

Vermont Department of Taxes ACH Credit Processing

ACH credit is an easy and convenient way to pay your Vermont taxes. The Vermont Department of Taxes needs specific information from you to correctly apply your payment to your tax account. This is especially important if you have more than one tax account with the Department of Taxes.

The first step is to set up an account with your financial institution or payroll company. You will need to know what information is needed and the correct format to use. Using the wrong information and format will delay your payment. Please follow the instructions carefully. Payments which do not process correctly may be subject to late-filing penalties and interest.

When setting up your account, you will need to provide the following information (see detailed instructions on the following pages) to your financial institution or payroll company:

Bring this guide with you when you set up your ACH credit account with your financial institution or payroll company.

The segment identifier is **TXP**. This directs your payment to the Vermont Department of Taxes.

Taxpayer ID

For Sales & Use, Meals & Rooms, Withholding
Vermont Department of Taxes Tax Account:
3-letter Taxpayer ID Prefix (see chart on page 2)
plus 8 digits.
Example: WHT + 12345678 = **WHT12345678**

Note: This is a Vermont-specific number, not your federal identification number (FEIN)

For Business and Corporate Taxpayers
Vermont Department of Taxes Tax Account:
3-letter Taxpayer ID Prefix (see chart on reverse side) plus 8 digits.
Example: BIT + 12345678 = **BIT12345678**
or
IRS Federal Tax ID or Federal EIN

Note: If you use your 9-digit Federal EIN, do not add the 3-letter Taxpayer ID Prefix.

For Streamline Taxpayers
Streamline Sales Tax Account Number:
Letter "S" plus 8 digits.
Example: S + 12345678 = **S12345678**

Tax Type Code

The code is 5 digits long. Select from one of the codes on the chart on page 2.
Example for Business Tax: **03200**

Tax Period End Date

Enter the date as year, month, day—YYMMDD.
Example: Enter Dec. 31, 2019, as **191231**

Note: Do not use the tax due date. If you are on a Semi-weekly Withholding schedule, you should remember to change the quarter end date when you begin submitting payments for the next quarter.

Tax Amount Type

Select and use the option that applies to your payment:

- Use Letter "**T**" if you are paying the payment shown on your tax return or an estimated tax payment.
- Use Letter "**B**" if you are paying the balance due on your Statement of Account or payment for the amount due on an audit.
- Use Letter "**X**" if you are making an extension payment. Please note that you do not need to file a separate application for extension. This type of payment will be treated as an extension application.
- Use Letter "**S**" if you are paying the Health Care Fund Contribution Assessment due in connection with a return.

Payment Amount

Use dollars and cents. No decimals.
Example 1: Enter \$100.00 as **10000**
Example 2: Enter \$10,260.85 as **1026085**

Routing Number

Use the routing number for the Vermont Department of Taxes: **221172186**

The following instructions provide information for taxpayers wishing to submit an ACH Credit payment to the Vermont Department of Taxes for the following tax types:

VTax ACH Credit Payment Options		
Tax Type	Taxpayer ID Prefix	Tax Type Code
Personal Income Tax		
Personal Income Tax	PIT	01200
Corporate & Business Income		
Business Tax Nonresident Estimated Payments	BIT	03201
Business Tax	BIT	03200
Business Tax (Extension)	BIT	03300
Corporate Tax (Estimated)	CIT	02100
Corporate Tax	CIT	02200
Corporate Tax (Extension)	CIT	02300
Real Estate Withholding	BIT or CIT	11002
Business Taxes		
Meals & Rooms Tax	MRT	07400
Sales & Use Tax	SUT	04100
Sales & Use (Streamlined) Tax	SUT	04040
Withholding Tax (Semi-Weekly Schedule)	WHT	01100
Withholding Tax (Monthly Schedule)	WHT	01101
Withholding Tax (Quarterly Schedule)	WHT	01102
Current Use Taxes		
Land Use Change Tax	LUC	11003

VTax ACH Credit Payment Options		
Tax Type	Taxpayer ID Prefix	Tax Type Code
Miscellaneous Taxes		
Abandoned Beverage Deposit	ABD	20004
Bank Franchise Tax	BFT	03600
Captive Insurance Tax	CPT	07102
Cigarette Stamp Sales Tax	CTT	07200
Fiduciary Income Tax	FIT	01700
Fire Training Tax	FTT	20001
Fuel Tax	FGR	05000
Hazardous Waste	HWT	09001
Healthcare Claims Tax	HCT	16000
Malt and Vinous Beverage Tax	MVB	06000
Premium Insurance Tax	IPT	07100
Premium Insurance Tax (Estimated)	IPT	07101
Railroad Company Tax	RCT	20003
Solar Energy Capacity Tax	SCT	20002
Solid Waste Tax	SWT	12000
Surplus Lines Tax	SLT	07103
Telephone Gross Receipts	TGR	04900
Telephone Property Tax	TPP	04901
Wind Tax	WEF	15002
Real Estate Transaction Taxes		
Property Transfer Tax	PTT	11000
Land Gains Tax	LGT	11001

Carefully follow the Addenda record format beginning on this page to ensure you have provided the correct: ● Taxpayer ID Prefix ● Tax Type Codes ● Required information in the Addenda record

If you have questions, please contact our Taxpayer Services Division at tax.business@vermont.gov pr (802) 828-2551.

ACH Credit Addenda 7 Record Definitions

Term	Term Options	Meaning
FIELD NAME		
	Segment Identifier	TXP must be entered in this field. This identifies the transaction is related to tax liability.
	Separator	An asterisk (*) must be entered to separate data elements in the CCD+ record.
	Taxpayer ID	1) Your 8-digit account number issued by the Department [XXX #####] This number always begins with 3-letter Taxpayer ID prefix (shown on page 1) OR 2) Your 9-digit Federal Identification Number [1 2 3 4 5 6 7 8 9] You may also use the 9-character Streamline Sales Tax Identification Number, which would not include the 3-letter prefix and be entered as [S #####].
	Tax Type Code	Refer to chart on page 1 for the correct 5-digit code
	Tax Period End Date	The date is entered as YYMMDD. YY = year; MM = month; DD = day. Enter the tax period end date. When paying a Statement of Account, enter the date of the statement.
	Tax Amount Type	The Tax Amount Type value is "T," "B," "X," or "S" depending on the type of payment being made.
	Tax Amount	Enter the dollar amount being paid. The amount field must always contain cents.
FIELD REQUIREMENT		
	Mandatory (M)	This field or data element shall appear in the convention.
	Optional (O)	The use of this field or data element is optional.
DATA ELEMENT TYPE		
The data element type identifies the type of information contained in the data element field. There are four options available.		
	AN	The string type data element is symbolized by the representation AN. Contents of string type data elements are a sequence of letters, digits, spaces, and/or special characters. The contents shall be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.
	ID	The identified type data element is symbolized by the representation ID. An identifier data element shall always contain a value from a predefined list of values.
	DT	The date type element is symbolized by the representation DT. Format for the date type is YYMMDD. YY is the last two digits of the year (00-99 with 00 = 2000), MM is the numeric value of the month (01-12) and DD is the numeric value of the day (01-31).
	N2	The numeric type of field or data element is represented by the two-position representation N2. N indicates the numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. It is intended that this number will always be positive for the TXP application. In the TXP convention, the amount fields are defined as N2 type data elements. Thus, \$1,200.00 would look as follows *0000120000*. Note for zero dollar amounts: this data element type may contain one character - 0.

Common problems with ACH Credit payment submissions

- **Invalid Tax Type Code:** The code is too short or does not match a code on the list on page 2.
- **Filing period formatted incorrectly:** The format is YYMMDD. Note: Do **not** use the tax due date.
- **Taxpayer ID formatted incorrectly:** Ideally, the ID is the 11-character tax account number issued by the Vermont Department of Taxes, but we will accept the other Taxpayer ID types shown above. We cannot accept any other ID number. Do **not** use dashes in the account number.

Sample Addenda 7 Records (for illustrative purposes only)

To ensure prompt and accurate processing, you must use the correct Taxpayer ID Prefix and Tax Type Code in your record.

Tax Type	Format of Sample Addenda 7 Record
Business Nonresident Estimated Payments	TXP*BIT12345678*03201*161231*T*10000*\
This represents an addenda 7 record for Sunnyside Company with a VDT account number of BIT-123456789, paying \$100.00 for Business Nonresident estimated payment (03201) for the filing period ending on Dec. 31, 2019. Do not reference the quarterly period for which you are paying.	
Business Tax	TXP*BIT12345678*03200*161231*T*25000*\
This represents an addenda 7 record for Woodbury Birds with VDT account number of BIT-12345678, paying \$250.00 for Business Tax (03200) for the tax period ending Dec. 31, 2019. Do not reference the quarterly period for which you are paying.	
Business Tax (Extension)	TXP*BIT12345678*03300*161231*X*25000*\
This represents an addenda 7 record for ABC Company with account BIT12345678, paying \$250.00 for a Business Tax Extension (03300) for the tax period ending Dec. 31, 2019. A separate application for extension does not need to be filed.	
Corporate Tax (Estimated)	TXP*123456789*02100*161231*T*45000*\ TXP*CIT12345678*02100*161231*T*10000*\
This represents payments for Bugs Bunny Corporation (EIN 123456789) \$450.00; Minnie Mouse Corporation (VDT Account Number CIT12345678) \$100.00. Filing period ending on Dec. 31, 2019. Do not reference the quarterly period for which you are paying.	
Corporate Tax	TXP*CIT12345678*02200*160601*B*2000000*\
This represents an addenda 7 record for ABC Company with account CIT12345678, paying \$20,000.00 related to a Corporate Tax (02200) Statement of Account dated June 1, 2019.	
Corporate Tax (Extension)	TXP*CIT12345678*02300*161231*X*30000*\
This represents an addenda 7 record for ABC Company with account CIT12345678, paying \$300.00 related to a Corporate Tax Extension (02300) for the tax period ending Dec. 31, 2019.	
Real Estate Withholding Tax	TXP*CIT12345678*11002*151231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of CIT-12345678, paying \$2,493.00 for Real Estate Withholding Tax (11002) for the tax period ending Dec. 31, 2019.	
Meals & Rooms Tax	TXP*MRT12345678*07400*161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of MRT-12345678, paying \$2,493.00 for Meals & Rooms Tax (07400) for the tax period ending Dec. 31, 2019.	
Sales & Use Tax	TXP*SUT12345678*04100*161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of SUT-12345678, paying \$2,493.00 for Sales & Use Tax (04100) for the tax period ending Dec. 31, 2019.	
Withholding Tax Quarterly	TXP*WHT12345678*01102*161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of WHT-12345678, paying \$2,493.00 for Withholding Tax - Quarterly (01102) for the tax period ending Dec. 31, 2019.	
Withholding Tax with Health Care Contribution Quarterly	TXP*WHT12345678*01102*161231*T*249300*S*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of WHT-12345678, paying \$2,493.00 for Withholding Tax - Quarterly (01102) AND \$2,493.00 for Health Care Contribution for the tax period ending Dec. 31, 2019.	

DEPARTMENT OF TAXES

Tax Type	Format of Sample Addenda 7 Record
Abandoned Beverage Deposit	TXP* ABD 12345678* 20004 *191231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of ABD-12345678, paying \$2,493.00 for Abandoned Beverage Deposit (20004) for the tax period ending Dec. 31, 2019.	
Bank Franchise Tax	TXP* BFT 12345678* 03600 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of BFT-12345678, paying \$2,493.00 for Bank Franchise Tax (03600) for the tax period ending Dec. 31, 2019.	
Captive Insurance Tax	TXP* CPT 12345678* 07102 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of CPT-12345678, paying \$2,493.00 for Captive Insurance Tax (07102) for the tax period ending Dec. 31, 2019.	
Cigarette Stamp Sales Tax	TXP* CTT 12345678* 07200 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of CTT-12345678, paying \$2,493.00 for Cigarette Stamp Sales Tax (07200) for the tax period ending Dec. 31, 2019.	
Fiduciary Income Tax	TXP* FIT 12345678* 01700 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of FIT-12345678, paying \$2,493.00 for Fiduciary Tax (01700) for the tax period ending Dec. 31, 2019.	
Fire Training Tax	TXP* FTT 12345678* 20001 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of FTT-12345678, paying \$2,493.00 for Fire Training Tax (20001) for the tax period ending Dec. 31, 2019.	
Fuel Tax	TXP* FGR 12345678* 05000 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of FGR-12345678, paying \$2,493.00 for Fuel Tax (05000) for the tax period ending Dec. 31, 2019.	
Hazardous Waste Tax	TXP* HWT 12345678* 09001 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of HWT-12345678, paying \$2,493.00 for Hazardous Waste Tax (09001) for the tax period ending Dec. 31, 2016.	
Healthcare Claims Tax	TXP* HCT 12345678* 16000 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of HCT-12345678, paying \$2,493.00 for Healthcare Tax (16000) for the tax period ending Dec. 31, 2019.	
Malt and Vinous Beverage Tax	TXP* MVB 12345678* 06000 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of MVB-12345678, paying \$2,493.00 for Malt and Vinous Beverage Tax (06000) for the tax period ending Dec. 31, 2019.	
Insurance Premium Tax	TXP* IPT 12345678* 07100 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of IPT-12345678, paying \$2,493.00 for Insurance Premium Tax (07100) for the tax period ending Dec. 31, 2016.	
Telephone Gross Receipts	TXP* TGR 12345678* 04900 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of TGR-12345678, paying \$2,493.00 for Telephone Gross Receipts (04900) for the tax period ending Dec. 31, 2019.	
Telephone Property Tax	TXP* TPP 12345678* 04901 *161231*T*249300*\
This represents an addenda 7 record for Snowball Company with VDT account number of TPP-12345678, paying \$2,493.00 for Telephone Property Tax (04901) for the tax period ending Dec. 31, 2019.	