

myVTax Guide: How to Apply for a Vermont Economic Recovery Grant for Those Who Do Not Have a myVTax Account (Non-Login)

Taxpayers may apply for this grant through myVTax at myVTax.Vermont.gov in one of two ways: 1) log in to a myVTax account that you have already established or 2) log in without a myVTax account. There are minor differences in these two application options. If you have an established tax account in myVTax and **log in** to your account to apply for a grant, many of the fields are prepopulated with your information, and you will have the option to receive payment via ACH instead of a paper check.

Enable pop-ups when working in myVTax. Pop-up blockers may prevent certain windows from appearing.

If, however, you do not have a myVTax account set up and do not wish to do so to apply for this grant, these instructions are for **non-login** users.

STEP 1

From the myVTax home page, under the **Businesses** tab, click **Apply for a Vermont Economic Recovery Grant**.

For the most up-to-date information on how COVID-19 is impacting tax filings, including due dates, contact information and other helpful resources, please visit <https://tax.vermont.gov/coronavirus>.

myVTax is a convenient and free service that allows you to manage, file, and pay your Vermont taxes.

- ✔ File returns securely
- ✔ Make payments
- ✔ Return filing verification
- ✔ File your Homestead Declaration or Property Tax Credit
- ✔ File an extension
- ✔ Check the status of your return
- ✔ Respond to correspondence
- ✔ Pay Use Tax

Log in to your myVTax account

Username:

Forgot username?

Password:

Forgot password?

Log In

Need An Account? Click Here to Register

Businesses	Individuals	Tax Professionals	Property Owners	Municipal Officials	Help & Resources
File a Return					Respond to Correspondence from the Department
Grant myVTax Access to my Tax Practitioner					File an Extension
Make a Payment					Access a Saved myVTax Request
Find my Estimated Payment					Apply for a Vermont Economic Recovery Grant

STEP 2

Please read the information in the **Introduction (Part 1)** about the Vermont Economic Recovery Grant, its eligibility requirements, and the information you will need to complete the application. Once you have determined you are eligible and gathered your information, click **Next** to advance to the next screen.

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Introduction (Part 1)

Vermont Emergency Economic Recovery Grant

Welcome to the application for the Vermont Emergency Economic Recovery Grant. Using funds provided by the Coronavirus Aid, Relief, and Economic Security "CARES" Act, this grant program will provide up to \$50,000 in financial support for eligible Vermont-based businesses and nonprofits.

The funds you receive from this grant are from Coronavirus Relief Funds (CRF) CFA #21-010.

Who is eligible?
An eligible applicant must:

- Be a Vermont-based business or nonprofit
- Have a federal tax identification number (FEIN)
- Have a current contact for your business
- Have received federal assistance in response to COVID-19 losses.

What information do I need to apply?

- Your Federal Employer Identification Number (FEIN)
- Number of employees your business has
- An up-to-date contact for your business
- The amount of any Paycheck Protection Program Loan (PPP), Economic Injury Disaster Loan (EIDL), business interruption insurance, or any other federal compensation your business has received in response to COVID-19 losses.

Where can I find information on how the grant will be calculated or funds will be distributed?
Please click here for our Vermont Emergency Economic Recovery Grant Information Fact Sheet and FAQ.

Are the grant funds taxable income?
Funds awarded from this grant may be considered taxable income. Recipients will receive a Form 1099-G, Certain Government Payments, in January 2021 from the Department of Taxes if the grant is taxable income.

< Previous **Next** > Cancel

STEP 3

Before you proceed, be sure you don't already have an existing, active myVTax account. If you have an active myVTax account, you should log in to your account and apply for the grant from within the account. If you do not have an existing myVTax account, you do not need to create one and may proceed with the application.

Click **Next**.

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Introduction (Part 2)

STOP! Do you already have a myVTax account? If so, we strongly recommend you file this application after logging into your account. When you apply from within your account, myVTax will pre-fill your business information into the application. This will reduce the chance of typographical errors which could delay processing of your application. You will also have more flexibility on how to receive your grant payment via ACH debit instead of being mailed a paper check.

Eligible businesses who submit their application without logging into their myVTax account will be mailed a paper check for their grant, unless the Department can confirm the authenticity of the bank account through past tax filings. By submitting your application after logging into your myVTax account, you may request your grant payment be sent to a new bank account that is not already on file with the Vermont Department of Taxes.

If you do not already have a myVTax account, you should continue with this non-login application as activating your myVTax account requires a letter to be mailed to your business address through the US Mail.

< Previous **Next** > Cancel

STEP 4

Enter all required information. Required fields are indicated by a small orange triangle in the upper left corner. Click the **Validate address format** and verify the address.

STEP 5

- A** Choose the **Entity Type** (for-profit or nonprofit or lowprofit)
- B** Enter **Yes** or **No** to answer if your business is a Minority- or Women-Owned Business Enterprise (M/WWBE). Additional information is provided here to help you determine the correct answers for your business.

STEP 6

You must enter a North American Industry Classification System (NAICS) code. Click **Search For a NAICS Code**. If you know your NAICS code, enter that code in the keyword search in **STEP 6** or enter a keyword that describes the type of business you own.

STEP 7

If you know your NAICS code, enter it in the pop-up window in the **Keyword** field. If you don't know your NAICS code, enter a keyword that describes the type of business you own.

Click **Search**.

STEP 8

More than one NAICS code may appear. Select the code that applies to your business. Click the **Code** hyperlink, which will bring up a description of the code. Find the description that best describes your business and use that NAICS code.

If that is the correct code for your business, scroll down and click **OK**.

Code	Title
311119	Other Animal Food Manufacturing
311412	Frozen Specialty Food Manufacturing
311422	Specialty Canning
413190	Other specialty-line food merchant wholesalers
445299	All Other Specialty Food Stores
622310	Specialty (except Psychiatric and Substance Abuse) Hospitals
722512	Limited-service eating places

445299 - All Other Specialty Food Stores

Description
This U.S. industry comprises establishments primarily engaged in retailing miscellaneous specialty foods (e.g., nuts, popcorn, and baked goods) not for immediate consumption and not made on the premises.

Illustrative Examples:
Coffee and tea (i.e., packaged) stores
Soft drink (i.e., bottled) stores
Dairy product stores
Spice stores
Gourmet food stores
Water (i.e., bottled) stores

Activity
Coffee and tea (i.e., packaged) stores; Dairy product stores; Gourmet food stores; Ice cream (i.e., packaged) stores; Soft drink stores, bottled; Specialty food stores; Spice stores; Tea and coffee (i.e., packaged) stores; Water stores, bottled

STEP 9

Enter all required **Business Information** (much of it will prepopulate from the information you entered in **STEP 4**).

Click **Next**.

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Business Information

ID Type: Federal Employer ID ID: 123456789

Business Legal Name: TRAINING EXAMPLE Doing Business As:

Street: 133 STATE ST Street 2:

Unit Type: City: MONTPELIER State: VERMONT

Zip Code: 05502-2719 Address Verified:

Entity Type: For-profit Nonprofit or lowprofit

Is your business a Minority- or Women-Owned Business Enterprise (MWBE)? No Yes

NAICS Info

The North American Industry Classification System (NAICS) is to classify businesses by industry. If you know your NAICS code, you can enter it directly after clicking search. If you do not know your NAICS code, you can search by keyword for your business.

Search For a NAICS Code: NAICS Code: 445299

STEP 10

Enter all required **Contact Information**. Click **Next**.

STEP 11

The next screen has 16 required eligibility questions.

You must choose **No** or **Yes** for each question. Depending on your answer, additional fields may be required.

If you choose an answer that would make you ineligible for the grant, a message will appear along with a link for additional information and resources for businesses.

For additional information, see the fact sheet at tax.vermont.gov/sites/tax/files/documents/FS-1280.pdf.

Click **Next**.

STEP 12

Your address will be prepopulated into the **Payment Information** section. If the information is correct, click **Next**.

If the address is incorrect, click **Previous** to get to the screen where you entered your information (**STEP 4**) and make the correction. Click **Next**.

STEP 13

If you **do not** have any attachments to add to your application, click **A** **No** and then click **Next**. Skip to **STEP 14**.

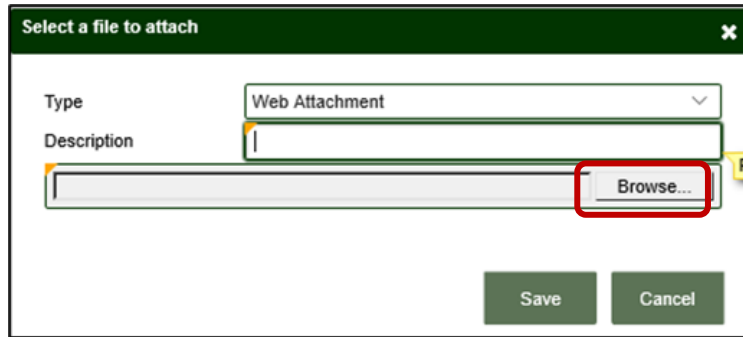
If you **do have** attachment(s) to add to your application:

B Click **Yes**.

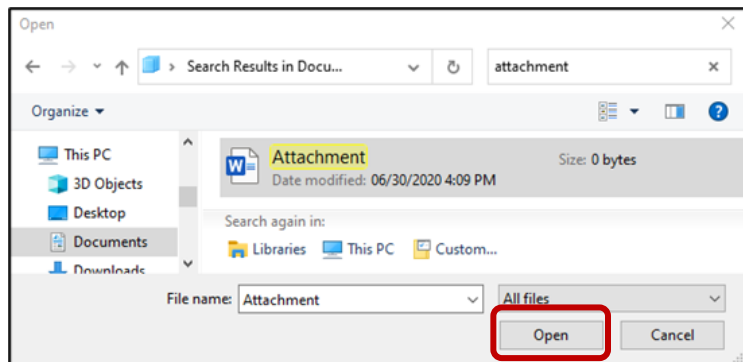
C Click **Add**.

STEP 13 Continued (Adding an attachment)

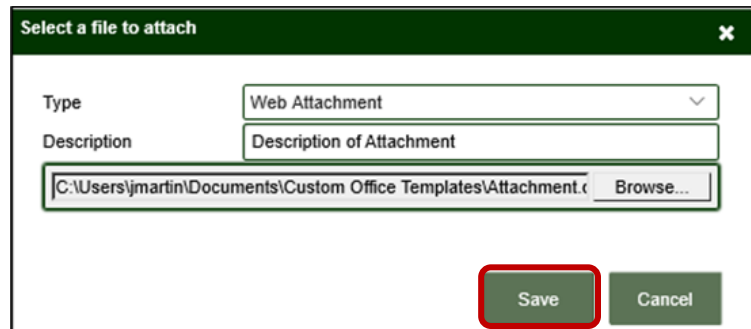
Enter a **Description** and click **Browse**.



Locate and click the file you wish to attach. Click **Open**.

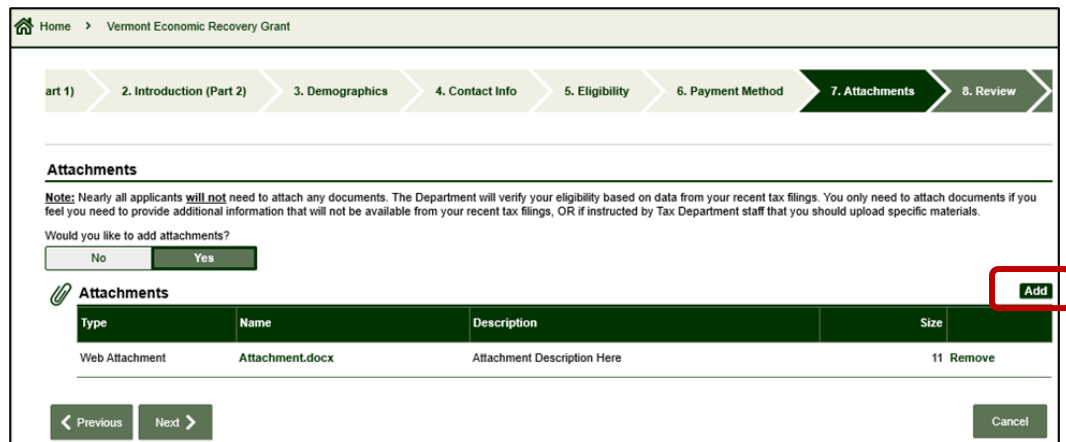


Click **Save**.



Click **Add** if you have another document to attach.

If you have no more attachments to add, click **Next**.



STEP 14

Review all information for accuracy.

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Your application is NOT yet submitted. Please review the information on this page for accuracy and click "Submit" at the bottom to complete your application. If you need to change any of the information, use the navigation buttons at the bottom of the screen to return to a previous section of the application.

Business Information

ID Type <input type="text" value="Federal Employer ID"/>	ID <input type="text" value="**-***3789"/>
Business Legal Name <input type="text" value="TRAINING EXAMPLE"/>	Doing Business As <input type="text"/>
Street <input type="text" value="133 STATE ST"/>	Street 2 <input type="text"/>
Unit Type <input type="text"/>	
City <input type="text" value="MONTPELIER"/>	State <input type="text" value="VERMONT"/>
Zip Code <input type="text" value="05802-2719"/>	Address Verified
Entity Type <input checked="" type="radio"/> For-profit <input type="radio"/> Nonprofit or lowprofit	<p>For-profit: Defined as organized and operated on a for-profit basis, including a sole proprietor, partnership, limited liability company, business corporation, cooperative, or mutual benefit enterprise.</p> <p>Nonprofit or lowprofit: Defined as organized and operated on a nonprofit or low-profit basis, including a mutual benefit corporation, public benefit corporation, and a lowprofit limited liability company.</p> <p>NOTE: M/WBE is defined as a business that is at least 51% owned and substantially managed by people of color and/or people identifying as women or non-binary.</p>
Is your business a Minority- or Women-Owned Business Enterprise (M/WBE)? <input type="radio"/> No <input type="radio"/> Yes	

NAICS Info

The North American Industry Classification System (NAICS) is to classify businesses by industry. If you know your NAICS code, you can enter it directly after clicking search. If you do not know your NAICS code, you can search by keyword for your business

NAICS Code:

STEP 15

If you have corrections to make, click **Previous** to find the screen where you can make the corrections.

If all information is correct and you've added all attachments, click **Next**.

Attachments

Note: Nearly all applicants **will not** need to attach any documents. The Department will verify your eligibility based on data from your recent tax filings. You only need to attach documents if you feel you need to provide additional information that will not be available from your recent tax filings, OR if instructed by Tax Department staff that you should upload specific materials.

Would you like to add attachments?
 No Yes

Attachments

Type	Name	Description	Size	
Web Attachment	Attachment.docx	Description of Attachment	11	Remove

STEP 16

- A** Click each checkbox to certify each statement is correct for your business.
- B** Enter your **Name** and **Title/Position**. The date will prepopulate for you.
- C** Click **Submit**.

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Certification

I certify that:

- I have the authority to request payment from the State of Vermont on behalf of the business submitting this application. I am requesting payment of the grant amount, determined by the Vermont Department of Taxes, equal to the lower of 10% of my 2019 total combined sales or \$50,000. This grant will be used to cover costs and lost revenues associated with the Coronavirus Disease 2019 (COVID-19) disaster, in accordance with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) ("section 601").
- I understand that the State of Vermont will rely on this certification as a material representation in making this grant award.
- As required by federal law, the proposed uses of the funds provided will only be used to cover costs and provide economic support that—
 - a. Are necessary costs/lost revenues related to the COVID-19 public health emergency; and
 - b. Relates to necessary costs/lost revenues during the period from March 1, 2020 through December 30, 2020; and
 - c. Are not covered by other federal grants or federally forgiven loans that the business has received. For additional information on this requirement, please review the guidance on duplication of benefits on our [website here](#).
- To the best of my knowledge, as of the date that this Application is signed, neither the business nor the business's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Entities that are suspended and/or debarred will have received a notification letter from the Federal Government. Information on suspension and debarment can be found [here](#).
- I agree that the Department of Taxes may share the information on this application with other Vermont state agencies for the purpose of verifying my eligibility for this or another grant or stimulus payment related to the COVID-19 pandemic.
- I agree that the business submitting this application must repay the grant or portion of the grant to the Department of Taxes if:
 - a. Any grant funds received are based on incorrect representations made on this application or to the Department of Taxes related to this application; or
 - b. Any grant funds are covered by other federal grants or federally forgiven loans received by the business. Please review the guidance on duplication of benefits on our [website here](#) for how this will be determined. I agree that the final determination of whether there has been a duplication of benefits will be made by the Department of Taxes.

By typing my name into this box, I hereby agree that this action constitutes my electronic signature; that I am authorized to make this application on behalf of the applicant; that the information I have provided is true, accurate and complete; that I make the attestations indicated; and that I agree to the terms of this application and the Vermont Coronavirus Emergency Economic Recovery Grant program.

Name Title/Position Date

STEP 17

Enter and confirm your email address.

Click **OK**.

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

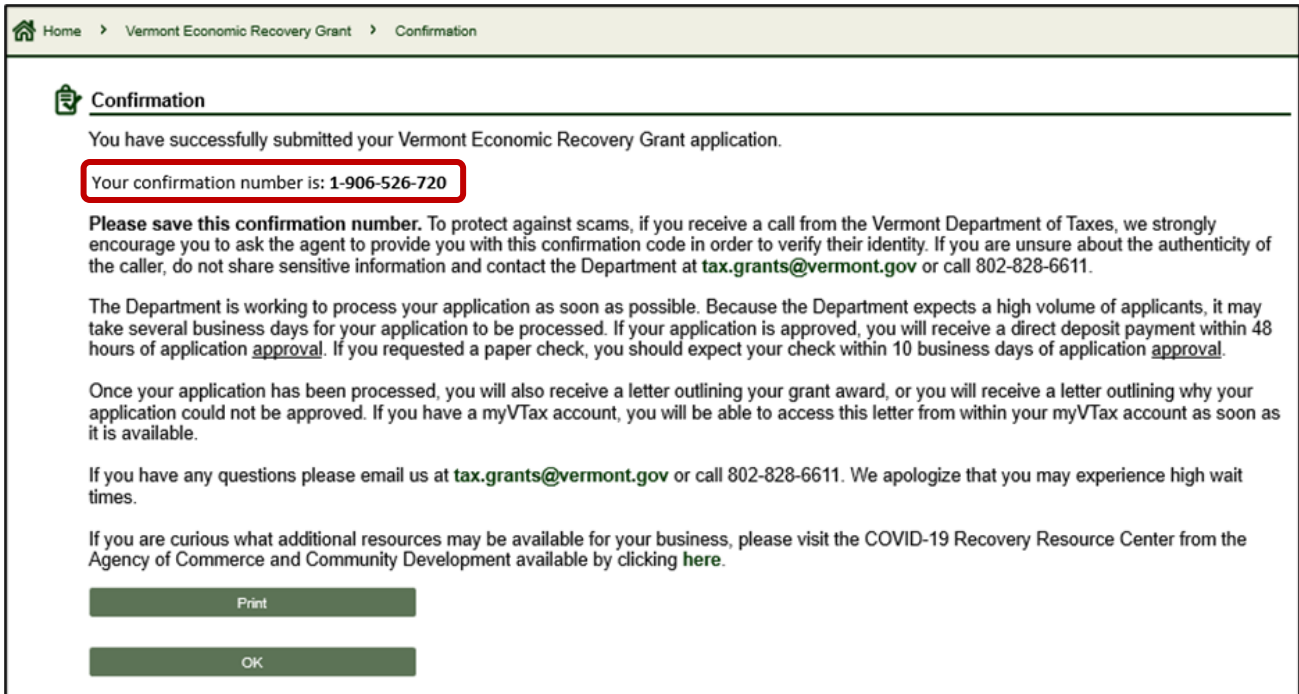
Email

Confirm Email

STEP 18

The confirmation page is your final step. Be sure to note the **Confirmation Number** associated with your grant application. We recommend you **Print** this page and file it with your records.

Click **OK** to exit the application.



STEP 19

You will receive an email to verify you have successfully submitted your application for the Vermont Economic Recovery Grant.

