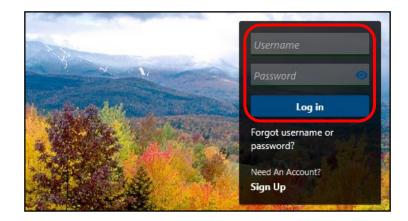
myVTax Guide: How to Log In and File, View, or Amend a Return

This guide is for accessing return accounts while logged into myVTax. It contains the steps to file or view returns, amend a return, as well as schedule a payment. For the non-login version of these instructions, please see myVTax Guide: How to File, View, Pay, and Access a Return Without Logging In

GETTING STARTED

Go to **myVTax.vermont.gov** to access the Department's portal for online services.

Enter your **username** and **password**, then click **Log in**.

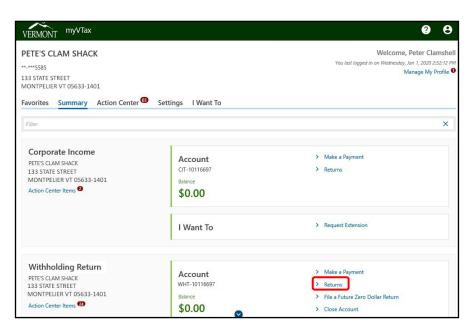


FILE A RETURN

Step 1 File a Return

From your **Home Screen**, choose the account you wish to file by clicking the **Returns** link for that account.

In this example, we're choosing a **Withholding** account.

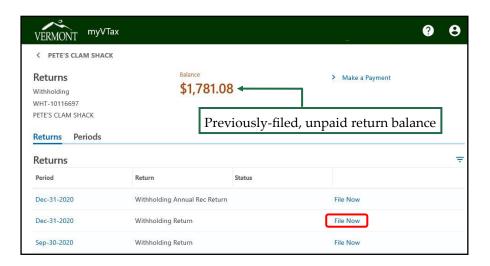




Step 2

Click **File Now** for the period you are filing for.

This will bring you to the appropriate Tax Form Window.



Step 3

Enter all necessary return information. This example shows a Withholding Return.

As you enter amounts in the fields, the total will appear at the top of the screen.

Click **Next** when done.

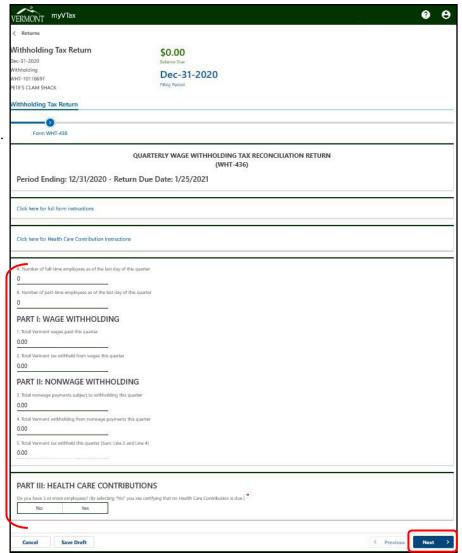
TIP

Clicking **Next** saves your entries and moves you to the next step.

Cancel removes all previous entries and returns you to the home screen.

Save Draft lets you save the partly completed return so you can complete your submission later.* For security purposes, the page will time out if unattended for too long. Save your return to avoid potential loss of data if you are unable to complete the return in one sitting.

Previous lets you go back to a previous page without losing any information you have entered. Do not use your browser's back button to go back to previous pages.



* For Property Transfer Tax Returns and Land Gains Returns, myVTax issues the user a code to access a saved return later.

DEPARTMENT OF TAXES

Step 3 continued

Continue entering necessary return information.

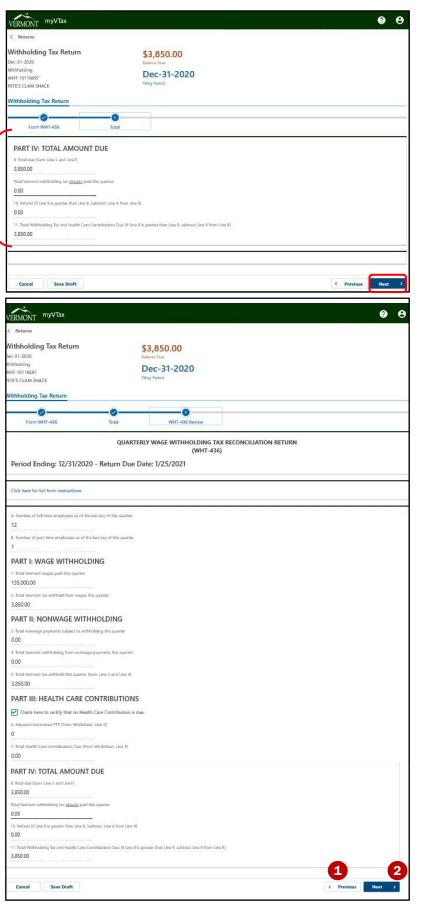
Click **Next** when done.

Step 4

Review what you have entered.

If changes are needed, click **Previous** to go back without losing what you've entered here.

Click **Next** when ready.



DEPARTMENT OF TAXES

Step 5 Add Attachments

Attachments may be securely uploaded to myVTax if you have additional correspondence, supporting documents, etc., that may be needed for a return.

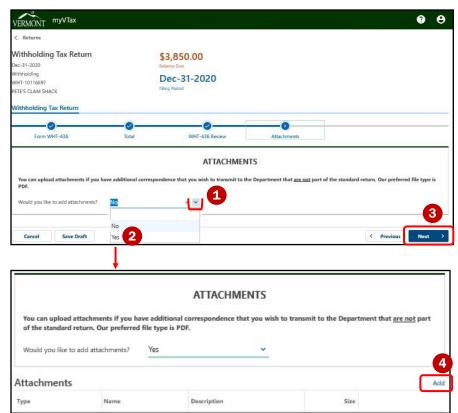
Click the pull-down menu. 1

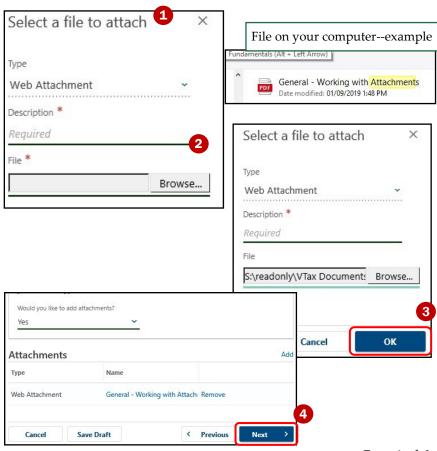
Click Yes. 2

Click Next. 3

Click Add. 4

- 1 The Select a file to attach popup will appear.
- **2** Add a **Description**, then click **Browse**.
- **3** Locate the file on your computer that you want to add, double-click it, then click **OK**.
- 4 Click Next.





Step 6

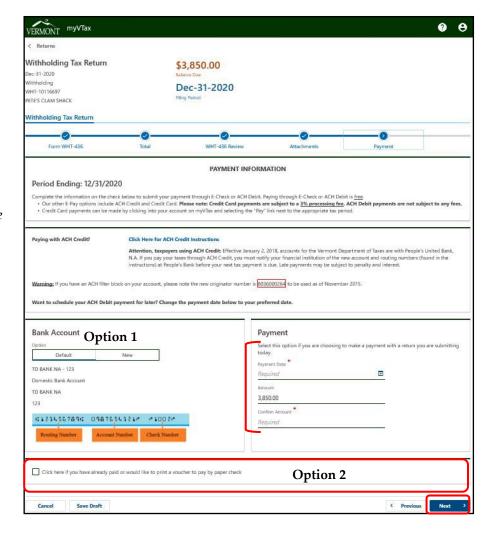
Make a Payment

This instruction is to make a payment by e-check (ACH Debit).

Option 1: Fill in all required fields. Be sure you enter the correct **Routing Number** and **Account Number**.

Option 2: If you do not wish to make a payment at this time, click the **checkbox** next to "Click here if you have already paid or would like to print a voucher to pay by paper check."

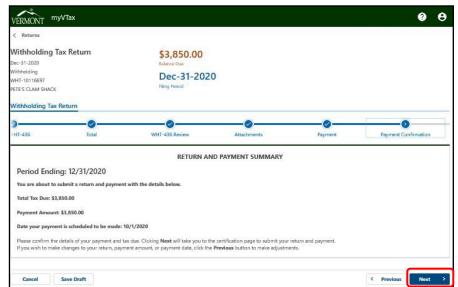
Whichever option you choose, click **Next** at the bottom of the screen.



Step 7

The Return and Summary screen will appear.

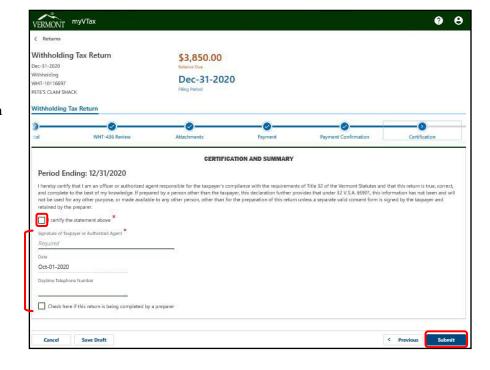
Review the summary, and if you wish to submit the return and payment as listed on this screen, click **Next**.



Step 8 Certification and Summary

On the Certification and Summary screen, click the **checkbox** next to "I certify the statement above and type in your **Name** and phone number.

Click Submit.



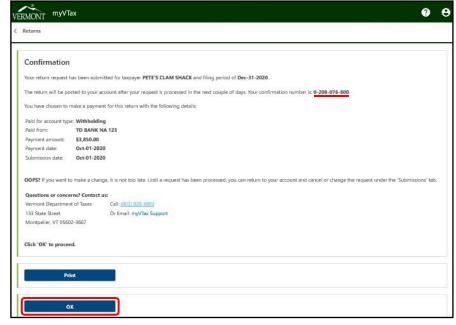
The confirmation screen contains the confirmation number for this filing.

You may **print** this page for future refence.

Click **OK** when done.

You will receive a confirmation email resembling the one shown below. It will have the same confirmation number.

If you are filing on behalf of a client, the client will receive the email.





VIEW OR AMEND A FILED RETURN

Step 1

In your logged-in myVTax account, click **Returns** for the tax account you would like to view.

Step 2

File Now shows returns that have yet to be filed.

View Submission shows returns that have been submitted, but not yet processed.

View or Amend Return shows returns that have been processed.

In this example, we will click **View or Amend** on the Processed return.

Step 3

To view, scroll through the screen and click **Next** at the bottom.



PART III: HEALTH CARE CONTRIBUTIONS

Form WHT-436

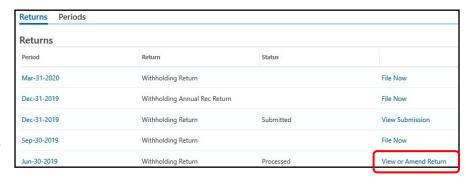
Period Ending: 6/30/2019 - Return Due Date: 7/25/2019



QUARTERLY WAGE WITHHOLDING TAX RECONCILIATION RETURN

(WHT-436)





Step 4

On the Return screen you have the option to **Print** or **Amend**.

Click Amend.

Note: Returns that are amended through myVTax are subject to all standard Department policies and procedures of review and compliance.

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Step 5

Make all needed changes, (not shown) then check the **Certify** box.

Click **Submit** to submit your changes.

