

**VT Department of Taxes  
Sales and Use Tax Return**

**For faster processing, file and pay Sales and Use Tax through myVTax.**

**Click here to go to [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov) to get started today.**

**INSTRUCTIONS FOR USING THIS FILL-IN FORM**

- **Fields shaded pink MUST have data entered before printing the form.**
- Fill in the business name, address, account numbers, and reporting period information on **this** page. Info will auto-populate onto Form SUT-451 (page 2 of this document).
- Dollar amounts should be entered directly on the form (page 2 of this document).
- Default print settings will print only page 2 (Form SUT-451).

Business Name. <b>If Sole Proprietorship, enter Owner's Name</b> (Last name first)
Mailing Address (Number and Street/Road or PO Box)
City
State
ZIP Code
Foreign Country
E-mail Address
Vermont Account ID SUT-
Federal ID Number
Reporting Period <b>YEAR</b> (fill in the year here, then select period below)

**NOTE:** Form SUT-451 is subject to change without notice.

Please check our website ([www.tax.vermont.gov](http://www.tax.vermont.gov)) quarterly to make sure you are filing on the current form.

**Reporting Period - check only ONE**

**MONTHLY filers**

- |                                   |                                 |                                    |
|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> January  | <input type="checkbox"/> May    | <input type="checkbox"/> September |
| <input type="checkbox"/> February | <input type="checkbox"/> June   | <input type="checkbox"/> October   |
| <input type="checkbox"/> March    | <input type="checkbox"/> July   | <input type="checkbox"/> November  |
| <input type="checkbox"/> April    | <input type="checkbox"/> August | <input type="checkbox"/> December  |

**QUARTERLY filers**

- |  |
|--|
| <input type="checkbox"/> 1st quarter (Jan. - Mar.) |
| <input type="checkbox"/> 2nd quarter (Apr. - June) |
| <input type="checkbox"/> 3rd quarter (July - Sep.) |
| <input type="checkbox"/> 4th quarter (Oct. - Dec.) |

**ANNUAL filers**

- |  |
|--|
| <input type="checkbox"/> (Jan. - Dec.) |
|--|



<b>VT Form SUT-451</b>	<b>SALES AND USE TAX RETURN</b>	<b>Tax returns must be filed even if no tax is due.</b>
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Business Name			Vermont Account ID		
Address			Federal ID Number		
City	State	ZIP Code	Reporting Period (MM DD YYYY - MM DD YYYY)		
Foreign Country (if not United States)			Due Date		
E-mail Address			<b>For Department Use Only</b>		

Use **BLUE** or **BLACK** ink only. Please do not make any marks in boxes or on lines that you intend to leave blank.

**PART I SALES AND USE TAXES**

1. Total Sales ..... **1.** \_\_\_\_\_

2. Nontaxable Sales ..... **2.** \_\_\_\_\_

3. Taxable Sales (Line 1 minus Line 2) ..... **3.** \_\_\_\_\_

**4a.** Total State **SALES TAX** Due (Line 3 x 6.00 %) ..... **4a.** \_\_\_\_\_

**4b.** Total State **USE TAX** Due. SEE INSTRUCTIONS ..... **4b.** \_\_\_\_\_

**4c.** Total **LOCAL OPTION TAX** Due (Add Lines 5-22 below, if applicable) ..... **4c.** \_\_\_\_\_  
 I certify that no Local Option Tax is due

**4d. TOTAL TAX DUE** (Add Lines 4a, 4b, and 4c). ..... **4d.** \_\_\_\_\_

**PART II 1.00% LOCAL OPTION TAXES** Check our website <http://tax.vermont.gov> for updates on new Local Option municipalities.

MUNICIPALITY	TAX DUE	MUNICIPALITY	TAX DUE
5. MANCHESTER	_____	14. WINHALL	_____
6. WILLISTON	_____	15. WILMINGTON	_____
7. STRATTON	_____	16. ST ALBANS TOWN	_____
8. BURLINGTON	_____	17. COLCHESTER	_____
9. DOVER	_____	18. BRANDON	_____
10. S BURLINGTON	_____	19. _____	_____
11. KILLINGTON	_____	20. _____	_____
12. MIDDLEBURY	_____	21. _____	_____
13. RUTLAND TOWN	_____	22. _____	_____

**PART III CERTIFICATION**

I hereby certify that I have examined this return and to the best of my knowledge and belief it is true, correct, and complete.

Signature of Officer or Authorized Agent	Date	Preparer's Signature	Date
Title	Telephone Number	Firm's name (or yours, if self-employed) and address	

<input type="checkbox"/> Check here if authorizing the VT Department of Taxes to discuss this return and attachments with your preparer.	Preparer's Telephone Number	Preparer's PTIN or EIN
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