myVTax Guide: How to Make an e-Payment for a Wage Garnishment Without an Established myVTax Account

If you are a business owner and have been directed to garnish an employee’s wages to pay Vermont taxes, submitting tax payments online can save labor and time. This guide provides step-by-step instructions on how to make an e-Payment at myVTax.vermont.gov, the Vermont Department of Taxes online tax portal.

When using the non-login method in myVTax, information you provide will not be stored in myVTax, making it necessary to take the following steps each time you submit a wage garnishment payment.

Payments may be made by ACH debit, ACH credit, or by credit card. Please note that credit card payments will include a 3% convenience fee to reimburse the state for fees the credit card companies charge the State of Vermont. The fee is calculated on the amount of the transaction and is added to that same transaction.

You will need certain information about the employee for whom you are submitting the payment, along with your banking information. We recommend you review each step and the information needed before doing the myVTax transaction to ensure you have the information needed readily available.

Step 1
Go to myVTax.vermont.gov to access the Department’s portal for online services.
Select Make Payments

Step 2 Payment Method
Select your payment method:

1. E-Check (ACH Debit)

2. Credit Card. Note that a 3% charge will be added to the payment.

3. You may also pay by ACH Credit. Click the link for instructions.
Step 3  Information You’ll Need

Review what information you will need, then click Next to advance to the next section.

Step 4  Enter Tax Account Information

Enter information related to the employee for whom you are submitting payment.

- **Account Type**—Click the drop-down arrow and select the tax type required in the Garnishment Order.
- **ID Type**—Click the drop-down arrow and choose “Social Security Number (SSN).”
- **ID Number**—Enter the number. Dashes will auto-fill for you.
- **Name**—Enter the name of the employee whose wages are being garnished.
- **Phone Number**—Enter the employee’s phone number.

**Note:** all fields marked with an orange caret are required fields.

Click Next.
Step 5  Bank Account & Payment Details

Enter bank account information for the account you will be using to make the Wage Garnishment payment for your employee. Most often this will be your payroll account.

- **Type**—Select “Domestic Bank Account.” ACH Debit payments may only be made from a domestic (USA) bank account.

- **Bank Account Type**
  Click the drop-down arrow to choose either “Checking” or “Savings” account from the list.

- **Routing Number and Account Number**—Find these numbers on the bottom of your check, or you may obtain this information from your bank. Enter your account number again into **Confirm Account Number** to make sure you have entered it accurately.

- **Payment Type**—Click the drop-down arrow and select **Wage Garnishment Payment**.

The **Payment Date** and **Amount** are auto filled for you from the entries you made previously in Step 5. Enter or select a different payment date if you need to make a change. Enter the amount as required in the Garnishment Order again in **Confirm Amount** to make sure you have entered it accurately.

Click Next.

Step 6  Payment Confirmation

Read the **confirmation statement**. If it is correct, click **Submit** to submit the payment, or click **Cancel** to cancel the entire payment and return to the Home screen. (If canceling, you will be prompted to be sure you want to cancel the request.)
**Step 7 Confirmation Email**

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

You will also need this email address and the Verification Code (as shown in Step 8) to access your payment status later.

**Step 8 Confirmation**

The **Confirmation** page provides the following:

- **Confirmation Number** You will need the confirmation number if you contact the Department about this e-Payment.
- **Verification Code** 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.
- Click **Printable View** to print a copy for your records.
- Click **OK** 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 and click **Access a Saved myVTax Request**. Enter your email address and the **Verification Code**.