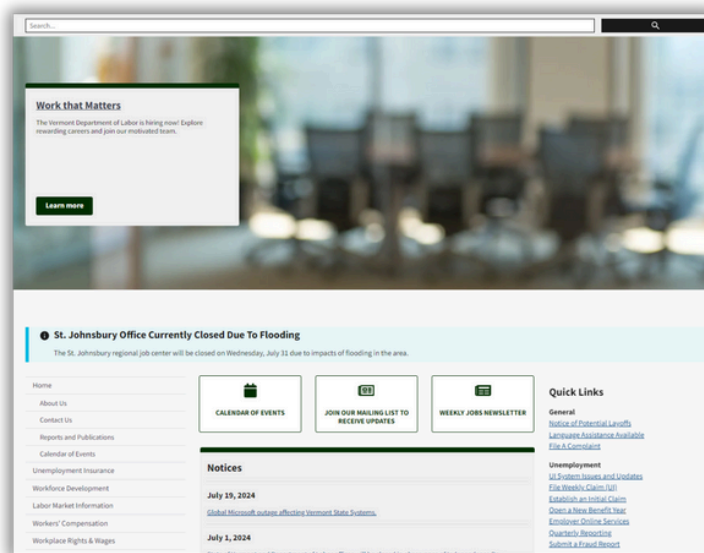




Employer's Guide for Filing a Quarterly Report

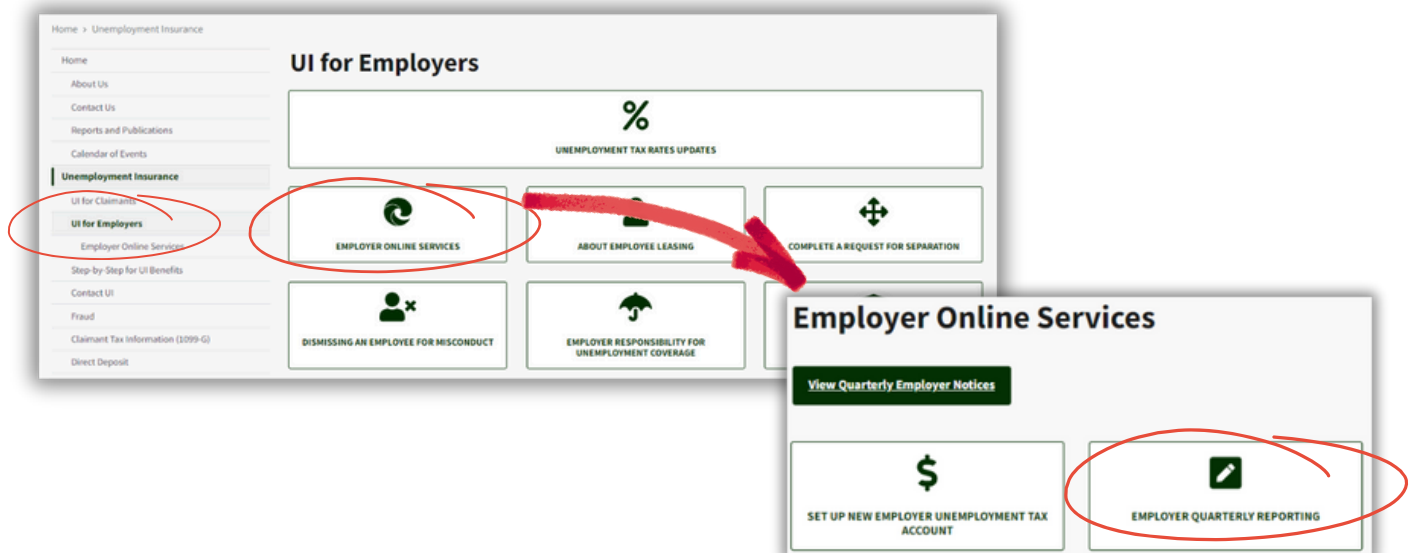
1. Go to the Vermont Department of Labor website.



The website for the Unemployment Insurance and the Vermont Department of Labor (VDOL) is www.labor.vermont.gov.

Before starting this process, have all quarterly reporting information ready and available.

2. Open “Employer Online Services”

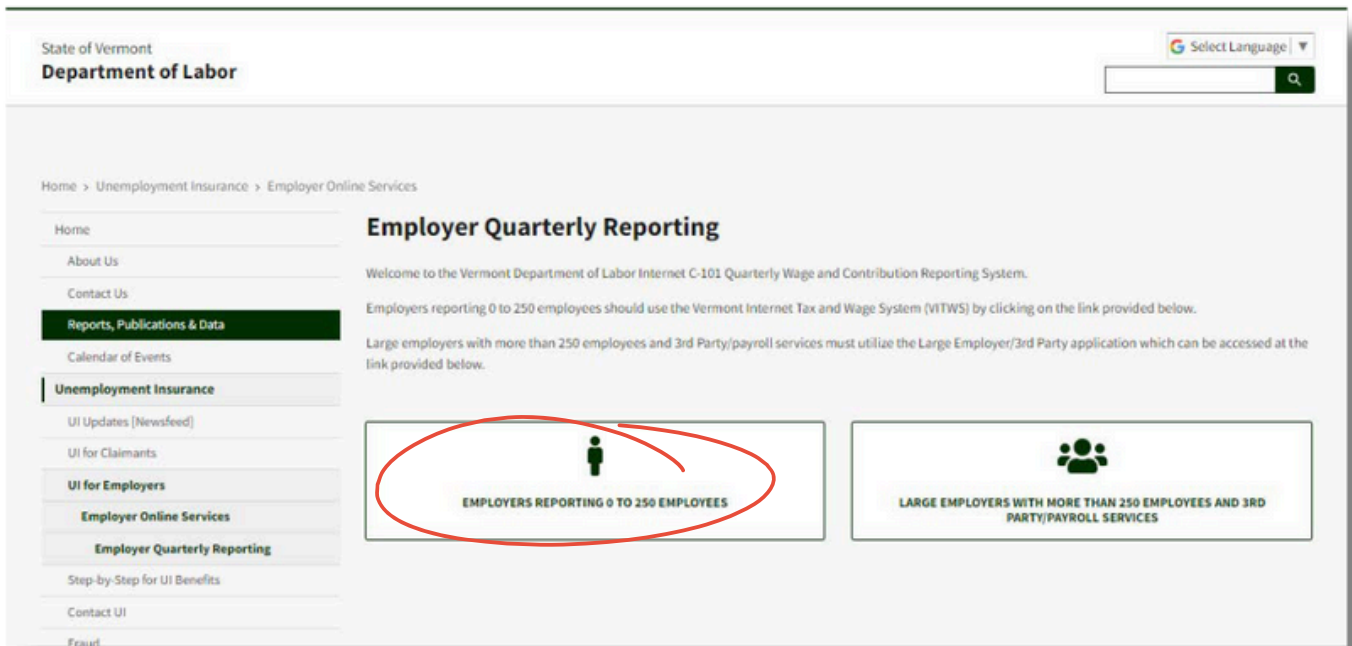


To open the online reporting system, VITWS, go to UI for Employers found in the left-hand sidebar of the webpage. Then choose Employer Online Services.

On the Employer Online Services page, choose Employer Quarterly Reporting.

Please note: To access the Employee Quarterly Reporting page directly, navigate to <https://labor.vermont.gov/unemployment-insurance/unemployment-information-employers/employer-online-services/employer>.

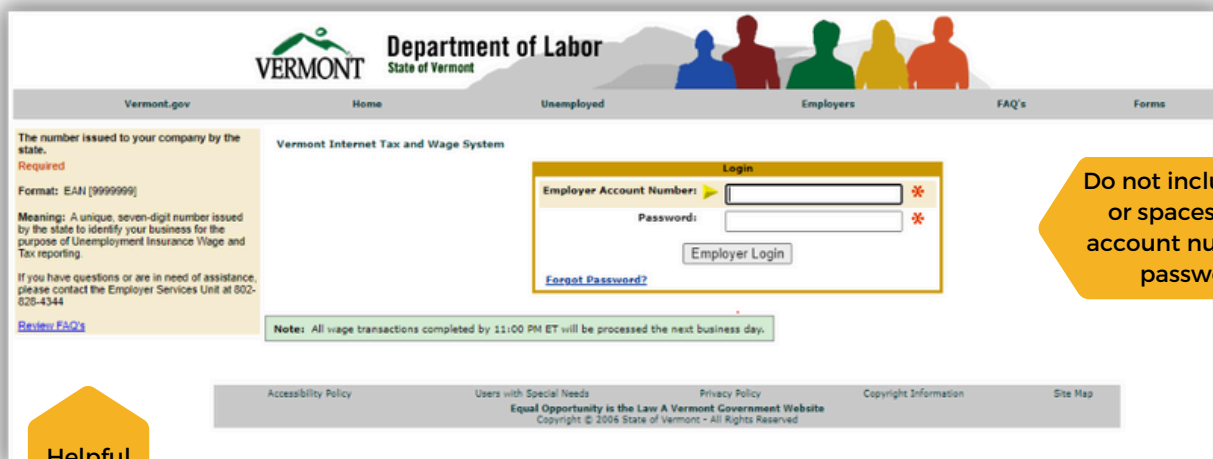
3. Choose the Number of Employees



Choose Employers Reporting 0 to 250 Employees.

Please note: For those employers with more than 250 employees, it is not possible to file a quarterly report in VITWS. Please go to [C-29-3rd-party-on-line-reporting-specs.pdf](#) for more information.

3. Enter the Employer Account Number and Password



All new employers will be prompted to create a new password. Retain this password for your records; it can be used when filing in the future. Returning users will enter their previously established password.

4. Review Your Unemployment Account Information

VERMONT Department of Labor
State of Vermont

Vermont Internet Tax and Wage System

Employer Information Update

Employer Account Number
Federal ID Number *
Business Name *
DBA
Contact Name *
Mailing Address *
City *
State *
Zip Code *
Primary Telephone *
Fax Number
Tax Email *
Benefit Email *

Have you discontinued having Vermont employees? Yes No *
If you are a seasonal employer that will have employees in future quarters, please do not select Yes. By selecting Yes to this question, you will be making your account inactive.

Have you discontinued this business? Yes No *
Have you sold this business or any part of this business? Yes No *
If you answered Yes to any of the questions above, provide an effective date
Certifier Name *
Certifier Telephone *

[Save and Continue](#)

Notes: Any Changes may take several business days to show again in this system. Currently, changes to account information can be submitted **ONLINE** if you are filing a Quarterly Tax and Wage Report.

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Answer these questions and update the information as needed.
Date format: DD/MM/YY
Phone format: No lines, No spaces

Read through this screen and update any outdated information. If you answered “Yes” to any of the questions, you must provide an effective date. Once all changes have been made, click on Save and Continue.

Please note: Moving forward, all questions with an asterisk (*) are required.

5. Select the Type of Report - Wages or No Wages

VERMONT Department of Labor
State of Vermont

Vermont Internet Tax and Wage System

STICKY BRAND LLC

Appropriate Wage Report type
Required
Format: List of Choices
Meaning:
Select Wages paid during quarter if, your business paid wages during the quarter.
Select No wages paid during quarter if, your business paid no wages during the quarter.
If you have questions or are in need of assistance, please contact the Employer Services Unit at 802-825-4344
[Review FAQs](#)

Home
Listing Open for: 2023 Quarter 3 Date: 10/25/2023
Select Type of Report:
 Wages paid during the quarter *
 No wages paid during the quarter
[Continue](#)

Wage Reports
2023 Qtr 1 2023 Qtr 2 2023 Qtr 3 2023 Qtr 4
2019 Qtr 1 2019 Qtr 2 2019 Qtr 3 2019 Qtr 4

Payment Vouchers
2022 Qtr 1 2019 Qtr 3

Please note, amended/corrected reports cannot be filed electronically. Please print a copy of the original report, mark it "Amended", make the necessary corrections and mail to Vermont Department of Labor, PO Box 488 Montpelier, VT 05601-0488
Note: If you file past the due date you will be billed for penalties and interest.

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- If wages **WERE NOT** paid during the quarter, select “No wages paid during the quarter.” This is also called a Zero Report. Click “Continue” and proceed to Step #6 on the next page.
- If wages **WERE** paid during the quarter, select “Wages paid during the quarter,” click on “Continue” and proceed to Step #7.

6. No Wages Paid - Certify the Report is Correct

VERMONT Department of Labor State of Vermont

Back Logoff

The report preparer's name. Required
Format: Text Entry Box
Meaning: The full name of the person who is preparing the Wage Report.
If you have questions or are in need of assistance, please contact the Employer Services Unit at 802-828-4344.
[Review FAQ's](#)

Vermont Internet Tax and Wage System

STICKY BRAND LLC
2023 Quarter 3

Zero Wage Certification

Reporting no employees and zero wages for the quarter.

Name of Preparer:

Title of Preparer:

Preparer's Telephone:

Do you certify that the information you entered is correct and accurate? Yes No

Submit Wage Report

Note: Certifying and Submitting your Wage Report finalizes the report and completes the quarter. Once this is done, you will no longer be able to edit the report for this quarter. If you need to make changes to your report after it has been submitted, contact the Employer Services Unit at (802) 828-4344.

Phone format:
No lines, No
spaces

To certify that the information is correct, enter the Name of the Preparer, the Title of the Preparer, and the Preparer's Telephone Number. Choose "Yes." When complete, click on "Submit Wage Report."

7. Wages Paid - Choose Method of Data Entry

VERMONT Department of Labor State of Vermont

Back Logoff

Wage entry method Required
Format: List of Choices
Meaning: Select Manual entry, if you want to manually input wage information for this quarter using the most recent data VDOL has on file for your business. Select Upload my own file, if you want VITWS to upload this quarter's wage information from your computer. If you have questions or are in need of assistance, please contact the Employer Services Unit at 802-828-4344.
[Review FAQ's](#)

Vermont Internet Tax and Wage System

STICKY BRAND LLC
2023 Quarter 3

Choose Wage Method

Select a method of entering employee/wage data.

Manual entry

Upload my own file

Continue

[VITWS Upload Specifications](#)

If you are having trouble viewing your upload, please go to the internet tool bar, click on "Tools" and select "Compatibility View".

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If wages were paid during the quarter, choosing "Wages Were Paid" in Step#5 would generate the wage report to proceed to the page above. Choose how you would like to share the wage data by clicking on "**Manual entry**," or "**Upload my own file**." For more information about the file specifications, click on the link for VITWS Upload Specifications (<https://labor.vermont.gov/vermont-internet-tax-and-wage-system-frequently-asked-questions>). Click "Continue."

- For "**Manual entry**" proceed to Step #8.
- For "**Upload my own file**" proceed to Step #9a.

8. Manual Entry - Add the Current Quarter Wages

Check the wage data for each of the business's employees listed in the chart as seen in the screen below.

- To add additional employees, click on "Add New Employees." Apply 0.00 as prior wages for each new employee or their record will not be added.
- To correct the listed wages, click on "Update Wage Data."
- To remove an employee(s) from the report, check on the "Delete" box and then click on Update Wage Data.
- To update excess wages, click on the "Adjust Excess" box and provide an updated amount in the excess wages box. Do not use this option unless you are sure that the changes must be made.
- Check the number in the lower right corner of the report, this indicates the number of pages in the report.

Once all of the information is correct, click on "Finished."

Proceed to Step # 10.

VERMONT Department of Labor State of Vermont

Back Logoff

Vermont Internet Tax and Wage System STICKY BRAND LLC 2023 Quarter 3

Wage Detail

Sort by SSN	Sort by Employee Name	Gender	Prior Wages Gross Wages Paid in Qtr	Adjust Excess	Excess Wages	Hourly Rate Pay Type	Delete
123456789	JOHN PUBLIC	M	14400.00 7200.00	<input type="checkbox"/>	7200.00	15.00 S (H/S)	<input type="checkbox"/>
987654321	JAYNE DOE	F	14090.56 7045.28	<input type="checkbox"/>	7035.84	0.00 S (H/S)	<input type="checkbox"/>

DO NOT include employment that is considered exempt. See page 8 of the Employer Information Manual for details.

Total Wages	Excess Wages	Taxable Wages	# Employees
\$14,245.28	\$17,235.84	\$9.44	2

[Update Wage Data](#) [Add New Employees](#) [Finished](#)

9a. Upload My Own File Option

Employee Wage File Upload

Choose the file you wish to upload.

Note: Any employees currently on file for the quarter will be replaced by a successful upload.

A comma delimited (CSV format) file is required to upload a file of quarterly wages to the Vermont Internet Tax and Wage System. This is a file where columns are separated with commas and rows are separated with returns. One of the following two format options is required. **If your file does not look like one of the examples below, when viewed in a text editor such as Notepad, it will NOT upload.**

Option 1 Requirements
The following columns are required but may be in any order. The first row in the file must include the headers in the appropriate order. The column headers are not case sensitive.

Header

SSN	format 999999999 or 999-99-9999
Lastname	up to 30 alpha characters
Firstname	up to 15 alpha characters
MI	1 alpha character
QuarterlyWage	required format #####0.99
PriorWage	required format #####0.99
HourlySalaried	required content 'H' or 'S'
HourlyWage	required format #9.99
Gender	required content 'F' or 'M'

Option 1, Example 1:
SSN,Firstname,MI,Lastname,Gender,HourlySalaried,HourlyWage,PriorWage,QuarterlyWage
123456789,John,Q,Public,M,15.00,14400.00,7200.00
987654321,Jayne,B,Doe,F,5.14090,56.7049,33

Option 1, Example 2:
SSN,Lastname,Firstname,MI,QuarterlyWage,Gender,PriorWage,HourlySalaried,HourlyWage
123456789,Public,John,Q,7200.00,M,14400.00,S,15.00
987654321,Doe,Jayne,B,7045.28,F,14090.56,S

Option 2 Requirements
The following columns are required. The specified order is required. The first row in the file must include the headers. The column headers are not case sensitive.

Header

SSN	format 999999999 or 999-99-9999
QuarterlyWage	required format #####0.99
PriorWage	required format #####0.99
HourlySalaried	required content 'H' or 'S'
HourlyWage	required format #9.99
Gender	required content 'F' or 'M'
Name	up to 48 alpha characters
MI	format 'last,first,MI' or 'last,first'

Option 2 Example:
SSN,QuarterlyWage,PriorWage,HourlySalaried,HourlyWage,Gender,Name
123456789,7200.00,14400.00,S,15.00,M,Public,John
987654321,7045.28,14090.56,S,5.14090,56.7049,F,Doe,Jayne,B

To upload a file that contains wages, please ensure the file meets the format requirements of one of the two options **exactly** as listed above in the green section. Click on “Choose File” to select the file from your computer, then choose “Upload.”

9b. Confirm Uploaded Data is Correct

Wage Detail

Sort by SSN	Sort by Employee Name	Gender	Prior Wages Gross Wages Paid in Qtr	Adjust Excess	Excess Wages	Hourly Rate Pay Type	Delete
123456789	John PUBLIC	M	14400.00 7200.00	<input type="checkbox"/>	4060.00	15.00 (S) (M) (T)	<input type="checkbox"/>
987654321	Jayne Doe	F	14090.56 7045.28	<input type="checkbox"/>	5535.84	5.00 (S) (M) (T)	<input type="checkbox"/>

DO NOT include employment that is considered exempt. See page 8 of the Employer Information Manual for details.

Total Wages	Excess Wages	Taxable Wages	# Employees
\$14,240.38	\$11,535.84	\$2,709.44	2

[Save Wages](#) [Add New Employees](#)

Once the report has uploaded successfully, check the information to ensure it is correct. To save the uploaded data into VITWS, click on “Save Wages.”

10. Finish Report Upload

Vermont Department of Labor
State of Vermont

Vermont Internet Tax and Wage System

STICKY BRAND LLC
2023 Quarter 3

Sort by SSN	Sort by Employee Name	Gender	Prior Wages Gross Wages Paid in Qtr	Adjust Excess	Excess Wages	Hourly Rate Pay Type	Delete
123456789	Public, JOHN Q	M	14400.00 7200.00	<input type="checkbox"/>	6000.00	15.00 E (W/R)	<input type="checkbox"/>
987654321	DOE, JAYNE B	F	14090.56 7045.28	<input type="checkbox"/>	5535.84	0.00 E (W/R)	<input type="checkbox"/>

DO NOT include employment that is considered exempt. See page 8 of [the Employer Information Manual](#) for details.

Total Wages: \$14,245.28
Excess Wages: \$11,535.84
Taxable Wages: \$2,709.44
Employees: 2

[Update Wage Data](#) [Add New Employees](#) [Finished](#)

To complete the wage report upload, click “Finished.”

11. Review Wage Detail

Vermont Department of Labor
State of Vermont

Wage System

Review Wage Detail

Sort by SSN	Sort by Employee Name	Gender	Prior Wage	Quarter Wage	Excess Wages	Hourly Wage	Pay Type
123456789	PUBLIC, JOHN Q	M	\$14,400.00	\$7,200.00	\$6,000.00	\$15.00	S
987654321	DOE, JAYNE B	F	\$14,090.56	\$7,045.28	\$5,535.84	\$0.00	S

Total Wages: \$14,245.28
Excess Wages: \$11,535.84
Taxable Wages: \$2,709.44
Employees: 2

[Make Changes](#) [Continue](#)

Check to confirm the employee data on this page is correct. If any changes need to be made, click on “Make Changes.” Once correct, click on “Continue.”

12. Confirm Number of Employees

For each month, type in the total number of full and part-time employees who worked or received pay subject to UI taxes for the payroll period which includes the 12th of the month. Once this information is entered, click on “Save and Continue.”

13. Confirm Wage Summary

Read through the wage summary. Make a note of the Total Payment Due. To submit the report, type in the Name of the Preparer, the Title of the Preparer and the Preparer's Telephone Number. Certify the summary provided is correct and click on “Submit Wage Report.”

Please note: Certifying and submitting your report finalizes the report and completes the quarter. Once this is done, you will no longer be able to edit the report for this quarter. If you need to make changes to your report after it has been submitted, contact the Employer Services Unit at (802)828-4344.

14. Final Submission of Report

VERMONT Department of Labor State of Vermont

VERMONT Internet Tax and Wage System STICKY BRAND LLC 2023 Quarter 3

Employer Account Number: 2099372

Your wages have been recorded. In order to complete the filing process, click Continue.

Wage Summary

Employees by Month

1st Month:	2	2nd Month:	2	3rd Month:	2	3rd Month Female:	0
------------	---	------------	---	------------	---	-------------------	---

Total Gross Wages Paid in Quarter	\$14,245.28
Subtract Excess Wages	\$11,535.84
Taxable Wages Paid	\$2,709.44
Tax Due (0.4 %)	\$10.84
Add Interest Due	\$0.00
Add Penalty for Late Report	\$0.00
Subtract Prior Credit	\$0.00
Total Payment Due	\$10.84

Review Wage Detail

SSN	Employee Name	Gender	Prior Wage	Quarter Wage	Excess Wages	Hourly Wage	Pay Type
123456789	PUBLIC, JOHN Q	M	\$14,400.00	\$7,200.00	\$6,000.00	\$15.00	S
987654321	DOE, JANE B	F	\$14,090.56	\$7,045.28	\$5,335.84	\$0.00	S

Total Wages	Excess Wages	Taxable Wages	# Employees
\$14,245.28	\$11,535.84	\$2,709.44	2

Employer Information

Employer Account Number
Federal ID Number
Business Name
DBA
Contact Name
Mailing Address
Primary Telephone
Fax Number
Email
Change in Ownership

Note: Any changes may take several business days to be processed.

Continue

This screen is a summary of the wage report submitted.

To complete your submission, click on “Continue.”

15. Payment Options

VERMONT Department of Labor State of Vermont

VERMONT Internet Tax and Wage System STICKY BRAND LLC 2023 Quarter 3

Payment method option Required

Payment Option

Select Payment Option: Electronic payment Paper check

Continue

All employers must pay electronically. Please be aware it will take a minimum of 3 days to process payments to the Department of Labor.
This quarterly filing is not considered complete and will not be received by the Department of Labor until you have progressed through to the optional screen.
Note: To process an electronic payment, you need to know your Bank Account Number and Routing Number. We support you have your bank information available.

Select to pay by electronic payment or paper check.

If you choose electronic payment, go to Step #17.

If you choose paper check payment, go to Step #16.

16. Finish Application - Check Payment

The screenshot shows the 'Finish Application' screen on the Vermont Department of Labor website. The page title is 'Vermont Internet Tax and Wage System'. The main content area has a yellow border and contains the following text:

Finish Application
Thank you for filing your Unemployment Tax and Wage Report.
Employer Account Number: 2089472
Confirmation Number: 405936

You have completed your filing 12/11/2023 at 09:52:02 (Eastern Time).
Download and print a copy of [this report](#) for your records (Adobe Acrobat 5.5 or newer required).
Payment Instructions: Print a copy of your [Pay Voucher](#) and include it with your check. Write your full seven-digit account number on your check. If you are unable to print the voucher, send in only your check with your account number written on it. Mail payments to Vermont Department of Labor-P.O. Box 132, Brattleboro, VT 05302-0132.
A Demand for Payment Statement may be issued based on the submitted accounts. Please disregard if all amounts are mailed to the Department on or before the quarterly due date.

At the bottom of the yellow box is a 'Continue' button. Red circles highlight the confirmation number and the 'Continue' button.

Your quarterly wage report is not complete until you complete your payment by clicking on the Continue button. The Department of Labor must receive your payment.

Make a note of the confirmation number found on this screen. Print out a copy of your payment voucher using the link on this screen. Send that along with your check (include your seven-digit account number on the check). Mail all payments to Vermont Department of Labor, P.O. Box 132, Brattleboro, VT 05302-0132.

You must click on “Continue” to complete your quarterly report.

17. Finish Application - Electronic Payment

The screenshot shows the 'EFT Information' screen on the Vermont Department of Labor website. The page title is 'Vermont Internet Tax and Wage System'. The main content area has a yellow border and contains the following form fields:

EFT Information
Employer Account Number: 2089472
Amount: \$16.84
Choose an Effective Date: Friday, October 20, 2023
9 Digit Bank Routing Number: [Field]
Account Number: [Field]
Re-Enter Account Number: [Field]
Account Type: Checking
Name on Account: [Field]

Below the form fields is a 'Submit Payment' button. Red circles highlight the 'Submit Payment' button and the 'Name on Account' field.

DO NOT fill in this field unless you have an account!
Click Submit Once Only!
Payment processing can take a minute, please be patient.

Note: I hereby authorize the Vermont Department of Labor to initiate a single debit to the checking or savings account indicated at my financial institution for the amount shown above. I acknowledge that the origination of an electronic payment from my account must comply with provisions of the U.S. Law. By completing payment information and clicking "Submit Payment", I accept these statements and terms.

Provide the bank account information (must be a checking or savings account) associated with the electronic payment, including the type of account and the name on the account. Once this information is complete, click on “Submit Payment.” **Please note, processing may take a few minutes. Only click on the submit button once!**

A confirmation screen will then appear. Make a note of your confirmation number and print a copy of the report (provided via link) for your records. Click on the “Continue” button to complete your payment.

If there is an error message, refer to page 11 for troubleshooting support.

Troubleshooting

1. I received an error message when making an EFT payment. How do I fix it?

Return to Step #15 and select paper check. Either make a one-time ACH debit payment by choosing this option on the online Employer Services page or mail a paper check to the Vermont Department of Labor, P.O. Box 132, Brattleboro, VT 05302-0132.

2. It doesn't look like my payment is complete. What should I do?

It is necessary to keep clicking on the Continue button until there isn't a Continue button at the bottom of the screen.

3. How do I correctly delete an employee?

In order to delete an employee, all fields connected to that employee must be filled in. See Step # If an employee is listed who does not work for your organization, contact Employer Services by calling (802)828-4344 for assistance.

4. How do I remove an employee listed on my report that has never worked for us?

If an employee is listed who does not work for your organization, contact Employer Services at 802-828-4344 for assistance.