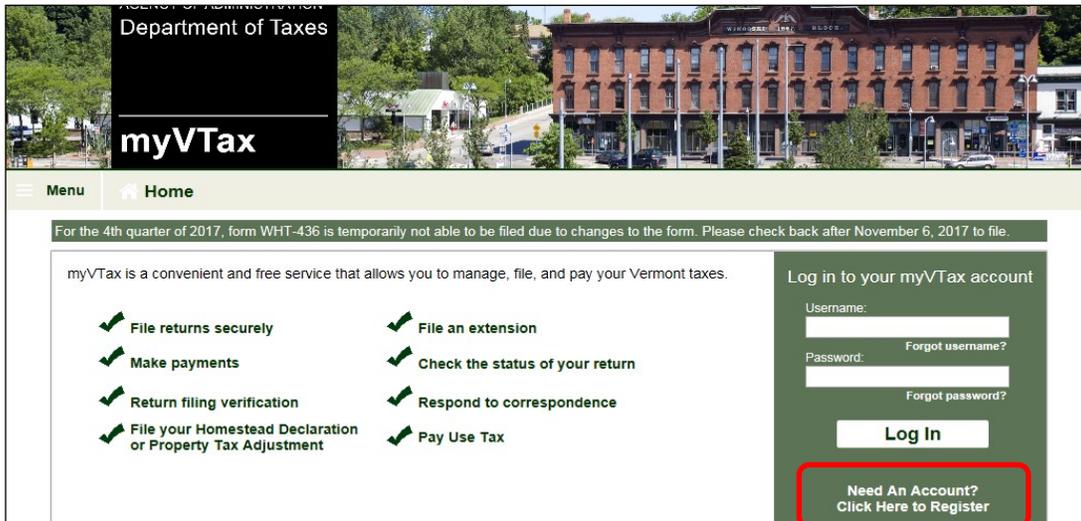


myVTax Guide: How to Register for PACT Act Reporting

Before you can make a PACT Act report online, you must register in myVTax. Follow these easy steps to register your account.

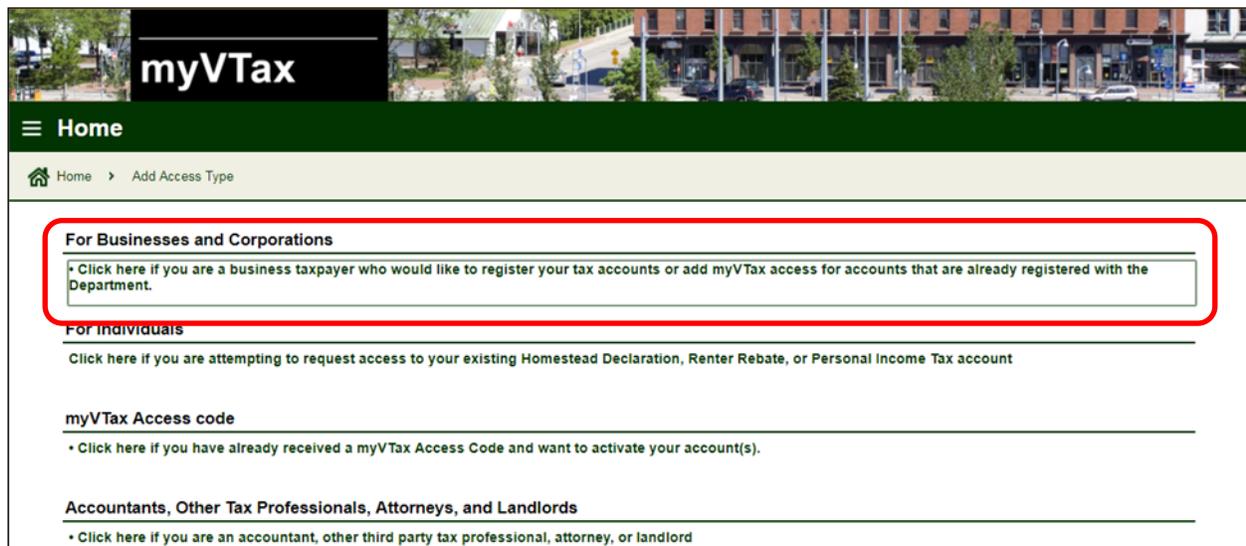
STEP 1: Go to www.myVtax.vermont.gov

Click **Need An Account? Click Here to Register**.



STEP 2: Add access type

Click the link under **For Businesses and Corporations**.



STEP 3: VTax Registration

Review the listing of information you will need to complete the registration process. Click **Next** to move to the next screen. myVTax will automatically save your information when you click **Next**.

myVTax

myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration

Purpose

The purpose of this selection is to allow a taxpayer to either register for new tax accounts, or add myVTax access to accounts that have already been registered with the Vermont Department of Taxes.

Eligibility

Taxpayers can use myVTax to register for the first time with the Department of Taxes.

Taxpayers who are already registered with the Department can add myVTax access for one or more of their existing accounts.

Information Required to Continue

You will need the following information in order to complete your registration:

- Taxpayer ID (eg. FEIN, SSN)
- Taxpayer Name
- Taxpayer Mailing and Location Address
- Account Name(s)
- Account Mailing and Location Address(s)
- Account Start Date and Other Relevant Attributes
- Location Information (Sales & Use and Meals & Rooms only)
- Names, addresses, and identification numbers of your business principals.

Previous Next Cancel

STEP 4: Register your account(s)

Check the box **I know what tax accounts I need to register or add myVTax access for.**

AGENCY OF ADMINISTRATION
Department of Taxes

myVTax

myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration **2. Know What Accounts to Register**

Select which option best describes you

I know what tax accounts I need to register or add myVTax access for.

I am unsure what tax accounts I need to register or add myVTax access for and I would like more information.

Previous Next Cancel

STEP 5: Enter your taxpayer information

Enter the information for your business.

☰ myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration

2. Know What Accounts to Register

3. Taxpayer Information

Know what you're looking for? Great! You'll be able to start registering for accounts on the next screen, but first let's get some basic information!

Taxpayer Information

Are you a business or individual? Required

ID Type: Required

ID Number:

Taxpayer Physical Address

Provide the address where your business is physically located.

Foreign Country Verify Address

Mailing Address

Is your mailing address the same as your physical address?

Foreign Country Verify Address

< Previous
Next >

STEP 6: Select the account for the tax type

Check the box for **Cigarette and Tobacco**.

myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration 2. Know What Accounts to Register 3. Taxpayer Information 4. Account Suggestions

Account Selection

- Bank Franchise Tax
- Captive Insurance Tax
- Corporate Income Tax
- Cigarette and Tobacco
- Fiduciary Tax
- Fire Training Tax
- Fuel Tax
- Hazardous Waste Tax
- Healthcare Contribution Tax
- Healthcare Claims Tax
- Insurance Premium Tax
- Land Gains Tax
- Malt and Vinous Beverage Tax
- Meals and Rooms Tax
- Property Transfer Tax
- Railroad Company Tax
- Sales and Use Tax
- Solid Waste Tax

STEP 7: Help myVTax determine if you need an access code

Answer the question, **Is your Cigarette and Tobacco Tax account already registered with the Department?**

If you want to register for an account, click **No**. myVTax will take you through the process to register for a Cigarette and Tobacco Tax account.

If you already have an account, click **Yes**.

myVTax

myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration 2. Know What Accounts to Register 3. Taxpayer Information 4. Account Suggestions 5. CTT Attributes

Help us determine whether or not you need an access code

Is your Cigarette and Tobacco Tax account already registered with the Department?

< Previous Next > Cancel

STEP 8: Begin to set up your Cigarette and Tobacco Tax account

Begin the registration process by answering questions for the **Cigarette and Tobacco Tax Account Attributes**.

myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration 2. Know What Accounts to Register 3. Taxpayer Information 4. Account Suggestions 5. CTT Attributes

Help us determine whether or not you need an access code

Is your Cigarette and Tobacco Tax account already registered with the Department?

Cigarette and Tobacco Tax Account Attributes

Business Start Date: Required

Are you a Pact Act Registrant? Required

Are you applying for a Vermont Wholesale Cigarette and Tobacco Distributor License?

STEP 9: Enter information for Cigarette and Tobacco Tax authorized agent

Enter the information for **Authorized Agent to accept services in Vermont**.

myVTax Registration

Home > Add Access Type > myVTax Registration

1. myVTax Registration 2. Know What Accounts to Register 3. Taxpayer Information 4. Account Suggestions 5. CTT Attributes 6. CTT Authorized Agent

Cigarette & Tobacco Tax

Authorized Agent to accept services in Vermont

Name: Required

Phone Number: Required

Address

USA

STEP 10: Upload Federal PACT Act Registration

Click **Choose File** to select your Federal PACT Act Registration and upload your file.

STEP 11: Enter Business Principal information

Enter the information requested. More than one Business Principal? Click **Add a Business Principal**.

STEP 12: Complete Compliance Check and Certification

Provide accurate answers to the questions under **Compliance Check** and enter the information requested under **Certification**.

Home > Add Access Type > myVTax Registration

4. Account Suggestions > 5. CTT Attributes > 6. CTT Authorized Agent > 7. Pact Act Upload > 8. Business Principals > **9. Certification**

Compliance Check

Has the Vermont Department of Taxes required a bond for this business entity or any business entity in which any person listed as a Business Principal was an officer or held a 20% or more interest?

Has the Vermont Department of Taxes suspended or revoked a Sales and Use or Meals and Rooms Tax license for this business entity or any business entity in which any person listed as a Business Principal was an officer or held a 20% or more interest?

Have you previously registered for a Vermont business tax account?

Certification

I certify under pains and penalty of perjury this application is true, correct and complete to the best of my knowledge. By providing my name below, I electronically sign this application.

Required

Name: Title:

Date:

STEP 13: Set up your web account

Create a new **Username** and **Password** and select a **Secret Question and Answer**. Enter valid contact information for your business.

4. Account Suggestions > 5. CTT Attributes > 6. CTT Authorized Agent > 7. Pact Act Upload > 8. Business Principals > 9. Certification > **10. Web Account**

Setup your web account

Create a unique username and password which you will use to access your myVTax account(s).

Username: (Must be unique, at least 6 characters in length with no spaces, and contain only letters and numbers)

Username:

Required Your password must contain at least eight characters and meet the following criteria:

Password: (Case sensitive)

Password:

Confirm:

- Contain both lower and upper case letters.
- Contain at least one number.
- Contain at least one special character.
- Your passwords cannot be your username.

Note: Passwords cannot be reused.

Secret Question and Answer: (Not case sensitive)

Question:

Answer:

Confirm:

Please enter a valid email address

Email Address:

Confirm Email Address:

Enter business phone number(s) below

Phone Type 1: Number:

Phone Type 2: Number:

STEP 14: Select your security token

Each time you access this site from a device (computer, cell phone, tablet, etc.) that isn't "trusted," you will be sent a security token either by text message or email. Select the method you wish to receive your security token.

The screenshot shows a progress bar at the top with steps 6 through 11. Step 11, 'Security Token Selection', is highlighted in dark green. Below the progress bar, the heading 'Select your security token preference' is followed by a paragraph explaining that a security token is a 6-digit code required for login from new or untrusted devices. Two radio button options are presented: 'I would like to receive my security tokens via text message' and 'I would like to receive my security tokens via email'. A yellow 'Required' label is positioned between the two options. At the bottom, there are three buttons: 'Previous', 'Submit', and 'Cancel'.

STEP 15: Review the Confirmation page

You have completed your application. Once your application is approved by the Department of Taxes, myVTax will send you an email with instructions to access to your online account.

You may want to print this page with your confirmation number for your records. Click **OK**.

The screenshot shows the 'Confirmation' page with a breadcrumb trail: Home > Add Access Type > myVTax Registration > Confirmation. The heading 'Confirmation' is followed by a message stating that the user has successfully completed their request to register new tax accounts and providing the confirmation number: 1-534-164-992. The page explains that the Department will review the request and that the user will receive an email with the results. It provides instructions for three scenarios: registration completed, registration denied, and registration under review. A 'TIP!' section advises that if multiple accounts are registered at once, some may appear in the profile before others, and that a 'denied' status email may be received. Contact information for the Vermont Department of Taxes is provided, including a phone number (802) 828-6802 and an email address: myVTax Support. At the bottom, there are two buttons: 'Print' and 'OK', both of which are highlighted with a red rectangular border.