

# myVTax Guide: How to Make an Estimated Income Tax Payment Without a myVTax Account

Submitting tax payments online saves labor and time. This guide provides step-by-step instructions on how to [e-pay estimated income tax using myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov). Payments may be made by E-Check (ACH Debit) or by credit/debit card. Please note that a three percent (3%) convenience fee is added to credit/debit card payments to reimburse the State of Vermont for fees charged by credit card companies.

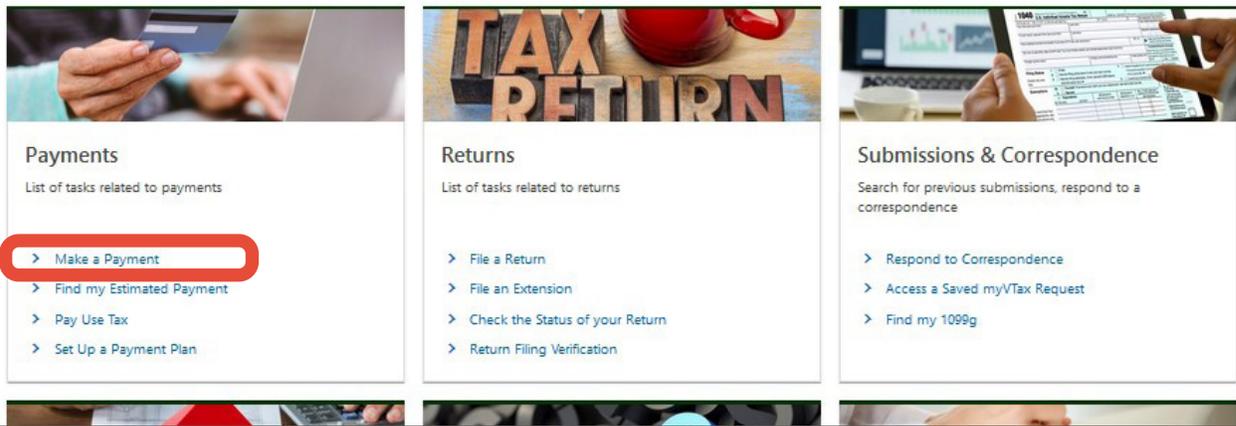
This guide is divided into two sections. Instructions for paying by e-check begin on this page. Instructions for making a credit card payment begin on **Page 6**.

## Pay by E-Check

### 1 Get Started

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov). Click **Make a Payment** in the Payments Panel.

Search our online services



### 2 Payment Option

Select **Pay by E-Check (ACH Debit)**.

Select which payment option to use

Paying with ACH Credit?

[Click Here for ACH Credit Instructions](#)

**Pay by E-Check (ACH Debit)**

ACH Debit, or E-Check payments, can be made electronically for free. You can schedule an ACH Debit Payment for today, or schedule it to be debited from your account at a future date.

**Pay by Credit Card**

Credit card payments will include a nonrefundable 3% fee to reimburse the state for fees the credit card company charges the State of Vermont. Credit card payments cannot be scheduled for a future date.

### 3 Information Screens

Read through the information on the next two screens and click **Next** for each one.

Non-Login Warning

**Warning!**

- Please note that non-logged in submissions can only be accessed while they are pending or saved as a draft. Once a non-logged in submission is submitted and processed, the submission can no longer be accessed via myVTax.
- A submission is considered processed as of 4:30 pm on the day it was submitted. Future dated payments are accessible until 4:30 pm the day it is scheduled to process. Saved drafts will be accessible for 90 days or until they are submitted and processed.
- If you wish to be able to view your submissions we encourage you to register for a free myVTax account and link your accounts. You may do this from the myVTax homepage.

Cancel < Previous **Next** >

• Taxpayer ID Type and ID  
• Name or Business Name  
• Filing Period end date of the debt you are paying off

Paying with ACH Credit? [Click Here for ACH Credit Instructions](#)

Cancel < Previous **Next** >

### 4 Account Information

Complete the necessary fields.

- From the Account Type dropdown, select **Personal Income** from the list (see inset).
- Provide your Social Security Number (SSN), and contact information.
- If you are paying jointly-reported estimated income tax with a spouse or Civil Union partner, add their name and SSN. If paying by yourself only, leave the last two lines blank.

Click **Next** when done.

Account Type:  
Personal Income

ID Type:  
Social Security #

ID Number:  
\*\*\*-\*\*-7554

Name:  
STACY GREEN

Phone Number:  
(802) 123-4567

Spouse Name:  
ROBERT GREEN

Spouse ID Number:  
\*\*\*-\*\*-5343

Account Type:

- Personal Income
- Homestead Declaration
- Insurance Premium
- Land Gains
- Land Use Change
- Malt and Vinous Beverage
- Meals and Rooms
- Personal Income
- Property Transfer
- Railroad Company

You are only making a payment. This does not constitute submitting a return. If you have not yet filed, please log in to myVTax and submit the required return.

Cancel < Previous **Next** >

## Bank Account and Payment Information

On the left side of the screen, select the bank account type to pay from and provide your bank account information.

On the right side, select **Estimated Payment** from the the dropdown.

- Make sure the period date is for the current calendar year. The payment date is automatically today, but you can change it to a later date.
- Enter and confirm the amount of your payment.

Click **Next** when done.

Want to schedule your ACH Debit payment for later? Change the payment date below to your preferred date.

### Bank Account

Type

Domestic Bank Account

Bank Account Type

Checking

Savings

Routing Number

001122334

Bank Name

YOUR BANK HERE

Account Number

11111111111

Confirm Account Number

11111111111

⑆ ⑆ 23456789⑆ ⑆ 987654321⑆ ⑆ ⑆ 1002⑆

Routing Number

Account Number

Check Number

### Payment

Payment Type

Estimated Payment

For Individuals, corporations, and fiduciaries required to make estimated payments of tax throughout the year.

Period

Dec-31-2024

Payment Date

Jan-02-2024

Amount

123.00

Confirm Amount

123.00

Cancel

< Previous

Next >

### Do you want to schedule multiple estimated payments for the year?

Repeat this process from **Step 1** through **Step 8 on Page 5** for each payment and put future dates in the Payment Date line. Payments will be deducted on the dates you set.

## 6 Confirm Your Payment

This screen summarizes the payment. Verify that everything is correct. If you need to make changes, click **Previous** to return to the screen shown in **Step 5** and make your changes. Once errors are corrected, click **Next** to return to this screen. If the information here is correct, click **Submit**.

Make a Payment

**\$123.00**  
Payment Amount

Make a Payment



### Confirm your payment

By clicking the Submit button you are authorizing the Vermont Department of Taxes to deduct a payment with the following details:

Taxpayer Name: **STACY GREEN**

Account Type: **Personal Income**

Filing Period: **Dec-31-2023**

Bank Account: **\*\*\*\*1111**

Amount: **123.00**

Payment Date: **Jan-02-2024**

Cancel

< Previous

Submit

## 7 Confirm Your Email

Enter and confirm your email in the popup window, then click **OK**. A confirmation will be emailed to this address.

Confirmation

Entering a valid email address will allow you to access this request at a later date.

Email  
stacygreen@abcdef.com

Confirm Email  
stacygreen@abcdef.com

Cancel   OK

## Confirmation

You have completed your payment to the Vermont Department of Taxes. Note the confirmation number, which you will need if you contact the Department of Taxes about this payment. You may print or save the Confirmation screen for your records. Click **OK** to return to the myVTax homepage, or simply close your browser.

### Confirmation

Thank you for your payment to the Vermont Department of Taxes. Your request has been submitted and your confirmation number is **1-772-847-104**.

**Payment Information:**

Taxpayer Name: **STACY GREEN**  
 Spouse Name: **ROBERT GREEN**  
 Account Type: **Personal Income**  
 Filing Period: **Dec-31-2024**  
 Paid From: **YOUR BANK HERE \*\*\*\*11111**  
 Payment Amount: **\$123.00**  
 Payment Date: **Jan-02-2024**  
 Submitted Date: **Jan-02-2024**

Please allow 1-2 days for processing before this payment is reflected in your account balance.

You can access your payment request at any time using the following:  
 Email Address: **stacygreen@abcdef.com**  
 Verification Code: **4kt6v8**.

**Questions or concerns? Contact us:**

Vermont Department of Taxes	Call: (802) 828-6802
133 State Street	Or Email: <a href="#">myVTax Support</a>
Montpelier, VT 05602-3667	

Click 'OK' to proceed.

Print

OK

### Did you made a mistake? You have limited time to fix it!

Please note that you can only edit or cancel a return or payment before it has been processed by the Department. Processing occurs at 4:00 on business days. Once processing has occurred you cannot change or cancel the e-check payment. For instructions on canceling a payment before processing, [refer to the myVTax Guide: How to Cancel a Submission or Transaction \(tax.vermont.gov\)](#).

Credit card payments (see next page) are processed through a third party service and are immediate. Even if you withdraw or cancel a return payment in myVTax, the credit card transaction cannot be canceled once it is authorized.

# Pay by Credit Card

## 1 Get Started

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov). Click **Make a Payment** in the Payments Panel.

Search our online services

The screenshot shows three main panels on the myVTax website:

- Payments:** List of tasks related to payments. The link **> Make a Payment** is highlighted with a red box. Other links include Find my Estimated Payment, Pay Use Tax, and Set Up a Payment Plan.
- Returns:** List of tasks related to returns. Links include File a Return, File an Extension, Check the Status of your Return, and Return Filing Verification.
- Submissions & Correspondence:** Search for previous submissions, respond to a correspondence. Links include Respond to Correspondence, Access a Saved myVTax Request, and Find my 1099g.

## 2 Payment Option

Select **Pay by Credit Card**.

Select which payment option to use

Paying with ACH Credit?

[Click Here for ACH Credit Instructions](#)

Pay by E-Check (ACH Debit)

ACH Debit, or E-Check payments, can be made electronically for free. You can schedule an ACH Debit Payment for today, or schedule it to be debited from your account at a future date.

Pay by Credit Card

Credit card payments will include a nonrefundable 3% fee to reimburse the state for fees the credit card company charges the State of Vermont. Credit card payments cannot be scheduled for a future date.

## 3 Information Screens

Read through the information on the next two screens and click **Next** for each one.

Non-Login Warning

### Warning!

- Please note that non-logged in submissions can only be accessed while they are pending or saved as a draft. Once a non-logged in submission is submitted and processed, the submission can no longer be accessed via myVTax.
- A submission is considered processed as of 4:30 pm on the day it was submitted. Future dated payments are accessible until 4:30 pm the day it is scheduled to process. Saved drafts will be accessible for 90 days or until they are submitted and processed.
- If you wish to be able to view your submissions we encourage you to register for a free myVTax account and link your accounts. You may do this from the myVTax homepage.

Cancel

< Previous

Next >

Cancel

< Previous

Next >

## Account Information; Payment Type and Amount

Complete the necessary fields.

- From the Account Type dropdown, select **Personal Income** from the list (see inset).
- Provide your Social Security Number (SSN), and contact information.

### Identifying Account Information

Account Type:

Personal Income

ID Type:

Social Security #

ID:

\*\*\*-\*\*-2332

Taxpayer Name:

STACY GREEN

Email Address:

stacygreen@abcdef.com

Confirm Email Address:

stacygreen@abcdef.com

Phone Number:

(802) 123-4567

Account Type:

Personal Income

Homestead Declaration

Insurance Premium

Land Gains

Land Use Change

Malt and Vinous Beverage

Meals and Rooms

Personal Income

Property Transfer

Railroad Company

Scroll down to the middle portion of the screen. Select the payment type from the four payment options. For Estimated Income Tax, select the bottom option, **I want to make an estimated payment of taxes for the current tax year**.

### Select payment type and amount

- I want to pay a bill I received
- I want to make a payment for an already established payment plan
- I want to pay taxes for a return that I recently filed, or will file soon
- I want to make an estimated payment of taxes for the current tax year

Step 4 continues on the next page

If not already in view, scroll down to the bottom of the screen.

- Make sure the period date is for the current calendar year. The payment date is automatically today, but you can change it to a later date.
- Enter in the amount of your payment. Note that for credit card payments, the State of Vermont adds three percent to your tax amount to recover credit card company processing fees. The total billing amount appears at the bottom. The checkbox certifies that you understand this.

Click **Next** to continue. This opens a new browser tab with a third-party payment site.

You are about to create a credit card payment for the amount below. Credit card payments are subject to a nonrefundable 3% processing fee. After clicking next, you will be redirected to the NiC Payment Process portal to input your credit card information and complete your payment.



I understand the above statement

Filing Period End Date:

Jan-31-2024



Payment Amount:

123.00

3% Processing Fee:

3.69

Total Amount You Will Be Billed:

**126.69**

Cancel

Save Draft

< Previous

Next >

### Do you want to schedule multiple estimated payments for the year?

Repeat this process from **Step 1 on Page 6** through **Step 6** for each payment and put future dates in the Payment Date line. Payments will be deducted on the dates you set.

## Complete the Credit Card Information

On the NiC third-payment site, complete your credit card information, then click **Next** to process your payment. A **Cancel** button (not shown) allows you to cancel the payment (if you have not already clicked **Next**).


Contact

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	Personal Income Tax Estimated Payment	\$123.00	1	\$123.00
Total				\$123.00

### Transaction Summary

Personal Income Tax Estimated Payment	\$123.00
Service Fee	\$3.69
<b>TOTAL</b>	<b>\$126.69</b>

### Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Complete all required fields [ \* ]

Country \*  
 ✓

First Name \*  Last Name \*

Company Name

Address \*  
 ✓

Address 2  
 ✓

City \*  ✓ State \*  ✓

ZIP/Postal Code \*  
 ✓

Phone Number \*  
 ✓

Next >

### Need Help?

Please complete the Customer Information Section.

Once your payment process is confirmed by NiC, (not shown) you may close the payment browser tab.

You may print or save the third party payment confirmation for your records.

Go back to the myVTax tab in your browser.

**Important:** E-Check payments may be canceled until 4:00 p.m. on business days. Credit Card payments are immediate, even if the return has not yet been processed in the myVTax system.

## Confirmation

You may print or save the myVTax Confirmation screen for your records. Click **OK** to return to the myVTax homepage, or simply close your browser.

Note the **confirmation number**, which you may refer to if you need to contact the Department of Taxes about this payment.

This myVTax page appears whether or not you have processed the credit card payment on the third-party site. If you have not done so, you can click the link on this page to go to the payment site.

### Confirmation

Thank you for initiating your payment request through myVTax. Please remember that you must use the NiC Common Checkout page in order to complete your transaction. You will receive a 'Payment Receipt Confirmation' when the credit card payment has been completed. If you have not yet filled out your credit card information, [click here](#). Note that you have a half hour (30 minutes) before your credit card session expires.

If you have any further questions regarding this request, you may refer to the confirmation number **0-649-084-928**.

#### Questions or concerns? Contact us:

Vermont Department of Taxes      Call: (802) 828-6802  
133 State Street                      Or Email: [myVTax Support](#)  
Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print

OK