

Instructions for State of Vermont Departments How to Remit Tax Collections through ACH Credit Processing to the Vermont Department of Taxes Via the Vision Accounts Payable Module

<http://tax.vermont.gov/help-and-resources/technical-assistance>
<http://tax.vermont.gov/sites/tax/files/documents/VtaxVisionAP%20ACHCredit%20Instructions.pdf>

These instructions provide information for the Vermont state agencies wishing to remit tax collections to the Vermont Department of Taxes through ACH Credit payments via the Vision Accounts Payable Module. The following lists the departments and contacts that use this payment system:

VTax ACH Credit – Contact Information

Agency Name	Tax Filing (Tax Type Code)	Agency Contact	Phone	G/L Business Unit
Dept of Forest, Parks and Rec	MRT & SUT (MR or SU)	General	802 522 0730	06130
SOV Treasurers Office	Payroll Garnishments (WH)	General	TRE.ServicesAccounting@vermont.gov	01260
VTHR Operations Division	Payroll Withholding (WH)	General	802 828 6700	01100
Liquor Control	SUT (SU)	General	802 828 2345	02300
Vermont Historic Preservation	SUT (SU)	General	802 828 3211	07110
Vermont Life	SUT (SU)	General	802 828 3241	07150
Agency of Transport /Jet Fuel	SUT (SU)	General	802 828 2657	08100
Dept of Labor	WIA Payroll Withholding (WH)	General	802 828 4000	04100

To ensure you provide the correct information, carefully follow the Vision Invoice ID Format beginning on page 2. You must submit the following:

- G/L Business Unit (Length 5)
- Tax Type Code (Length 2)
- Tax Period End Date (Length 6)
- Two Separators and one Terminator indicator (Length 1) (Total 16 Characters)

If you have any questions, please contact our Revenue Accounting Division at 802-828-2523 or Tax-RevenueAccounting@vermont.gov

Vision Accounts Payable – Voucher Information (Tax Department)

Required Contents	Example/Format
A/P Vendor ID	0000068723
Vendor Address	1
Vendor Location	SINGLE
Invoice ID	See Below
Invoice Date (Tax Filing Period) Date	DDMMYYYY

Vision Accounts Payable – Invoice ID Format (Max. 30 Characters)

Required Contents	Length	Example/Format
G/L Business Unit	5	07150
Separator	1	*
Tax Type Code	2	SU
Separator	1	*
Tax Period End Date	6	YYMMDD
Terminator	1	\

Optional Contents	Length	Example/Format
Additional Vision Invoice Line	14	Dept * Purpose * Your Initials

Invoice ID - Example # 1

0	6	1	3	0	*	M	R	*	1	5	0	9	1	0	\
D	E	P	T	*	F	O	R	E	S	T	*	L	S		

Invoice ID - Example # 2

0	1	2	6	0	*	W	H	*	1	5	1	0	1	1	\
D	E	P	T	*	S	O	V	T	R	E	*	L	G		

Invoice ID - Example # 3

0	1	1	0	0	*	W	H	*	1	5	1	1	1	2	\
D	E	P	T	*	V	T	H	R	P	Y	*	P	W		