax portal.

If you do not have an established myVTax account and need help making an e-payment, please see the myVTax Guide: How to Make an e-Payment Without an Established myVTax Account.

Step 1

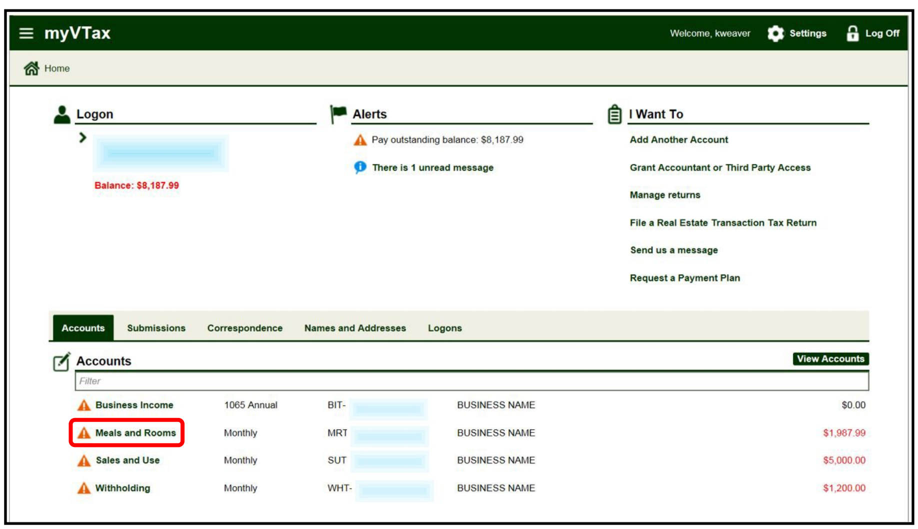
On the **myVTax** homepage, log into your business account.



Step 2

The next page shows your business information and lists the tax accounts associated with your business. Choose the **Account** link for the trust tax account for which you are making a payment. Each tax account has its own payment.

Note: Do not make a lump-sum payment for multiple account types.

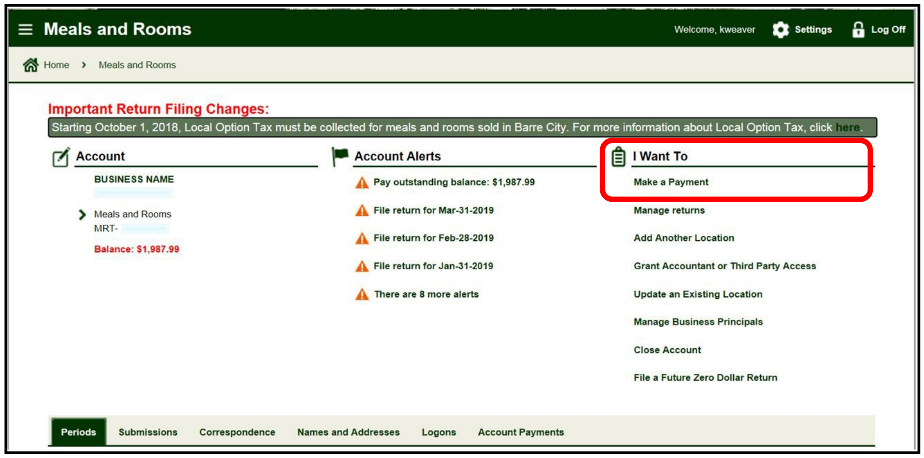


VERMONT
DEPARTMENT OF TAXES

Iss. 08/2019 • Pub. GB-1208

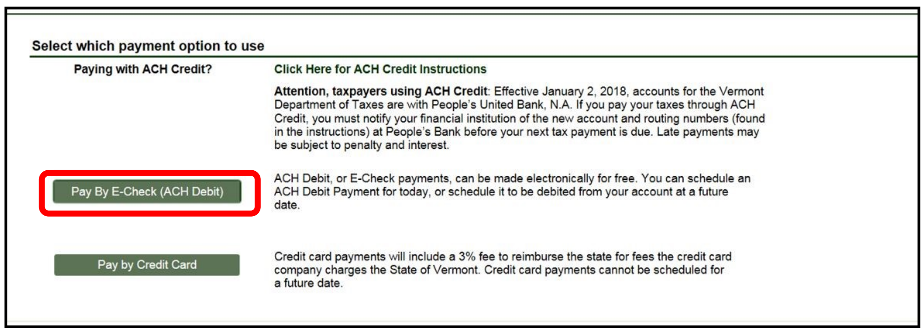
Step 3

Under the **I Want To** header, select **Make a Payment**.



Step 4

Select **Pay by E-Check (ACH Debit)**.



Step 5

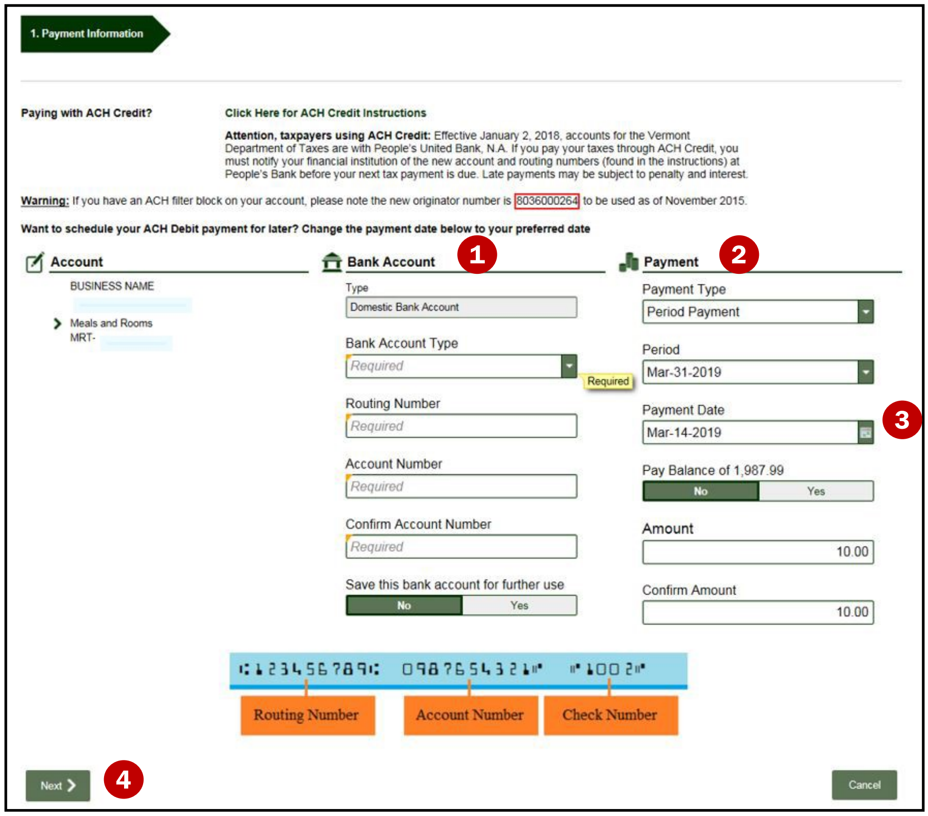
Under the **Bank Account** 1 header, enter and confirm that the information you have entered is correct. A penalty may be assessed if a payment made in error has to be reversed.

Under the **Payment** 2 header, select the appropriate return period for the payment.

(**Weekly payers**: if the payment being submitted covers a week that involves two months, you must make two separate payments to allocate the money to the appropriate month. See the **Example** below.)

Under the **Payment Date** 3 drop-down, select the date you are submitting the payment. You may authorize payment on the current date or a future date.

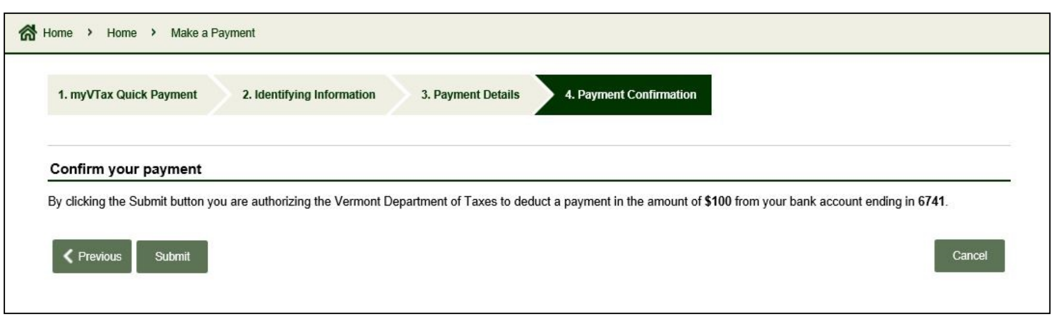
Once all fields have been completed and verified, click **Next.** 4



Example:
Taxes were collected the week of Feb. 24 to March 2. The first payment for Feb. 24-28 goes under the period ending Feb. 28, and the second payment for March 1-2 goes under the period ending March 31. Enter one payment for the February period and one payment for the March period.

Step 6

Read the confirmation statement. If it is correct, click **Submit** to continue, or **Previous** to go back to the **Payment Information** screen.

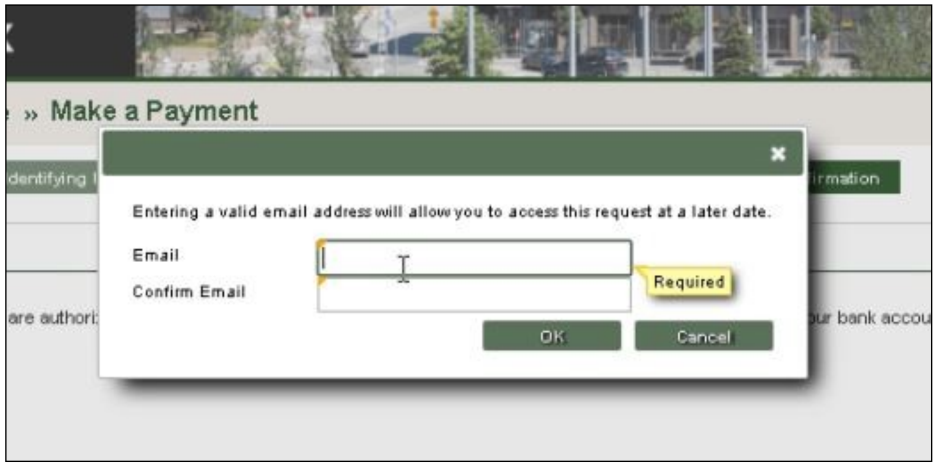


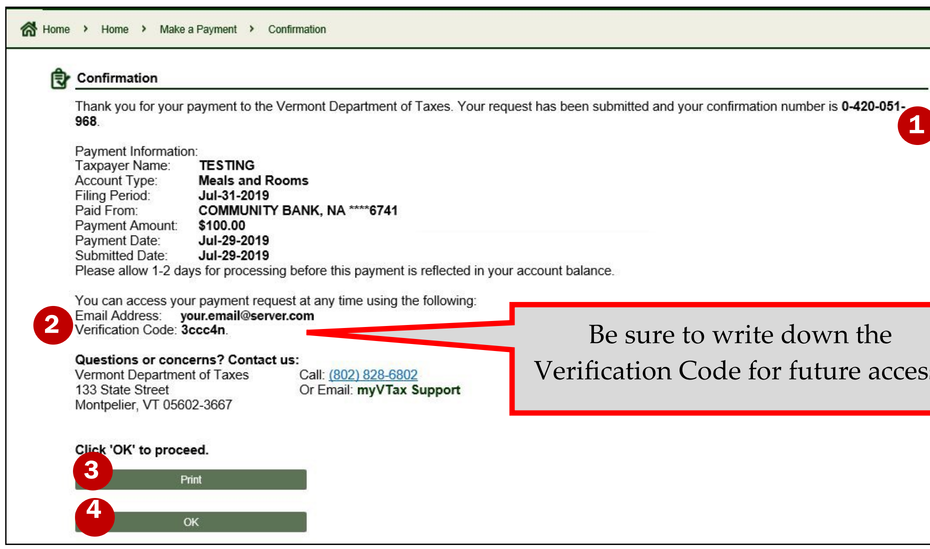
You may click **Cancel** to cancel the entire payment and return to the Home screen (Step 2). If canceling, you will be prompted to be sure you want to cancel the request.

Step 7

After you click **Submit**, a pop-up window will appear and ask you to enter a valid email, then re-enter that email. The Department will use this address to send you an email confirming your payment.

If you want to access your payment status later, you will need this email address and the Verification Code, which appears on the Confirmation page.





Be sure to write down the Verification Code for future access.

Step 8

The **Confirmation** page provides the following:

- **Confirmation Number** 1 You will need the confirmation number if you contact the Department about this e-Payment.
- **Verification Code** 2 Write this code down as you will only see it here once, or you may print the screen. You will use the code and the email address if you want to access this e-Payment later.
- **Printable View** 3 Click to print a copy for your records.
- **OK** 4 Click to return to the Home screen for myVTax.

Changes or cancellations may be made to this e-Payment if it has not been processed by the Department, which occurs at 4:00 p.m. on business days. To access your e-Payment again, go to the myVTax homepage shown in Step 1 and click **Access a Saved myVTax Request**. Enter your email address and **Verification Code**.

Our Contact Information

Collections Section
tax.collections@vermont.gov
(802) 828-2518
tax.vermont.gov