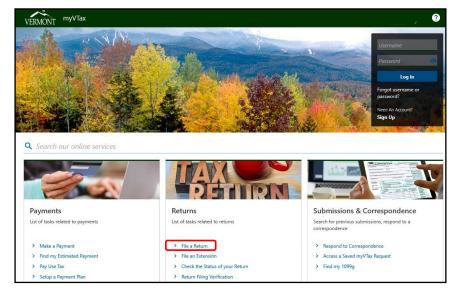
myVTax Guide: How to File, View, Pay, and Access a Saved Return Without Logging In

This guide contains the steps to file or view a return in myVTax, or to amend a return you have just filed, as well as schedule a payment. Please note that you can only amend a return **before** it has been processed by the Department of Taxes. Requests are processed at 4:00 p.m. daily, except on weekends and state holidays. For the login version of these instructions, please see: myVTax Guide: How to Log in and File, View, or Amend a Return.

Step 1

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

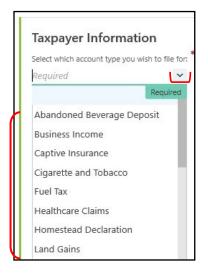
To begin, click **File a Return** on the home screen.



Step 2 Account Selection

Choose the **account type** you wish to file for from the drop-down menu.

In these instructions, we are choosing **Withholding**. In subsequent pages, the information fields will differ depending on which account type you select.



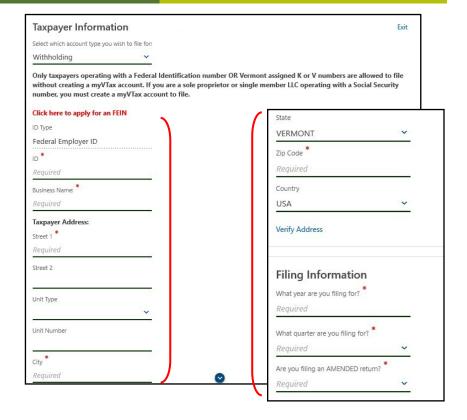


Step 3

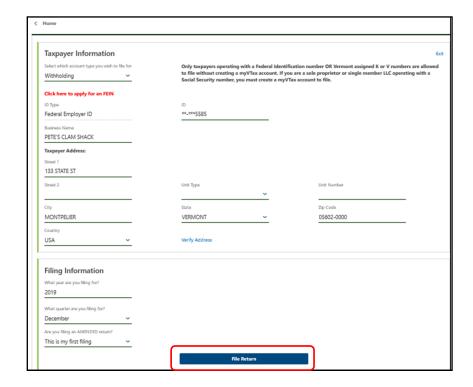
Basic Taxpayer Information

Based on the account type chosen, myVTax chooses which **ID Type** to ask for (FEIN or SSN).

Enter all required information for each field.



Once you have entered all required information, click **File a Return** at the bottom of the screen.



Step 4

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 and gives you a code to 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.

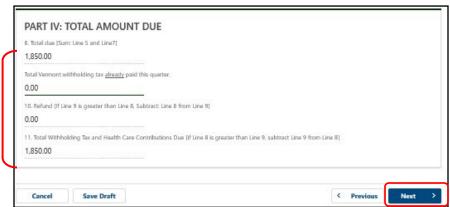
Previous lets you go back to a previous page without losing any information you have entered. Do not use your browser's back button to go back to previous pages.

Step 5

Continue entering necessary return information.

Click **Next** when done.





Step 6 Attach a File

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

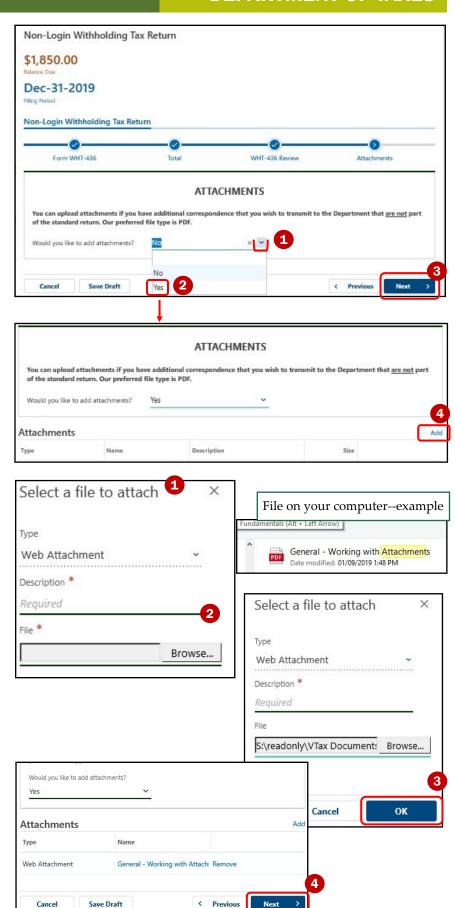
Click the pull-down menu. 1

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 7

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**.

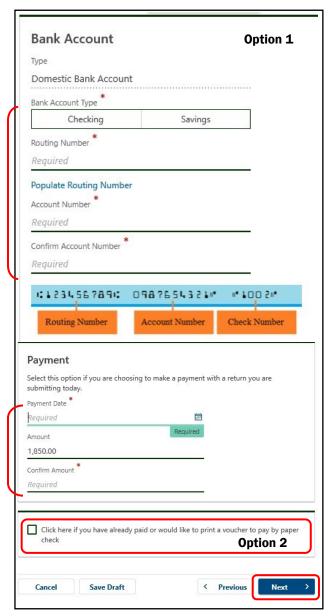
Option 2: If you do not wish to make a payment at this time, click the **checkbox** next to "Click here if you have already paid or would like to print a voucher to pay by paper check."

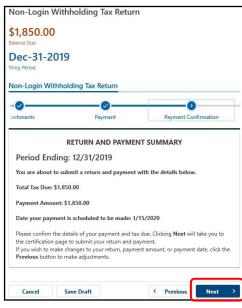
Whichever option you choose, click **Next** at the bottom of the screen.



The Return and Summary screen will appear.

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





Certification & 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.



Step 10 Confirmation

Enter and confirm your email, then click **OK**.

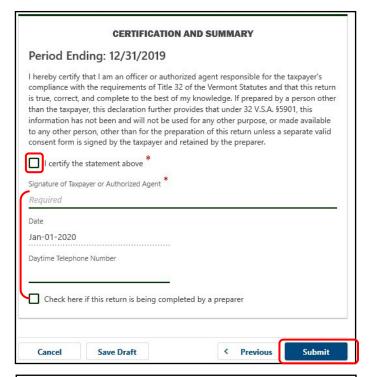
You will then come to a confirmation page, containing a confirmation number 1 and verification code, 2 which will allow you to access this return again in myVTax.

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

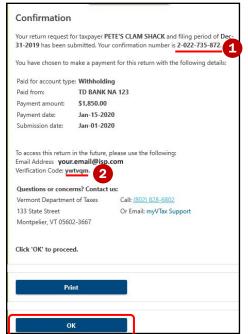
Click **OK** when done.

You will receive a confirmation email resembling the one shown below. If you are filing on behalf of a client, the client will receive the email.









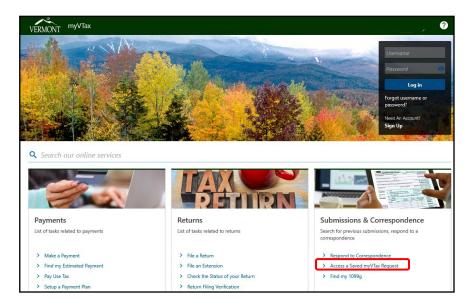
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Step 11 Amend a Return Just Filed

A return just filed may be amended until 4:00 p.m. on business days. After that, to make corrections to a return you will need to create a new return and mark it Amended.*

Refer to the verification code you received (shown in Step 10). You will need this when prompted.

Go to the myVTax Homepage and click, Access a Saved myVTax Request.



Step 12

Enter the **Email** address and Verification Code from the Confirmation page as shown in **Step** 10, and click Submit.



* Returns that are marked as **Amended** through myVTax are subject to all standard Department policies and procedures of review and compliance.

Step 13 Amend a Return Just Filed

Click Amend.

Make all needed changes.

Click **Next** when done, as shown in **Step 8**.



Step 14 Certification & 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** to finish.

(Same procedure as **Step 9**)

