

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

For faster processing, file and pay Sales and Use Tax online at myVTax.vermont.gov.

INSTRUCTIONS FOR USING THIS FILL-IN FORM

Form SUT-451 is on the next page of this document.

- Before printing the form, enter the requested information into the fields below.
- Fill in the business name, address, account numbers, and reporting period information on **this** page. The information you enter will auto-populate onto Form SUT-451.
- Enter dollar amounts directly onto Form SUT-451.
- Default print settings will print only Form SUT-451.

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

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

Please check our website (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.) |
|--|

Form SUT-451

Sales and Use Tax Return



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If Local Option Sales Tax is due, you are required to file electronically at myVTax.vermont.gov

Tax returns must be filed even if no tax is due.

Form with fields: Business Name, Vermont Account ID, Address, Federal ID Number, City, State, ZIP Code, Reporting Period, Foreign Country, Due Date, Email Address, For Department Use Only.

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

SALES AND USE TAXES

- 1. Total Sales
2. Nontaxable Sales
3. Taxable Sales (Line 1 minus Line 2)
4a. Total State SALES TAX Due (Line 3 x 6.00 %)
4b. Total State USE TAX Due. SEE INSTRUCTIONS
4c. TOTAL TAX DUE (Add Lines 4a and 4b)
Make check payable to Vermont Department of Taxes

Send completed return to: Vermont Department of Taxes, PO Box 547, Montpelier, VT 05601-0547, Phone: (802) 828-2551, option 3

CERTIFICATION section with signature lines for Officer/Agent and Preparer, and fields for Title, Telephone Number, Firm's Name, and Preparer's PTIN or EIN.