

NOTE: The Commissioner of Taxes has mandated the electronic filing of **Forms W-2 and 1099** and the accompanying Employers Annual Withholding Reconciliation (**Form WHT-434**). The mandate is effective for all payroll filing services and employers who will remit **25 or more** W-2 and/or 1099 forms. Employers with less than **25** W-2 and/or 1099 forms are encouraged to file electronically.

You can file this form electronically on our new online filing site **myVTax** at **www.tax.vermont.gov**

FORM WHT-434 Instructions Annual Withholding Reconciliation

General Information

Please print in **BLUE** or **BLACK** ink only.

Important Information

All taxpayers are required to file Form WHT-434, Annual Withholding Reconciliation. This form should be filed with copies of your Forms W-2 and/or 1099.

You can file this form electronically on our new online filing site **myVTax** at www.tax.vermont.gov

Due Date

For tax years beginning with 2016, this form is due January 31 of the following year. For example, for the reporting period ending December 31, 2016, this form is due January 31, 2017.

Specific Instructions

Box A If your business has closed or been sold, check the box and enter the closure date.

Box B Check this box if your business is reporting third-party sick pay.

Box C Enter your company's total cost for employer-sponsored health insurance coverage for all Vermont employees.

Part I - VT W-2s

Part I is used to report the total Vermont wages paid this year and the total Vermont tax withheld from the wages.

Part II - VT 1099s

Part II is used to report the total Vermont nonwage payments made this year and the total Vermont tax withheld from the nonwage payments. Nonwage payments include payments reported on Form 1099R and Form 1099-Misc.

Part III - Reconciliation

Enter the total Vermont tax withheld from both wages and nonwage payments. This amount should match the total withholding reported and paid on your monthly or quarterly filings for 2015.

If you need to correct the wages or Vermont withholding reported for any quarter in 2015, you must amend the WHT-436 filed for the quarter you are correcting.