myVTax Guide: How to Send a Secure Business Message

Business taxpayers can send secure messages to the Department of Taxes from their myVTax accounts.

Step 1
Go to www.myVTax.vermont.gov to access the Department’s portal for online services. Login in to your account.

Step 2
Under the I Want To tab, click Send a Message.
Step 3

If you are not writing about a specific account, select This message doesn’t concern a specific account.

A popup will appear prompting you to select a Message Type.

Click Next as you finish each screen.

-OR-

If you are messaging us about a particular tax account, select it.

A popup will appear asking you to select a time period for account. If none, select the appropriate link.

Click Next as you finish each screen.

Step 4

Fill in the message Subject and Message fields. You may also attach additional documents to your message. Once you have completed the form, select Submit.

You will receive a confirmation that your message has been sent.