

How to Register Submit a Malt and Vinous Beverage Tax Return

tax.vermont.gov/myvtax/MVB-612-instructions

Step 1: Getting Started

Go to myVTax (myvtax.vermont.gov).

If you have a myVTax account:

Log in. On your account home screen, look for "Malt and Vinous Beverage Return" for the appropriate filing period.

Skip to **Step 3**.

If you don't have a myVTax account:

Click **File a Return** and continue to **Step 2**.

Step 2: Taxpayer and Filing Information

On this screen, you will enter information about your business and the period you are filing for.

At the top of the screen, under "**Select which account type you wish to file for:**", click the drop-down arrow to open a list of tax types.

Select **Malt and Vinous Beverage** from the list.

There is also a dropdown arrow to select a **Tax ID** type.

Continuing down the screen, complete the business name and address.

The address must be a valid postal address, capable of receiving mail. Click **Verify Address**.

If you get a pop-up with two or more choices, select the best one. You may not get a pop-up if the address is already correct.

The **Verify Address** link changes to **Verified**.

Continue down the screen to the **Filing Information**.

Enter the filing year.

Select the type of period (monthly or quarterly) from the drop-down arrow.

For this filing period, select whether or not this is your first filing or if you are amending a previously filed return.

When you have completed all the required information, a **File Return** button appears.

Step 3: Distributor License Information

Enter your Vermont State Distributor License Number and click **Next**.

Notice that the amount due is zero and the filing period and due date are populated. The amount will change after you complete your distribution data.

Step 4: Form MVB-612 Information

Answer **No** or **Yes**: "Are you an out-of-state winery making direct-to-consumer or direct-to-retailer shipments of wine?"

If you are no longer in business, enter or select from the calendar button the date you ceased business.

Continue down the screen.

Each calculation section will calculate the tax based on the numbers you enter.

Line 23 shows the total amount of Beverage Tax due based on your entries.

Click **Next**.

Step 5: Distribution Information Required

You must provide a spreadsheet showing to whom you distributed beverages, and how many gallons of each type they received during the reporting period.

Select a radio button:

- I will attach my distributor's report to this electronic filing
- I will mail a copy of my distributor's report to the Department
- Another entity submitted my distributor's report

We are selecting the option to upload a report distribution file to myVTax.

Click **Next**.

Step 6: Upload Report File to myVTax

Your Distribution Report spreadsheet must be saved in a **Tab delimited (*.txt) format** before uploading. It must also be formatted correctly.

Click the link on the screen to download an Excel report template. Excel-formatted files can normally be opened and converted in other spreadsheet programs, such as Google Sheets, Numbers, etc.

You can also go directly to our website to download the Distribution Report template (tax.vermont.gov/content/malt-and-vinous-beverage-distribution-template). A sample file (tax.vermont.gov/content/malt-and-vinous-beverage-upload-test-file-web-example) is available to help you see what a completed report looks like. **Do not upload the sample file.**

To avoid errors, using the template file is recommended, but if you create your own spreadsheet, be sure the column headers match those on the template.

To save a spreadsheet file as *.txt:

1. With your file open in Excel (or your other spreadsheet file), click **Save As....**
2. Select **"Text (Tab delimited) (*.txt)"** from the file type drop-down, then **Save**.

For help with this, see our guidance, How to Save an Excel File in TXT or CSV Format (tax.vermont.gov/myvtax/save-excel-as-text-or-csv).

Tip: If you have partly completed the form in myVTax and need more time to complete the report, you can save your progress and come back to the form later. For instructions, see the "Save a Submission Draft" portion of our page, myVTax User Basics (tax.vermont.gov/myvtax/user-basics).

In the attachment pop-up dialogue:

1. Choose **Malt and Vinous Beverage Upload** from the **Type** drop-down.
2. Type in a brief description.
3. Click **Choose File** and find the file on your computer.
4. Click **OK** to complete the upload.

The **Attachments** screen shows that your file has been uploaded and accepted. Click **Next**.

Step 7: Payment Screen

Paying Electronically

Paying by E-check (draws directly from your bank account) or ACH Debit is free. Credit card payments are subject to a nonrefundable 3% fee to cover the cost of fees.

Enter your bank's **Routing Number**. When entered, the name of the bank appears on the next line.

Enter and confirm your **Account Number**.

Select the appropriate **Bank Account Type** radio button.

You can change the **Payment Date** to a future date, such as the 25th of the month due date, if you wish. The funds will be withdrawn on the date entered.

The **Amount** is prefilled. Enter the amount again in the line below to confirm it.

Click **Next**.

Paying by Paper Check

To avoid delays, paying online is recommended; however, you can pay by check if you wish. Skip to the bottom of the screen and mark the checkbox next to "Click here if you

have already paid or would like to print a voucher to pay by paper check." Mail the check and voucher to the address indicated on the voucher. Click Next to continue.

Step 8: Summary

Review the details of your payment and tax due.

Click **Next** to go to the certification screen to submit your return and payment.

You can make changes if needed. Click **Previous** to go back and make edits. **Do not use your browser's back function**, as doing so will cause you to lose your entire return.

Step 9: Certify and Submit

Mark the checkbox, "**I certify the statement above**" to certify that this return is correct and that you are authorized to file it. Enter the name of the taxpayer or authorized agent.

Enter your daytime phone number in case we need to contact you about this return.

If not completed by a professional tax preparer, click **Submit**.

If a preparer has completed the return, the preparer checkbox must be marked. This reveals more information to complete. Click **Submit** when all required information has been provided.

A pop-up appears on the screen. Confirm the submission with your email, then click **OK** to close the pop-up.

Step 10: Confirmation

Your Form MVB-612, Malt and Vinous Beverage Tax Return, has been submitted.

The Confirmation screen shows the name of the business, payment information, email address and a verification code.

Log-in users can go back and fix the return for any reason but must do so before the next daily processing. Processing happens at 4:30 p.m. on business days. Log in to your account and use your email address and the verification code to access the return. Non-login users cannot make changes once the form is submitted. Call 802-828-6802 or email tax.myvtax@vermont.gov if you need help.

Click **Print** to open a second tab showing a copy of the return. Do not mail in this copy. Save or print it for your files.

Click **OK** to go back the myvtax home page or simply close your browser. If you are logged in, **OK** returns you to your account home screen.