

myVTax Guide: How to Apply for a Vermont Economic Recovery Grant for Those Who Have a myVTax Account (Login)

Taxpayers may apply for this grant through myVTax at myVTax.Vermont.gov in one of two ways: 1) log in to a myVTax account that you have already established or 2) log in without a myVTax account. There are minor differences in these two application options. If you have an established tax account in myVTax and **log in** to your account to apply for a grant, many of the fields are prepopulated with your information, and you will have the option to receive payment via ACH instead of a paper check.

Enable pop-ups when working in myVTax. Pop-up blockers may prevent certain windows from appearing.

These instructions are for taxpayers who have existing myVTax accounts and would like to apply for the grant through their tax accounts.

NOTE: Before completing a grant application, you should review your banking information and address for accuracy as changes cannot be made within the application.

STEP 1

Taxpayers with myVTax accounts may apply for the grant from their myVTax home pages by clicking the first link in the **I Want To** section, **Apply for a Vermont Economic Recovery Grant**.

The screenshot shows the myVTax website interface. At the top, it says "AGENCY OF ADMINISTRATION Department of Taxes" and "Welcome to myVTax". Below this is a navigation bar with "myVTax" and "Welcome, training1" along with "Settings" and "Log Off" options. The main content area is divided into sections: "Logon" (Training Example, jessica.martin@vermont.gov, Last logged on Jul-07-2020, Balance: \$0.00), "Alert" (There is 1 unread message), and "I Want To" (Apply for a Vermont Economic Recovery Grant, Add Another Account, Grant Accountant or Third Party Access, Manage returns, File a Real Estate Transaction Tax Return, Send us a message). Below these sections are tabs for "Accounts", "Submissions", "Correspondence", "Names and Addresses", and "Logons". The "Accounts" tab is active, showing a table with columns for "Meals and Rooms", "Monthly", "MRT-11070493", "TRAINING EXAMPLE", and "\$0.00".

STEP 2

Please read the information in the **Introduction (Part 1)** about the Vermont Economic Recovery Grant, its eligibility requirements, and the information you will need to complete the grant application. Once you have determined you are eligible and gathered your information, click **Next** to advance to the next screen.

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1. Introduction (Part 1) 2. Introduction (Part 2) 3. Demographics 4. Contact Info 5. Eligibility 6. Payment Method 7. Attachments

Introduction (Part 1)

Vermont Emergency Economic Recovery Grant

Welcome to the application for the Vermont Emergency Economic Recovery Grant. Using funds provided by the Coronavirus Aid, Relief, and Economic Security "CARES" Act, this grant program will provide up to \$50,000 in financial support for eligible Vermont-based businesses and nonprofits.

The funds you receive from this grant are part of the Coronavirus Relief Funds (CRF) (CERCLA #21-010).

Who is eligible?
An eligible applicant is:

- Is doing business in Vermont
- Has a federal tax identification number (FEIN)

What information do I need to apply?

- Your Federal Employer Identification Number (FEIN)
- Number of employees your business has
- An up-to-date contact for your business
- The amount of any Paycheck Protection Program Loan (PPP), Economic Injury Disaster Loan (EIDL), business interruption insurance, or any other federal compensation your business has received in response to COVID-19 losses.

Where can I find information on how the grant will be calculated or funds will be distributed?
Please click here for our Vermont Emergency Economic Recovery Grant Information Fact Sheet and FAQ.

Are the grant funds taxable income?
Funds awarded from this grant may be considered taxable income. Recipients will receive a Form 1099-G, Certain Government Payments, in January 2021 from the Department of Taxes if the grant is taxable income.

< Previous **Next** > Cancel

STEP 3

The next screen asks you to review and update your banking information and address prior to applying for the grant. If you need to make changes, click **Cancel** and follow the instructions shown below for updating your banking or address information. Click **Next**.

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Introduction (Part 2)

Bank and Address Information

Before you apply please ensure your bank account and address are up to date. You will not be able to edit this information within the application. If you need to change this information after you begin, you will have to restart the application. To update that information in myVTax please take the follow steps:

- **Adding/changing bank information:**
 - Select "Settings" in the top right
 - Select the "Manage Bank Accounts" tab
 - Verify that you have a bank account that does NOT have a tax type listed next to it or that the tax type listed is either Meals and Rooms or Sales and Use
 - If you do not have a bank account established, or it is associated with a different tax type, select "Setup new payment channel"
- **Changing address information:**
 - Press the "Home" link in the upper left
 - Select the "Names and addresses" tab
 - Verify the MAILING address is correct. If we are unable to deposit your grant directly to your bank account, this is where a paper check will be sent.

< Previous Next > **Cancel**

STEP 4

Much of the **Business Information** will prepopulate. Required fields are indicated by a small orange triangle in the upper left corner.

- A** Choose the **Entity Type** (for-profit or nonprofit or lowprofit)
- B** Enter **Yes** or **No** to answer if your business is a Minority- or Women-Owned Business Enterprise (M/WWBE). Additional information is provided here to help you determine the correct answers for your business.

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1. Introduction (Part 1) > 2. Introduction (Part 2) > **3. Demographics** > 4. Contact Info > 5. Eligibility > 6. Payment Method > 7. Attachments

Business Information

<p>ID Type <input type="text" value="Federal Employer ID"/></p> <p>Business Legal Name <input type="text" value="TRAINING EXAMPLE"/></p> <p>Street <input type="text" value="133 STATE ST"/></p> <p>Unit Type <input type="text"/></p> <p>City <input type="text" value="MONTPELIER"/></p> <p>Zip Code <input type="text" value="05602-2719"/></p> <p>Entity Type <input type="radio"/> For-profit Required <input type="radio"/> Nonprofit or lowprofit </p> <p>B Is your business a Minority- or Women-Owned Business Enterprise (M/WWBE)? <input type="radio"/> No <input type="radio"/> Yes </p>	<p>ID <input type="text" value="**-***4123"/></p> <p>Doing Business As <input type="text"/></p> <p>Street 2 <input type="text"/></p> <p>State <input type="text" value="VERMONT"/></p> <p><small>For-profit: Defined as organized and operated on a for-profit basis, including a sole proprietor, partnership, limited liability company, business corporation, cooperative, or mutual benefit enterprise.</small></p> <p><small>Nonprofit or lowprofit: Defined as organized and operated on a nonprofit or low-profit basis, including a mutual benefit corporation, public benefit corporation, and a lowprofit limited liability company.</small></p> <p><small>NOTE: M/WWBE is defined as a business that is at least 51% owned and substantially managed by people of color and/or people identifying as women or non-binary.</small></p>
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STEP 5

You must enter a North American Industry Classification System (NAICS) code. Click **Search For a NAICS Code**. If you know your NAICS code, enter that code in the keyword search in **STEP 6** or enter a keyword that describes the type of business you own.

NAICS Info

The North American Industry Classification System (NAICS) is to classify businesses by industry. If you know your NAICS code, you can enter it directly after clicking search. If you do not know your NAICS code, you can search by keyword for your business

NAICS Code:

STEP 6

If you know your NAICS code, enter it in the pop-up window in the **Keyword** field. If you don't know your NAICS code, enter a keyword that describes the type of business you own.

Click **Search**.

STEP 7

More than one NAICS code may appear. Select the code that applies to your business. Click the **Code** hyperlink, which will bring up a description of the code. Find the description that best describes your business and use that NAICS code. If that is the correct code for your business, scroll down and click **OK**.

Code	Title
311119	Other Animal Food Manufacturing
311412	Frozen Specialty Food Manufacturing
311422	Specialty Canning
413190	Other specialty-line food merchant wholesalers
445299	All Other Specialty Food Stores
622310	Specialty (except Psychiatric and Substance Abuse) Hospitals
722512	Limited-service eating places

445299 - All Other Specialty Food Stores

Description This U.S. industry comprises establishments primarily engaged in retailing miscellaneous specialty foods (e.g., nuts, popcorn, and baked goods) not for immediate consumption and not made on the premises.

Illustrative Examples:
 Coffee and tea (i.e., packaged) stores
 Soft drink (i.e., bottled) stores
 Dairy product stores
 Spice stores
 Gourmet food stores
 Water (i.e., bottled) stores

Activity Coffee and tea (i.e., packaged) stores; Dairy product stores; Gourmet food stores; Ice cream (i.e., packaged) stores; Soft drink stores, bottled; Specialty food stores; Spice stores; Tea and coffee (i.e., packaged) stores; Water stores, bottled

STEP 8

Enter all required **Business Information** (much of it will prepopulate).

Click **Next**.

Business Information

ID Type: Federal Employer ID | ID: ****4789

Business Legal Name: TRAINING EXAMPLE | Doing Business As:

Street: 133 STATE ST | Street 2:

Unit Type:

City: MONTPELIER | State: VERMONT

Zip Code: 05602-2719

Entity Type: For-profit Nonprofit or lowprofit

Is your business a Minority- or Women-Owned Business Enterprise (M/WBE)? No Yes

NAICS Info

The North American Industry Classification System (NAICS) is to classify businesses by industry. If you know your NAICS code, you can enter it directly after clicking search. If you do not know your NAICS code, you can search by keyword for your business.

Search For a NAICS Code:

NAICS Code: 722330

STEP 9

Enter the required **Contact Information**.

Click **Next**.

STEP 10

The next screen has 16 required eligibility questions.

You must choose **No** or **Yes** for each question. Depending on your answer to certain questions, additional fields may be required.

For additional information, see the fact sheet at tax.vermont.gov/sites/tax/files/documents/FS-1280.pdf.

If you choose an answer that would make you ineligible for the grant, a message will appear along with a link for additional information and resources for businesses.

Click **Next**.

STEP 11

The **Payment Information** will default to direct deposit and prepopulate your banking information. If you do not have a bank account associated to your account, you will receive an error message (in red text), and you must choose **Paper Check**. If you prefer direct deposit, cancel the application and return to myVTax to enter your banking information (see **STEP 3**). You must then restart the application.

Click **Next**.

If you choose **Paper Check**, review the mailing address for accuracy. If accurate, click **Next**.

If the address is not correct, you must return to myVTax to enter the information. Follow the instructions given (in red text) or see **STEP 3**.

STEP 12

If you do not have any attachments to add to your application, click **A** **No** and then click **Next**. Skip to **STEP 14**.

If you do have attachment(s) to add to your application:

- B** Click **Yes**.
- C** Click **Add**.

Enter a **Description** and click **Browse**.

Locate the document on your computer and click the file you wish to attach. Click **Open**.

STEP 12 Continued (Adding an attachment)

Click **Save**.

Click **Add** if you have another document to attach.

If you are done, click **Next**.

Type	Name	Description	Size	
Web Attachment	Attachment.docx	Attachment Description Here	11	Remove

STEP 13

Review all information for accuracy.

Your application is NOT yet submitted. Please review the information on this page for accuracy and click "Submit" at the bottom to complete your application. If you need to change any of the information, use the navigation buttons at the bottom of the screen to return to a previous section of the application.

Business Information

ID Type: Federal Employer ID
 Business Legal Name: TRAINING EXAMPLE
 Street: 133 STATE ST
 Unit Type:
 City: MONTPELIER
 Zip Code: 05602-2719
 Entity Type: For-profit
 ID: **.***3789
 Doing Business As:
 Street 2:
 State: VERMONT

For-profit: Defined as organized and operated on a for-profit basis, including a sole proprietor, partnership, limited liability company, business corporation, cooperative, or mutual benefit enterprise.
 Nonprofit or lowprofit: Defined as organized and operated on a nonprofit or low-profit basis, including a mutual benefit corporation, public benefit corporation, and a lowprofit limited liability company.
 NOTE: M/WBE is defined as a business that is at least 51% owned and substantially managed by people of color and/or people identifying as women or non-binary.

Is your business a Minority- or Women-Owned Business Enterprise (M/WBE)?
 No Yes

STEP 14

If you have corrections to make, click **Previous** to find the screen where you can make the corrections.

If all information is correct and you've added all attachments, click **Next**.

Attachments

Note: Nearly all applicants will not need to attach any documents. The Department will verify your eligibility based on data from your recent tax filings. You only need to attach documents if you feel you need to provide additional information that will not be available from your recent tax filings, OR if instructed by Tax Department staff that you should upload specific materials.

Would you like to add attachments?

Attachments

Type	Name	Description	Size	
Web Attachment	Attachment.docx	Attachment Description Here	11	Remove

STEP 15

- A** Click each checkbox to certify each statement is correct for your business.
- B** Enter your **Name** and **Title/Position**. The date will prepopulate for you.
- C** Click **Submit**.

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Certification

I certify that:

- I have the authority to request payment from the State of Vermont on behalf of the business submitting this application. I am requesting payment of the grant amount, determined by the Vermont Department of Taxes, equal to the lower of 10% of my 2019 total combined sales or \$50,000. This grant will be used to cover costs and lost revenues associated with the Coronavirus Disease 2019 (COVID-19) disaster, in accordance with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) ("section 601").
- I understand that the State of Vermont will rely on this certification as a material representation in making this grant award.
- As required by federal law, the proposed uses of the funds provided will only be used to cover costs and provide economic support that—
 - a. Are necessary costs/lost revenues related to the COVID-19 public health emergency; and
 - b. Relates to necessary costs/lost revenues during the period from March 1, 2020 through December 30, 2020; and
 - c. Are not covered by other federal grants or federally forgiven loans that the business has received. For additional information on this requirement, please review the guidance on duplication of benefits on our [website here](#).
- To the best of my knowledge, as of the date that this Application is signed, neither the business nor the business's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Entities that are suspended and/or debarred will have received a notification letter from the Federal Government. Information on suspension and debarment can be found [here](#).
- I agree that the Department of Taxes may share the information on this application with other Vermont state agencies for the purpose of verifying my eligibility for this or another grant or stimulus payment related to the COVID-19 pandemic.
- I agree that the business submitting this application must repay the grant or portion of the grant to the Department of Taxes if:
 - a. Any grant funds received are based on incorrect representations made on this application or to the Department of Taxes related to this application; or
 - b. Any grant funds are covered by other federal grants or federally forgiven loans received by the business. Please review the guidance on duplication of benefits on our [website here](#) for how this will be determined. I agree that the final determination of whether there has been a duplication of benefits will be made by the Department of Taxes.

By typing my name into this box, I hereby agree that this action constitutes my electronic signature; that I am authorized to make this application on behalf of the applicant; that the information I have provided is true, accurate and complete; that I make the attestations indicated; and that I agree to the terms of this application and the Vermont Coronavirus Emergency Economic Recovery Grant program.

Name Title/Position Date

STEP 16

Enter password.

Click **OK**.

STEP 17

The confirmation page is your final step. Be sure to note the **Confirmation Number** associated with your grant application. We recommend you **Print** this page and file it with your records.

Click **OK** to exit the application.

Home > Vermont Economic Recovery Grant > Confirmation

Confirmation

You have successfully submitted your Vermont Economic Recovery Grant application.

Your confirmation number is: **1-650-248-192**

Please save this confirmation number. To protect against scams, if you receive a call from the Vermont Department of Taxes, we strongly encourage you to ask the agent to provide you with this confirmation code in order to verify their identity. If you are unsure about the authenticity of the caller, do not share sensitive information and contact the Department at tax.grants@vermont.gov or call 802-828-6611.

The Department is working to process your application as soon as possible. Because the Department expects a high volume of applicants, it may take several business days for your application to be processed. If your application is approved, you will receive a direct deposit payment within 48 hours of application approval. If you requested a paper check, you should expect your check within 10 business days of application approval.

Once your application has been processed, you will also receive a letter outlining your grant award, or you will receive a letter outlining why your application could not be approved. If you have a myVTax account, you will be able to access this letter from within your myVTax account as soon as it is available.

If you have any questions please email us at tax.grants@vermont.gov or call 802-828-6611. We apologize that you may experience high wait times.

If you are curious what additional resources may be available for your business, please visit the COVID-19 Recovery Resource Center from the Agency of Commerce and Community Development available by clicking [here](#).

Print

OK

STEP 18

You will receive an email to confirm you have successfully submitted your application for the Vermont Economic Recovery Grant.

Recovery Grant Confirmation

TAX - myVTax Info <myVTaxInfo@vermont.gov>
To Martin, Jessica

Reply Reply All Forward

Fri 07/03/2020 7:24 AM

You have successfully submitted your Vermont Economic Recovery Grant application.

Your confirmation number is: **1-650-248-192**

Please save this confirmation number. To protect against scams, if you receive a call from the Vermont Department of Taxes, we strongly encourage you to ask the agent to provide you with this confirmation code in order to verify their identity. If you are unsure about the authenticity of the caller, do not share sensitive information and contact the Department at tax.grants@vermont.gov or call 802-828-6611.

The Department is working to process your application as soon as possible. Because the Department expects a high volume of applicants, it may take several business days for your application to be processed. If your application is approved, you will receive a direct deposit payment within 48 hours of application approval. If you requested a paper check, you should expect your check within 10 business days of application approval.

Once your application has been processed, you will also receive a letter outlining your grant award, or you will receive a letter outlining why your application could not be approved. If you have a myVTax account, you will be able to access this letter from within your myVTax account as soon as it is available.

If you have any questions please email us at tax.grants@vermont.gov or call 802-828-6611. We apologize that you may experience high wait times.

If you are curious what additional resources may be available for your business, please visit the COVID-19 Recovery Resource Center from the Agency of Commerce and Community Development available by clicking [here](#).

See “How to View or Cancel Your Grant Application after It’s Been Submitted” on the next page.

How to View or Cancel Your Grant Application after It's Been Submitted

- A** You may access your grant application from your myVTax home screen . Click the **Submissions** tab. Then click **Vermont Economic Recovery Grant** listed under **Submitted**.
- B** You may either **View Submission** or **Cancel Request** under **I Want To** until it has been processed that night. Once processed, the application cannot be cancelled.
- C** After the Department has processed the application, the application is located under **Processed**. To view it, click **Vermont Economic Recovery Grant**.
- D** You may view it by clicking **View Submission** in the **I Want To** section.

A Home

Logon
 Training Example
 jessica.martin@vermont.gov
 Last logged on Jul-08-2020
 Balance: \$0.00

Alerts
 There is 1 unread message

I Want To
 Apply for a Vermont Economic Recovery Grant
 Add Another Account
 Grant Accountant or Third Party Access
 Manage returns
 File a Real Estate Transaction Tax Return
 Send us a message

Accounts **Submissions** Correspondence Names and Addresses Logons

Draft Submissions **Submitted** **Processed** **View Submissions**

None need attention Vermont Economic Recovery Grant None have been processed

Home > Vermont Economic Recovery Grant

Submission **Status** **I Want To**

TRAINING EXAMPLE
 -*4123
 Submission
 Vermont Economic Recovery Grant

Submitted
 Confirmation #0-981-584-384
 Submitted Jul-06-2020 16:37:16

I Want To
 View Submission
 Cancel Request

Accounts **Submissions** Correspondence Names and Addresses Logons

Draft Submissions **Submitted** **Processed** **View Submissions**

None need attention None have been submitted Vermont Economic Recovery Grant

Home > Vermont Economic Recovery Grant

Submission **Status** **I Want To**

TRAINING EXAMPLE
 -*4789
 Submission
 Vermont Economic Recovery Grant

Processed
 Confirmation #1-834-519-552
 Submitted Jul-06-2020 13:38:42
 Processed Jul-06-2020 13:48:43

I Want To
 View Submission