

# Frequently Asked Questions at Tax Time

## General Questions

### 1. What are the website addresses for the IRS and Vermont Department of Taxes?

IRS: [www.irs.gov](http://www.irs.gov)

Vermont Department of Taxes: [www.tax.vermont.gov](http://www.tax.vermont.gov)

Vermont Department of Taxes myVTax online portal: [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov)

### 2. Who can we call at the Vermont Department of Taxes for questions about Vermont personal income taxes?

**Taxpayer Services Division:** 802-828-2865 or (toll free in Vermont) 866-828-2865 on Monday, Tuesday, Thursday, and Friday at 7:45 a.m. to 4:30 p.m.

Tax examiners in this division can answer questions about Vermont personal income tax, Homestead Declaration, Property Tax Adjustment Claim, and Renter Rebate Claim.

**Main number with directory:** 802-828-2505

**More phone numbers and email addresses:** <http://tax.vermont.gov/help-and-resources/contact>

### 3. Do I need to file Vermont taxes?

The criteria for who must file in Vermont is the following:

- A Vermont Income Tax Return must be filed by a full-year or a part-year Vermont resident or a nonresident if you are required to file a federal income tax return, **AND**
- You earned or received more than \$100 in Vermont income, **OR**
- You earned or received gross income of more than \$1,000 as a nonresident. Read Vermont law at 32 V.S.A. § 5861 and § 5823(b) for information on sources of income.

### 4. What Vermont and federal forms do I need to file my personal income tax?

**Federal:** The federal income tax form is the Form 1040 or 1040EZ or 1040A. There are a number of schedules that may be necessary to complete in addition to Form 1040. More forms are found at <https://www.irs.gov/forms-instructions>. For more information, see [www.irs.gov](http://www.irs.gov).

**Vermont:** The Vermont personal income tax return is Form IN-111. There are a number of schedules and worksheets that may be necessary to complete in addition to Form IN-111. More forms are found at <http://tax.vermont.gov/tax-forms-and-publications/individuals>. For more information, see [www.tax.vermont.gov](http://www.tax.vermont.gov).

### 5. What is the due date for Vermont income tax returns?

The due date is usually April 15, but that date can change depending on whether the 15th falls on a weekend or holiday. The due date is the same for both federal and Vermont returns. To see the current due date, visit <http://tax.vermont.gov/content/individual-income-tax-return-due-1>.

## Vermont Income Tax Booklet and Forms

### 6. Does my library, town clerk, or post office have the Vermont Income Tax Return booklet or Vermont tax forms?

The Department of Taxes no longer distributes the booklet or forms in bulk to libraries, town clerks, or post offices. **Why?** The number of people who are e-filing their returns grows each year, and the demand has

Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

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shifted away from paper filing. The Department believes it is a more efficient use of taxpayer dollars to offer electronic copies of booklets and forms for download and to mail materials only when requested.

The Department encourages e-filing because there are fewer errors in e-filed returns, and e-filed returns are processed more quickly than paper returns. Taxpayers who e-file generally will receive their refunds more quickly than taxpayers who file using paper and mail them.

#### 7. Why didn't I get a booklet or forms in the mail?

The Department no longer sends the booklet or forms automatically to taxpayers. This year, however, the Department sent 3,004 booklets to taxpayers who have filed **using the forms in the booklet for the past two consecutive years**. This is a trial to see if this reduces phone calls and email volume to the Department's forms fulfillment.

#### 8. How do I get Vermont income tax booklets or forms?

There are four ways to obtain booklets or forms:

- Download fillable PDF forms and instructions at <http://tax.vermont.gov/tax-forms-and-publications/individuals>
- Order forms using an online form at <http://tax.vermont.gov/form-request>
- Order forms by emailing [tax.formsrequest@vermont.gov](mailto:tax.formsrequest@vermont.gov)
- Order forms by phone by calling 802-828-2515 or (toll free) 855-297-5600

#### 9. Where do I send my Vermont income tax return?

The addresses are stated at the bottom of Form IN-111, Vermont Income Tax Return, and below:

##### Claiming a refund?

Send your return to VT Department of Taxes, PO Box 1881, Montpelier, VT 05601-1881.

##### Making a payment?

Send your return to VT Department of Taxes, PO Box 1779, Montpelier, VT 05601-1779.

## e-Filing Vermont Income Tax Returns

#### 10. Does Vermont offer free online filing?

**Free e-filing for eligible taxpayers:** There is free e-filing for *eligible* taxpayers both at the federal and state levels through Free File. Income is only one of the eligibility criteria. For details, visit <http://tax.vermont.gov/individuals/free-file>.

**Free e-filing for Homestead Declaration, Renter Rebate Claim, and Property Tax Adjustment:** All Vermont taxpayers may file these claims at no cost at [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov).

#### Did you know?

Last year, 65% of Vermont taxpayers were eligible for Free File, but only about 2% used the free online service to e-file their taxes.

## Free Help with Taxes

#### 11. How do I get free help preparing my taxes?

Free help is available at sites throughout Vermont as follows:

**IRS Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly:** Find out if there's a site near you at <https://www.irs.gov/individuals/free-tax-return-preparation-for-you-by-volunteers>.

**AARP Foundation Tax-Aide Program:** Find out if there's a site near you at <https://www.aarp.org/money/taxes/info-2018/aarp-tax-help-fd.html?intcmp=AE-HP-FLXSLDR-SLIDE1>.

**My Free Taxes Partnership:** Find out if there's a site near you at <https://www.myfreetaxes.com/>.

**IRS Virtual Service Delivery in Montpelier:** Call 844-545-5640 to schedule an appointment. The service is by appointment only on Mondays and Wednesdays at the Vermont Department of Taxes, 133 State Street, Montpelier.

## Homestead Declaration, Property Tax Adjustment, Renter Rebate, Landlord Certificate

### 12. How do I file the Homestead Declaration?

Information on the Homestead Declaration: <http://tax.vermont.gov/property-owners/homestead-declaration>. The taxpayer needs Form HS-122 to file a declaration.

File online: [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov)

Download and print Form HS-122: <http://tax.vermont.gov/sites/tax/files/documents/2017-HS-122.pdf>

### 13. How do I file a Property Tax Adjustment Claim?

Information on the Property Tax Adjustment Claim: <http://tax.vermont.gov/property-owners/property-tax-adjustment-claim>. The taxpayer needs Form HS-122 (both sides) and Schedule HI-144 to file a claim.

File online: [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov)

Download and print form HS-122, Homestead Declaration and Property Tax Adjustment Claim, and Schedule HI-144, Household Income: <http://tax.vermont.gov/property-owners/property-tax-adjustment-claim>

### 14. How do I file the Renter Rebate Claim?

Information on the Renter Rebate Claim: <http://tax.vermont.gov/property-owners/renter-rebate-claim>. The taxpayer needs three forms to file a Renter Rebate Claim: Form PR-141, Renter Rebate Claim; Schedule HI-144, Household Income; and Form LC-142, Landlord's Certificate (provided by the landlord).

File online: [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov)

Download and print forms PR-141 and HI-144: <http://tax.vermont.gov/sites/tax/files/documents/PR141.pdf>

### 15. How do I get—or complete—a Landlord's Certificate (Form LC-142)?

Information on Form LC-142, Landlord's Certificate: <http://tax.vermont.gov/property-owners/renter-rebate-claim/landlords>

File online through myVTax: [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov)

Download and print it: <http://tax.vermont.gov/sites/tax/files/documents/LC-142.pdf>

## Questions on Specific Tax Topics

Many questions go beyond basic information and are too specific for FAQs. Below are a few common questions that can be easily answered by reviewing the websites provided. Any questions about Vermont taxes should be directed to the Department at one of the contact numbers provided in question 2.

### 16. If I won a large amount of money, what tax liability do I have?

See IRS guidance: <https://www.irs.gov/taxtopics/tc419>.

### 17. If I received a large amount of money as a gift, do I have to pay taxes on it?

See IRS guidance: <https://www.irs.gov/businesses/small-businesses-self-employed/frequently-asked-questions-on-gift-taxes>

### 18. How do my health care subsidies affect my income tax return?

Read this fact sheet: <http://tax.vermont.gov/sites/tax/files/documents/VHC-FedTaxPremiumCreditFS.pdf>

**Continue to the next page to learn how to navigate  
our website homepage at [www.tax.vermont.gov](http://www.tax.vermont.gov).**

AGENCY OF ADMINISTRATION  
**Department of Taxes**

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- INDIVIDUALS
- BUSINESS AND CORPORATE
- PROPERTY OWNERS
- TAX PROFESSIONALS
- MUNICIPAL OFFICIALS
- FILE

Top navigation panel.

The search function is a quick and easy way to find what you are looking for on our website.

**PERSONAL INCOME TAX SEASON OPENS JAN. 29** »

The Internal Revenue Service (IRS) has announced that they will begin accepting federal returns on Jan. 29.

Quick links to common tasks

Left navigation panel.

- QUICK ACTIONS**
- Check Return or Refund Status
  - Make an Estimated Payment
  - Pay Use Tax
  - File Sales & Use, Meals & Rooms or Withholding Tax
  - Order Paper Forms

Pay Your Taxes **freefile** File a Return Online **FILE ONLINE**

The main body of the page contains quick links, announcements and other important tax updates that are updated regularly.

Dept. press releases.

**In the News**

Season Officially Opens Jan. 29

22 DECEMBER 2017 Vermont Department of Taxes Responds to Federal Tax Reform

11 DECEMBER 2017 Quarterly Health Care Fund Contribution Assessment Moves to Department of Taxes from Department of Labor

30 NOVEMBER 2017 Commissioner of Taxes Releases FY2019 Education Yield Letter

02 OCTOBER 2017 Vermont Tax Department Reminds of Final Deadline

Help and Resources contains information on fraud, audits, appeals, collections, FAQs, a list of Department contacts and more.

**Upcoming Events & Reminders**

15 FEB 2018 Final 411 for Tax Year 2017 Due to PVR

15 FEB 2018 Cigarette or Tobacco Tax & NPM Reporting

15 FEB 2018 Corporate Income Tax

Important due dates

**Contact Us**

Commissioner Kaj Samsom  
133 State Street | Montpelier, VT 05633  
(802) 828-2505

Taxpayer Assistance Window  
Located on the 1st Floor  
Service Hours: 7:45 a.m. - 4:30 p.m. Monday - Friday

[Contact a Specific Tax Section](#)

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