

# myVTax Guide: How to Make a Payment

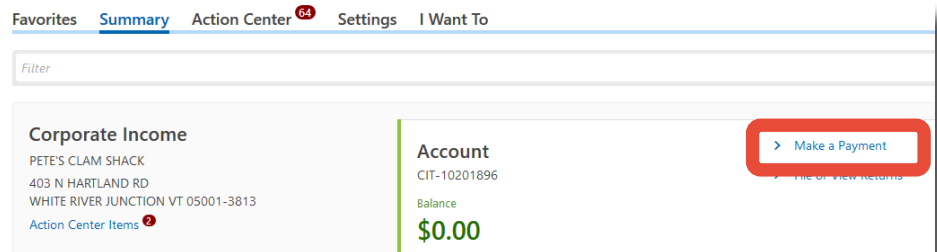
Submitting Vermont tax payments online saves time. This guide provides step-by-step instructions on how to make an electronic payment using myVTax. In this example, we are making an estimated income tax payment.

Payments may be made by e-check (ACH Debit, which deducts funds directly from your financial institution account) or by credit card. Please note that for all credit card payments, a 3% convenience fee is added to the payment amount to reimburse the State of Vermont for credit company fees.

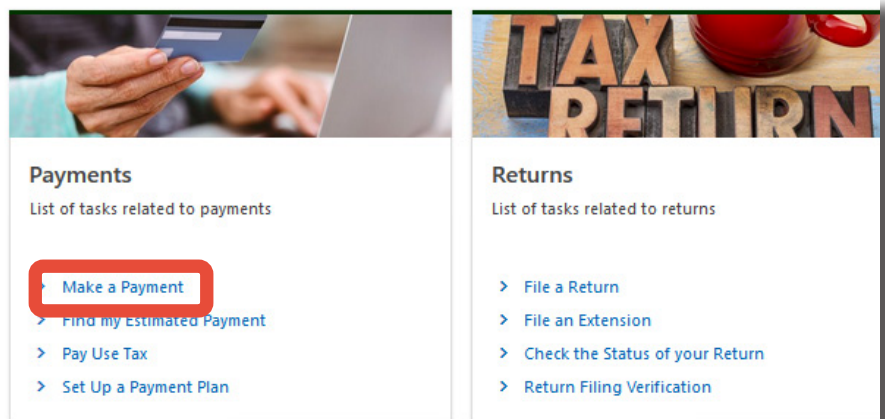
## 1 Go to myVTax

Go to [myVTax.vermont.gov](https://myvtax.vermont.gov/) (<https://myvtax.vermont.gov/>)

If you have an account, log in from the myVTax homepage and select Make a Payment on your account summary page.

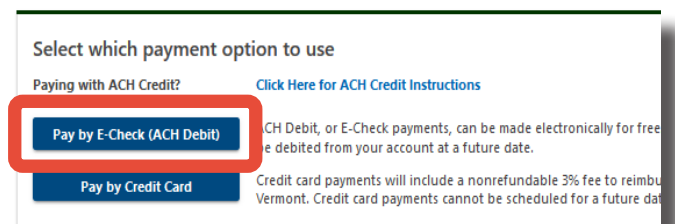


If you do not have a myVTax account, go to the homepage and select Make a Payment in the Payments section.



## 2 Select a Payment Method

Choose whether to pay by E-Check (ACH Debit) or credit card. Note the 3% credit card fee. For this example, we will select Pay by E-Check (ACH Debit).



### 3 Review the Payment Disclaimer and Instructions

The following two screens contain important information about your payment. Please read each section carefully and select Next when finished.

Make a Payment \$0.00  
Payment Amount

Make a Payment

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.

Make a Payment \$0.00  
Payment Amount

Make a Payment

Non-Login Warning    myVTax Quick Payment

**Welcome to myVTax quick payment screen**

If you are paying using ACH Debit, proceed to the next screen to fill out the necessary information. ACH Debit payments will deduct funds directly from your bank account. You will be required to have the following to complete this request:

- Account Type
- 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 Enter Your Information

Enter all the requested identifying information.

An asterisk indicates a required field.

Choose the tax account type from the drop-down menu.

If the payment involves a return with a jointly filed spouse, enter their information in the last two lines.

If it is not a joint return, leave them blank.

Make a Payment

Non-Login Warning    myVTax Quick Payment    Identifying Information

**Account Information**

Account Type:

Personal Income

ID Type:

Social Security #

ID Number:

\*\*\*-\*\*-1232

Name:

LANCE ROBERTS

Phone Number:

(802) 123-4567

Spouse Name:

ROBERTA ROBERTS

Spouse ID Number:

\*\*\*-\*\*-3434

You are only making a payment. This does not constitute submitting a return. If you have not yet filed, please

## 5 Enter Payment Information

Enter your bank account details on the left side of the screen. Double-check your routing and account numbers before submitting your payment.

On the right side of the screen, enter the payment details, including the type of payment you're making.

We have selected Estimated Payment. The other payment types in the drop-down menu are Bank Levy Payment, Bill Payment, Payment Plan Payment, Return Payment, and Wage Garnishment Payment.

Select Next when finished.

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

**Warning:** If you have an ACH filter block on your account, please note the new originator number is 8036000264 to be used as of November 2015.

**Warning:** In response to additional screening requirements, there may be an additional 3 day delay when processing ACH Debit payments.

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

Bank Account	Payment
Type Domestic Bank Account	Payment Type Return Payment
Bank Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Savings	Select this option if you are choosing to make a payment with a return you are submitting today. Individuals paying personal income tax, use December 31st of the tax period you are paying for. Dec-31-2023
Routing Number 000000000	Payment Date Apr-02-2024
Bank Name YOUR BANK NAME	Amount 123.00
Account Number 111122223333	Confirm Amount 123.00
Confirm Account Number 111122223333	

Routing Number: 000000000 Account Number: 111122223333 Check Number: 1234567890

Buttons: Cancel, Previous, Next (highlighted)

## 6 Submit Your Payment

Double-check the information based on your entries from Step 5.

If anything is wrong, click Previous to go back and make corrections, then click Next to return to Step 6. If the information is correct, click Submit.

Make a Payment **\$123.00**  
Payment Amount

Make a Payment

Progress: Non-Login Warning, myVTax Quick Payment, Identifying Information, **Payment Details**, Payment Confirmation

**Confirm your payment**

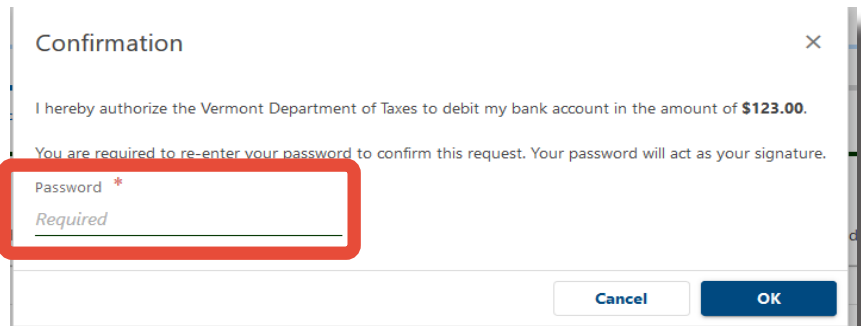
By clicking the Submit button you are authorizing the Vermont Department of Taxes to deduct a payment with the following details:

Taxpayer Name:	LANCE ROBERTS
Account Type:	Personal Income
Filing Period:	Dec-31-2023
Bank Account:	****3333
Amount:	123.00
Payment Date:	Apr-02-2024

Buttons: Cancel, Previous, Submit (highlighted)

## 7 Review your Confirmation

If you are logged into your myVTax account, you will be asked for your password. Enter your password and select OK. myVTax will send a confirmation notification to the email associated with your account.



Confirmation

I hereby authorize the Vermont Department of Taxes to debit my bank account in the amount of **\$123.00**.

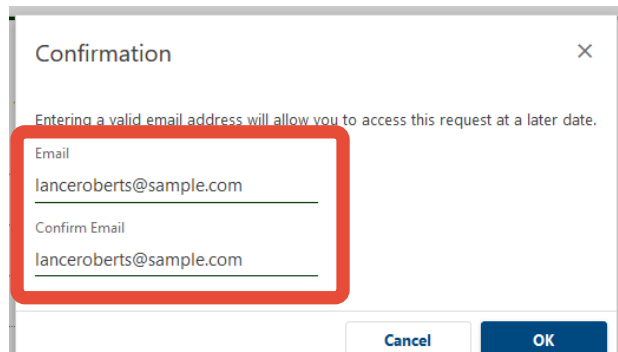
You are required to re-enter your password to confirm this request. Your password will act as your signature.

Password \*

Required

Cancel OK

If you are not logged into myVTax, a confirmation window will appear, prompting you to enter your mail address. Enter your email address and select OK when finished. myVTax will send a confirmation notification to the email address entered.



Confirmation

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

Email

lanceroberts@sample.com

Confirm Email

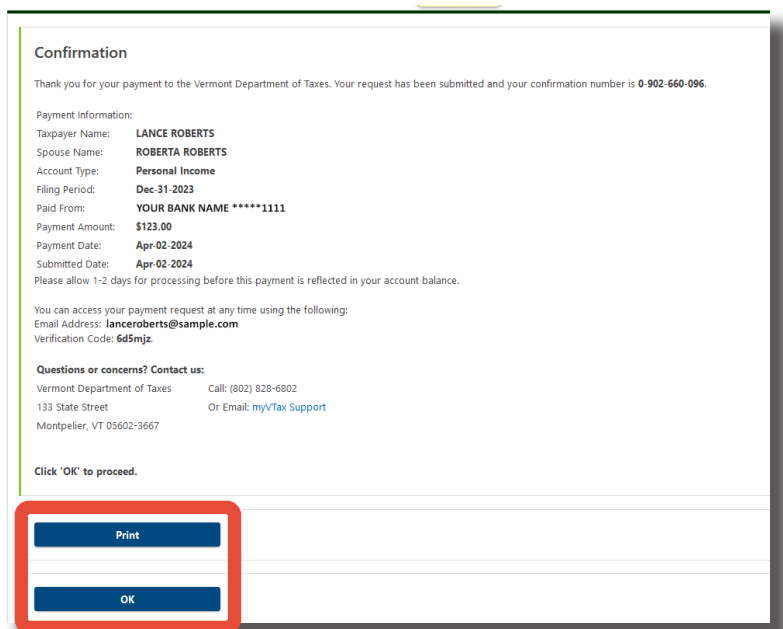
lanceroberts@sample.com

Cancel OK

## 8 Keep a Copy for Your Records

The Confirmation screen displays information about your submission, along with a verification code for payments made without logging into myVTax. Save the verification number for your records in case you need to access this submission.

You may click Print to open this screen in a new tab and print or save it for your records. You will receive a confirmation email. Click OK, or 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 **0-902-660-096**.

Payment Information:

Taxpayer Name: **LANCE ROBERTS**  
Spouse Name: **ROBERTA ROBERTS**  
Account Type: **Personal Income**  
Filing Period: **Dec-31-2023**  
Paid From: **YOUR BANK NAME \*\*\*\*\*1111**  
Payment Amount: **\$123.00**  
Payment Date: **Apr-02-2024**  
Submitted Date: **Apr-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: **lanceroberts@sample.com**  
Verification Code: **6d5mjz**

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

## 9 If You Need to Cancel Your Payment

You may cancel your payment before 4:00 p.m. EST on business days. For step-by-step instructions, see [myVTax Guide: How to Cancel a Submission or Transaction \(https://tax.vermont.gov/sites/tax/files/documents/GB-1133.pdf\)](https://tax.vermont.gov/sites/tax/files/documents/GB-1133.pdf).