

myVTax Guide: How to Submit W-2s, 1099s, and WHT-434

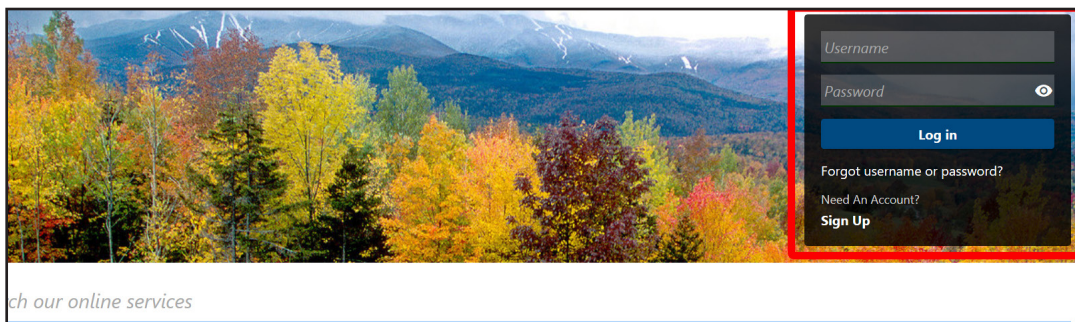
This guide provides step-by-step instructions on filing employee information forms either by uploading bulk files or manually entering employee withholding data. The Department recommends you upload a test file first when using file upload. A test will ensure that the data in your file is formatted correctly and allow you to correct any errors before making your final submission.

For a complete list of Vermont Specifications for Electronic Filing instruction, please see our [Withholding for Employers webpage](https://tax.vermont.gov/business/withholding) (tax.vermont.gov/business/withholding).

1

Log into Your myVTax Account

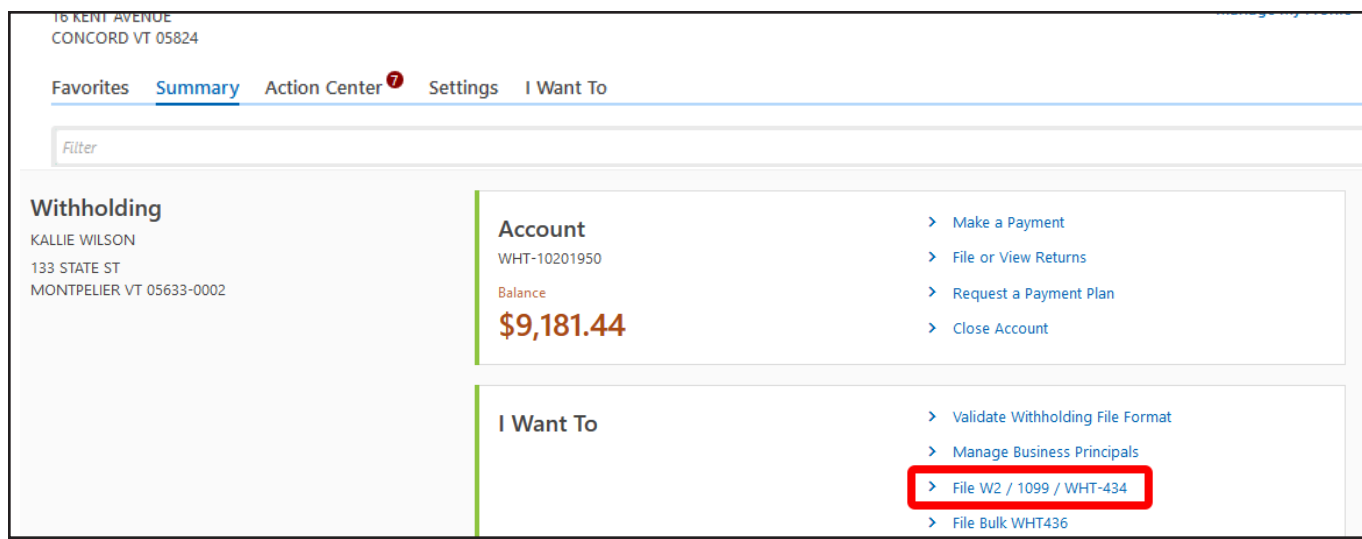
Go to [myVTax](https://myvtax.vermont.gov) (myvtax.vermont.gov) and log into your account.



2

Select File W-2 / 1099 / WHT-434

Select File W-2 / 1099 / WHT-434 located in the summary tab of your myVTax account, under the Withholding panel.



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If you have questions, please email tax.business@vermont.gov or call 802-828-2551. For more fact sheets and information, please visit tax.vermont.gov.

Revised January 2025| Publication GB-1098

1

Test Your File

Before filing or uploading any files, we encourage you to validate the file format before proceeding. To do this, on the right side of the attachment screen, click **Test File Format**. Keep in mind that the test file format does not file the return.

DEPARTMENT OF TAXES BULK WITHHOLDING FILING SERVICE

This service allows payroll companies and employers to electronically submit the following data:

- W-2 Information files (must include the Vermont specific RS State Record)
- 1099 Information Files
- Annual Reconciliation of Withholding Tax Account (Form WHT-434)

W-2 and 1099 Information Files must be in the Federal Standard Format

Please Note: This system is to process **ORIGINAL** filings (W-2s, 1099s, and WHT-434). Once a confirmation number has been issued, amended returns must be filed with the Vermont Department of Taxes.

Please Select The File Series You Would Like To Upload

UPLOAD W-2s

UPLOAD 1099s / W-2 G

UPLOAD WHT-434

WHT-434, W-2 MANUAL ENTRY

Manually enter WHT-434, and W-2 forms, if you choose this option please note you may only complete entries for one business at a time.

1099 MANUAL ENTRY

1099 Manual Data Entry

Withholding eFile Specifications

- [2023 Vermont Specifications for Electronic W-2 \(EFW-2\) Filing](#)
- [2023 Specifications for E-filing of 1099 Information Returns](#)
- [WHT-434 eFiling Specifications](#)

TEST FILE FORMAT

2

Add an Attachment

Select the **Add Attachment** button to begin attaching files.

Test W-2 / 1099 / WHT-434
Files

Review and Submit

TEST WITHHOLDING FILE FORMATS VALIDATION

Instructions: Click the add button, select your file type and attach the file. If your file is listed under the 'Attachments' section, then your file has passed validation. If your file fails validation, you will receive an error message describing the problem and your file will not appear in the list of attachments.

Note that only 3 attachments can be added to any given request at a time.

This is only to test your file, testing your file through this request will not submit the file to the Department

Attachments

Type	Name	Description	Size
------	------	-------------	------

There are no attachments.

Add Attachment

Select a File to Attach

Click the drop-down arrow and select a file type from the list. This example shows “Web WH-434.” Enter a description, such as “test file.” Browse your computer for your file, then click **OK** to upload it.

Select a file to attach

Type
Web WH 434 Attachment

Description
test file

File
Web WH 434 Attachment.txt

Browse...

Cancel OK

Status: Test File is Attached

The screen now displays that the test file is attached. To attach additional test files, repeat the process from **Step 2** of this section as many times as needed. When all test files have been attached, click **Next** to upload.

Test W-2 / 1099 / WHT-434 Files

Milo Smart

Test W-2 / 1099 / WHT-434 Files

Milo Smart

Test W-2 / 1099 / WHT-434 Files Review and Submit

TEST WITHHOLDING FILE FORMATS VALIDATION

Instructions: Click the add button, select your file type and attach the file. If your file is listed under the 'Attachments' section, then your file has passed validation. If your file fails validation, you will receive an error message describing the problem and your file will not appear in the list of attachments.

Note that only 3 attachments can be added to any given request at a time.

This is only to test your file, testing your file through this request will not submit the file to the Department

Attachments

Type	Name	Description	Size	
Web WH 434 Attachment	434WHT Clean.txt	test file	1,285 Bytes	Remove

Add Attachment

Cancel Previous Next

Test Validation

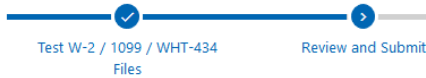
If myVTax determines that the file is valid it displays the message, “This test W2 / 1099 / WHT-434 Files submission is ready to submit.” Click **Next** to continue.

Test W-2 / 1099 / WHT-434 Files



Test W-2 / 1099 / WHT-434 Files

Milo Smart



This Test W-2 / 1099 / WHT-434 Files submission is ready to submit.

Cancel

< Previous

Next >

Submit W-2s, 1099s, or WHT-434

1 Select Which Type of File to Upload

Once myVTax has determined your test file is verified, click on the appropriate **Form Upload** button from the File Series menu on the left side of the screen.

DEPARTMENT OF TAXES BULK WITHHOLDING FILING SERVICE

This service allows payroll companies and employers to electronically submit the following data:

- W-2 Information files (must include the Vermont specific RS State Record)
- 1099 Information Files
- Annual Reconciliation of Withholding Tax Account (Form WHT-434)

⚠ W-2 and 1099 Information Files must be in the Federal Standard Format

Please Note: This system is to process **ORIGINAL** filings (W-2s, 1099s, and WHT-434). Once a confirmation number has been issued, amended returns must be filed with the Department of Taxes.

2 Add Attachment

Select **Add Attachment** to start the attachment dialogue.

This is only to test your file, testing your file through this request will not submit the file to the Department

Attachments

Type	Name	Description	Size
------	------	-------------	------

There are no attachments.

Add Attachment

Cancel

< Previous

Next >

3

Get Your File

Choose the file type from the dropdown arrow.

Enter a description.

Browse your computer for your file, then click **OK** to upload it.

Select a file to attach

Type
Web WH 434 Attachment

Description
Tax Year 2023 WHT-434

File
34WHT Clean.txt

Browse...

Cancel OK

4

Status: Form File is Attached

The screen now displays that the form file is attached. If you have more than one of the same reporting type to attach, repeat the process from **Step 2** of this section of the guide. When done attaching all files, click **Next** to continue.

Instructions: Click the add button, select your file type and attach the file. If your file is listed under the 'Attachments' section, then your file has passed validation. If your file fails validation, you will receive an error message describing the problem and your file will not appear in the list of attachments.

Note that only 3 attachments can be added to any given request at a time.

Attachments

Type	Name	Description	Size	
Web WH 434 Attachment	434WHT Clean.txt	Tax Year 2023 WHT-434	1,285 Bytes	Remove

Add Attachment

Cancel

< Previous

Next >

Submit the Form(s)

Click **Submit**.

File WHT-434s

SMART CONSTRUCTION

--0432

File WHT-434s Review and Submit

This File WHT-434s submission is ready to submit.

Cancel

< Previous Submit

Confirmation

A confirmation screen shows that your file submission is complete. You will receive a notification of activity in your account.

Confirmation

Your Annual Reconciliation WHT-434 file(s) have been successfully submitted.

Your Confirmation number is: 1-131-036-672

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

Manual Form Entry

Make a Selection

Select the appropriate Manual Entry option.

Please Select The File Series You Would Like To Upload

UPLOAD W-2s

UPLOAD 1099s / W-2 G

UPLOAD WHT-434

WHT-434, W-2 MANUAL ENTRY

1099 MANUAL ENTRY

1099 Manual Data Entry

Manually enter WHT-434, and W-2 forms, if you choose this option please note you may only complete entries for one business at a time.

Withholding eFile Specifications

- [2023 Vermont Specifications for Electronic W-2 \(EPW-2\) Filing](#)
- [2023 Specifications for E-filing of 1099 Information Returns](#)
- [WHT-434 eFiling Specifications](#)

TEST FILE FORMAT


2

Employer Information

Your account information will appear automatically but can be changed.

ACCOUNT INFORMATION

[Click here for full form instructions](#)



You can only complete manual entry of WHT-434 and W-2's for one business at a time.

Enter information for the Withholding Tax account you are filing for

FEIN:
-*0432

Account ID:
WHT10201950

Taxpayer Name:
SMART CONSTRUCTION

Taxpayer Address:
16 KENT AVENUE

Taxpayer Country:
USA

Taxpayer State:
VERMONT

Filing Frequency:
Quarterly

Taxpayer City:
CONCORD

Taxpayer Zip:
05824-0000

3

Did You File W-2s Already?

Click the dropdown and answer whether or not you have already used the upload function in myVTax to file your W-2s for the tax year. If **Yes**, you will complete WHT-434 Annual Reconciliation manually. If **No**, it autofills the WHT-434 (**Step 7**) based on your W-2 entries.

Have you already filed your W-2s through our upload service on this site, or do you plan to file them manually?

Required

No

Yes

Preparer Information

Enter the contact information for the preparer of this return. If you file as the business owner, it should be your name and contact information. In this example, a preparer's name and phone number are entered.

Click **Next** to continue.

Contact Information

Contact Name:
KALLIE WILSON

Phone Number:
(802) 123-4567

Indicate who prepared this file:
Accounting Firm

Cancel

Save Draft

< Previous

Next >

Form W-2 Entry

A blank W-2 will appear with employer information boxes prefilled. A checkbox next to a field indicates that the autofilled entry can be edited. Check the box, then change the entry.

- **Box a:** Fill in the Employee's Social Security Number.
- **Boxes e and f:** Fill in the Employee's name and address.
- **Box 1:** Enter wages, tips, and compensation amounts. This action will automatically populate Boxes 3, 4, 5, and 6.
- **Box 17:** Enter the amount of Vermont income tax withheld.
- Complete or check other boxes as needed. When entering dollar amounts, be sure to type the decimal point.

If you have other employees, click **Add a W-2** for each employee. This will create a new tab, "Record 2", and so on. If you create too many record tabs, select and delete the extras.

Click **Next** only when all W-2 records have been completed.

6543

Record 1

[+ Add a W-2](#)
[Copy Record](#)
[X Delete this W-2](#)

a Employee's social security number ***-**-6543		1 Wages, tips, other compensation 54,387.78		2 Federal income tax withheld 3,876.62	
b Employer identification number (EIN) **-**-0432		3 Social security wages 54,387.78		4 Social security tax withheld 3,372.04	
c Employer's name, address, and ZIP code SMART CONSTRUCTION 16 KENT AVENUE USA VT 05824-0000		5 Medicare wages and tips 54,387.78		6 Medicare tax withheld 788.62	
d Control number		7 Social security tips 0.00		8 Allocated tips 0.00	
e Employee's first name and initial Last name Suff. SANIAA B FROST		9		10 Dependent care benefits 0.00	
f Employee's address and ZIP code 133 STATE STREET MONTPELIER VT 05623 1234		11 Nonqualified plans 0.00		12a See instructions for box 12 0.00	
15 State Employer's state ID number VT WHT10201950		16 State wages, tips, etc.* 54,387.78		17 State income tax 936.39	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

W-2

Wage and Tax Statement
Form

* Checkboxes next to the field indicate the calculation can be edited

[+ Add a W-2](#)
[Copy Record](#)
[X Delete this W-2](#)

Cancel
Save Draft


< Previous
Next >

Review Entries

Review all information. If changes are needed, click **Previous** at the bottom of the screen to return to previous pages. Do not use your browser's back button to go back, because entries will be lost. Scroll the screen down to the WHT-434 information.

ACCOUNT INFORMATION

[Click here for full form instructions](#)



You can only complete manual entry of WHT-434 and W-2's for one business at a time.

Enter information for the Withholding Tax account you are filing for

FEIN:
-*0432

Account ID:
WHT10201950

Taxpayer Name:
SMART CONSTRUCTION

Taxpayer Address:
16 KENT AVENUE

Taxpayer Country:
USA

Taxpayer State:
VERMONT

Filing Frequency:
Quarterly

Taxpayer City:
CONCORD

Taxpayer Zip:
05824-0000

WHT-434 Information

If you selected **No** in **Step 3**, the WHT-434 Annual Reconciliation will auto fill from your W-2 entries. If you selected **Yes**, fill these fields manually. Note the optional checkboxes. You may add any 1099 information in Part II. If everything is correct, click **Next**.

WHT-434 ANNUAL RECONCILIATION

Period Ending: 12/31/2023 - Return Due Date: 1/31/2024

☐ A. Check here if your business has ceased and you would like your account closed

Cease Date:

☐ B. Check here if you have Third-Party Sick Pay

C. Aggregate cost of applicable employer-sponsored health insurance coverage
0.00

Part I: VT W-2s

1. Number of W-2s submitted to Vermont
1

2. Total Vermont wages paid per W-2s
54,387.78

3. Total Vermont tax withheld per W-2s
936.39

Part II: VT 1099s

4. Number of 1099s submitted to Vermont
0

5. Total non-wage payments reported on 1099s
0.00

6. Total Vermont tax withheld per 1099s
0.00

Part III: Reconciliation

7. Total Vermont tax withheld [Sum: Line 3 and Line 6]
936.39

< Previous

Next >

Certification and Summary

Click the certification checkbox. Type in the taxpayer name and phone number. Paid preparers must check and complete additional information. If self-prepared, leave the preparer box unchecked. When complete, click **Submit** to send the form to the Department of Taxes.

CERTIFICATION AND SUMMARY

I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

☒ I certify the statement above

Signature of Taxpayer or Authorized Agent
MILO SMART

Date
Jan-24-2024

Daytime Telephone Number
(802) 123-4567

☒ Check here if this return is being completed by a preparer

Preparer's Signature
KALLIE WILSON

Preparer's ID Number Type
Preparer Federal Employer ID

Preparer's ID Number
-*4567

☒ Check here if you are self-employed

☒ May the Department of Taxes discuss this return with the preparer shown?

Cancel
Save Draft
< Previous
Submit

Confirmation

The confirmation screen displays.

Click **Print** to create a copy of your WHT-434 for your files. Do not send this copy to the Department of Taxes.

Click **OK** to return to your account home screen.

Confirmation

Your Annual Reconciliation WHT-434 and/or W-2 have been successfully submitted.

Your Confirmation number is: 1-809-989-632

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