

STATE OF VERMONT DEPARTMENT OF TAXES
SUBSTITUTE FORMS SPECIFICATIONS
FOR
PERSONAL INCOME



2023
TAX YEAR

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SUBSTITUTE FORMS – GENERAL

List of Individual Income forms being scanned for the 2023 tax year:

IN-111 IN-112 IN-113 IN-114 IN-116 IN-117 IN-119
HS-122 RCC-146 HI-144 IN-151 IN-153

NOTE: Forms LRC-140 VT Landlord's Certificate and LRC-147 Statement of Rent for Mobile Home Park Lot Rent, Co-Ops, and Land Trusts are not reproducible and should not be included in your software.

Forms will be approved in subsets as indicated below. All forms in a subset must receive approval at the same time. *Example:* Form IN-111 will not receive approval until Schedules IN-112, IN-113, IN-117, IN-119, and IN-153 are approved. You are required to use the test samples found on the FTA SES website.

Subsets allowed:

1. IN-111, IN-112, IN-113, IN-117, IN-119, IN-153
2. IN116
3. IN-114
4. HS-122, HI-144
5. RCC-146
6. IN-151

2023 Vermont Income Tax Changes

For complete legislative highlights go to <http://tax.vermont.gov>

FORM IN-111 – Vermont Income Tax Return

- Header Information- Added a new section for Vermont Residency Status:

<input type="checkbox"/> (see instructions for more options)		<input type="checkbox"/> return	<input type="checkbox"/> Federal Return	<input type="checkbox"/> return	<input type="checkbox"/> return
Filing Status and Standard Deduction	<input type="checkbox"/> Single (\$7,000)	<input type="checkbox"/> Married/CU Filing Jointly (\$14,050)	<input type="checkbox"/> Married/CU Filing Separately (\$7,000)	<input type="checkbox"/> Head of Household (\$10,550)	<input type="checkbox"/> Qualifying Widow(er) (\$14,050)
Vermont Residency Status as of 12/31/2023 (check one)	<input type="checkbox"/> RESIDENT	<input type="checkbox"/> PART-YEAR RESIDENT	<input type="checkbox"/> NONRESIDENT		

- Healthcare Coverage Code Descriptions have changed:
 - Enter 1 if your filing status is MFJ and both you and your spouse maintained minimum essential health care coverage throughout the year or if your filing status is not MFJ and you maintained minimum essential healthcare coverage throughout the year.
 - Enter 2 if your filing status is MFJ and neither you nor your spouse maintained minimum essential health care coverage throughout the year or if your filing status is not MFJ and you did not maintain minimum essential healthcare coverage throughout the year.

- Enter 3 if your filing status is MFJ and you maintained minimum essential health care coverage throughout the year but your spouse did not.
- Enter 4 if your filing status is MFJ and your spouse maintained minimum essential health care coverage throughout the year but you did not.
- Line 4 Vermont Standard Deduction Updates:
 - Standard Deduction S & MFS increasing to \$7,000.
 - Standard Deduction HOH increasing to \$10,550.
 - Standard Deduction MFJ & QW increasing to \$14,050.
- Additional standard deduction amount is increasing to \$1,150.
- Personal exemption lines 5a, 5b, 5c and 5d will now be horizontally on the form:

5. Personal Exemptions:

5a. Enter "1" for yourself if no one can claim you as a dependent	+	5b. Enter "1" for your jointly filed spouse or CU partner if no one can claim them as a dependent	+	5c. Enter number of OTHER dependents claimed on federal Form 1040	=	5d. Total Exemptions (ADD Lines 5a through 5c)
5a. _____		5b. _____		5c. _____		5d. _____

- Vermont Personal Exemption amount is increasing to \$4,850 on line 5e.
- Updated order of contribution funds:
 - 23a: Nongame Wildlife Fund
 - 23b: Vermont Childrens Trust Foundation
 - 23c: Vermont Veterans Fund
 - 23d: Green Up Vermont
- Line 25c now references Schedule, IN-112 Part II, Line 8 (for full year residents) or Line 12 (for part year residents).
- Date field for preparers signature will now be formatted to (MM/DD/YYYY)

Instruction Changes:

- New Residency Checkbox Instructions added:
 - Resident: You qualify as a Vermont resident for the taxable year if:
 - You were domiciled in Vermont (i.e. Vermont was your primary permanent home) for the taxable year; OR
 - You maintained a permanent home in Vermont and you were present in Vermont for more than 183 days of the taxable year.
 - Part-Year resident: Meets the definition of resident for a portion of the tax year. This often applies to a person who moved into or out of Vermont within the taxable year.
 - Nonresident: Your domicile was elsewhere, and you did not spend more than 183 days in state during the taxable year.

2023 SCHEDULE IN-112

Part I - Subtractions

No Changes

Part II – Refundable Credits

All three refundable credits, Child and Dependent Care Credit, Child Tax Credit and the EITC will all be calculated for part year residents utilizing the same method.

- Previous lines 5 is now line 9
- Previous line 6 is now line 10

- Removed previous line 7
- Removed previous line 8
- Previous line 9 is now line 5
- Previous line 10 is now line 6
- Previous line 11 is now line 7
- New line 8 will read “Total Vermont Refundable Tax Credit (Add lines 2, 4, and 7) This is for full year residents only. Full-Year Residents: Enter this amount on Form IN-111, Line 25c. Part-Year Residents: Complete Lines 9 through 12.”
- Removed previous lines 12 (a&b)
- Removed previous line 13 (a&b)
- Removed previous line 14 (a&b)
- Removed previous line 15
- New line 12 will read “Total Vermont Refundable Credit Adjusted for Part-Year Residents. (Multiply Line 8 by Line 11.) Enter this amount on Form IN-111, Line 25c”

Instruction Changes:

- Child Tax Credits and Earned Income Tax Credits are available to all qualifying Vermont residents regardless of whether they, their spouse or their qualified dependents have a Social Security number or valid ITIN. Returns filed for individuals with no SSN or ITIN will need to be paper filed and the Federal 1040 must be filed following all IRS rules reporting all income sources as required by the Federal Government to determine your eligibility. The recomputed box needs to be marked on Vermont Form IN-111.

2023 SCHEDULE IN-113

No Changes

2024 Form IN-114

- Payment Due Dates updated to:
 - APR 15
 - JUN 17
 - SEP 16
 - JAN 15

2023 FORM IN-116

- Voucher size change

2023 SCHEDULE IN-117

No Changes

Instruction Changes:

- Line 21 will now read “Enter the *lesser* of Line 19 or 20. This is your credit for income tax paid to another state or Canadian province. If this is the only state or province, also enter on Form IN-111, Line 17. If there is more than one state or province, add Line 21 from all Schedule IN-117s and enter result on Form IN-111, Line 17.”

2023 SCHEDULE IN-119

No Changes

2023 FORM IN-151

No Changes

Form IN-152

2024 Interest rate is 8.0%.

Form IN-152A

2024 Interest rate is 8.0%.

2023 SCHEDULE IN-153

No Changes

2024 FORM HS-122 Homestead Declaration AND Property Tax Credit Claim

- Due Date changed to 4/15/2024.
- Language updated at the beginning of page 2 to say “DUE DATE: April 15,2024. Generally, claims cannot be accepted after Oct.15, 2024.”
- Household income limit updated to \$128,000.

Instruction Changes:

- Due Date language will now read “2024 Property Tax Credits filed after Oct. 15, 2024, generally cannot be accepted. Incomplete claims cannot be processed and are considered unfiled.”
- City of Essex Junction SPAN Town Code is now 208.

2023 SCHEDULE HI-144 Household Income

- Homeowners statement on the bottom of page 2 will now read, “Form HS-122, Homestead Declaration AND Property Tax Credit Claim, must be filed each year.

Instruction Changes:

- Page 1, last exclusion updated to read, “Any income that resulted from cancellation of debt. Refer to 32 V.S.A. § 6061(5)(c).”
- Line p was updated to read “Social Security and Medicare Tax Withheld and Railroad Retirement Tier 1 and Self-Employment Tax on Income Reported. Social Security, Medicare, or equivalent tier 1 payroll tax payments are deducted from household income, but only to the extent that the salary and wages are included in household income.” And updated on the bottom of line p to read “The amount of Social Security and Medicare taxes reported on this line includes the allowable deduction for one-half self-employment tax on federal Form 1040, Schedule 1, Line 15.”

2023 FORM RCC-146

- Removed footer information “Replaces Form PR-141”

2023 Form:

Form RCC-146

Page 1 of 1, Rev. 10/23

Instruction Changes:

- The 2023 table below determines if a claimant is eligible for credit by utilizing the maximum income (Line 14 of RCC-146) a taxpayer can have regardless of filing status, the number of dependents (Line 8 of RCC-146) and county (pulled from header information of RCC-146).

2023 Partial Credit Income Limits by County

County	Family Size							
	1	2	3	4	5	6	7	8
Addison	\$34,700	\$39,650	\$44,600	\$49,550	\$53,550	\$57,500	\$61,450	\$65,450
Bennington	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Caledonia	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Chittenden	\$39,800	\$45,450	\$51,150	\$56,800	\$61,350	\$65,900	\$70,450	\$75,000
Essex	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Franklin	\$32,930	\$37,630	\$42,350	\$47,020	\$50,800	\$54,580	\$58,320	\$62,100
Grand Isle	\$32,930	\$37,630	\$42,350	\$47,020	\$50,800	\$54,580	\$58,320	\$62,100
Lamoille	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Orange	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Orleans	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Rutland	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Washington	\$33,900	\$38,750	\$43,600	\$48,400	\$52,300	\$56,150	\$60,050	\$63,900
Windham	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Windsor	\$32,700	\$37,350	\$42,000	\$46,650	\$50,400	\$54,150	\$57,850	\$61,600

FORM 8879-VT

Beginning in tax year 2022, Form 8879-VT is optional for tax professionals when IRS Form 8879 is completed. EROs or transmitters must keep Form 8879-VT OR IRS Form 8879 in their file with their copy of the return and all supporting documentation for a minimum of three years.

SUBSTITUTE FORMS SPECIFICATIONS

Substitute forms must be reproduced to match the official forms. All variable data fields must be in absolute positions and can be verified utilizing the 10 X 6 grid format. All forms that do not meet the Department’s specifications will be rejected. The font size and style requirements are provided below to ensure accuracy. All pages of forms and/or schedules are required to be filed regardless of if the taxpayer is only utilizing a portion of the form.

Paper for substitute forms must be at least 20 lb. white stock and printed on 8 ½ X 11 paper. If the form/voucher is not a full page, it needs to be located at the top of the page. The form should be printed full scale with black ink. Please instruct software users of this information to ensure the Department can capture the information accurately.

VARIABLE DATA FIELDS

Data placement:

Specified as exact positions using a 10X6 grid - 10 spaces per horizontal inch and 6 lines per vertical inch. Beginning grid position and maximum length of field is given in these specifications.

Forms produced by industry should follow all Department guidance on specific field level restrictions. This includes the maximum character allowance, alpha and numeric rules, and allowance of special characters.

Font:

Courier New 12pt font for ALL data fields.

Alpha characters must be in UPPERCASE only.

Do not print any information including internal codes, date/time stamps, or distribution information, above the barcode or title of the form.

DOLLAR AMOUNTS

- All forms and schedules are whole dollar only.
- Do not use \$ signs.
- Do not use commas.
- All amount fields are right justified.
- If negative value, print minus sign "-".
- If no taxpayer entry, fields must be left blank except for hard coded zeros on form template.
 - Do not use non-numeric characters such as NONE, N/A, ZERO, etc. in the amount fields.

CHECKBOXES

- Must be formatted as blank or X only.

DATES

- Date format: MMDDYYYY

TELEPHONE NUMBERS

- Do not print parentheses or dashes.

TEST CASES AND SAMPLE DATA

Test cases will be posted to FTA SES website. The test cases are designed to look for specific issues that we have experienced with each form as well as test yearly legislative changes. Please ensure that all information provided in the test cases is utilized. If the sample(s)

submitted do not use the test case information provided by the Department, or we do not receive a complete packet, the submission will be rejected.

DUE DATE

First submittals for substitute forms approval must be received by the Department no later than Friday, January 5, 2024. First submittals received after January 5, 2024, will not be approved.

SUBMITTING FORMS FOR APPROVAL

When submitting forms for approval, please submit the following:

Blank forms – An example of each substitute form reproduced by the industry containing no variable data with a barcode where applicable.

Samples - Forms recreated utilizing the test cases for all forms industry reproduces in their software. The test cases and sample data can be found on the FTA SES website. The submitted forms will not be tested if the Department's test cases are not used. If industry does not support all forms, the forms excluded need to be identified in submission.

Full-field forms – Form produced by industry demonstrating the maximum field allowance rules on all forms. The data should be specific to each field, following all specifications listed. For example, a dollar amount field should be only numerical.

Please include all test cases, blank and full field forms for review in one email. This will allow the department to promptly review and provide feedback.

For fastest processing please email completed test packet to:

MeF Coordination & Substitute Forms Team

Tax.Vendorsupport@vermont.gov

When emailing, please provide your 4-digit NACTP code and product name in the subject line of the email.

Test packages can also be mailed to:

MeF Coordination & Substitute Forms Team

Vermont Department of Taxes

133 State Street

Montpelier, VT 05633-1401

MAILING COMPLETED RETURNS

The Department has two addresses for mailing completed Personal Income tax returns.

Returns with payment enclosed:

Vermont Department of Taxes

PO Box 1779

Montpelier, VT 05601-1779

Returns expecting a refund or no tax due:

Vermont Department of Taxes

PO Box 1881

Montpelier, VT 05601-1881

SCAN SPECIFICATIONS

SHADING

- Should not be used on any part of the forms.

BARCODE

- This is specific to the form.
- The last two digits of the barcode represent your VT vendor number.
- Follow grid layout for positioning.

VENDOR CODES

Vermont requires your Vendor Identification Code in two locations

- The state provides a 2-digit vendor identification code that replaces the last two digits of the barcode. The barcode provided on the forms has “00” as a place holder for this information. If you are a new vendor and need this code, please contact the Vermont Department of Taxes at tax.vendorsupport@vermont.gov
- The 4-digit identification number assigned by the National Association of Computerized Tax Processors (NACTP) should be placed on the bottom left-hand corner on each page of the form according to the 10X6 grid. If you need an NACTP ID number, please complete the form at: [NACTP Vendor ID Request](#).

Important Instructions for All Income Forms and Schedules

Printing – Reproducing more than one form or schedule on the same page will cause the submission to be rejected. If printing in duplex, both pages of a substitute form must match the official form. For example: IN-111 can be printed on both sides of the paper as the official form is a multi-page.

Missing pages - When submitting a multi-page form, taxpayers must be advised to send in all pages. For example: IN-112 is a 2-page schedule, both pages must be submitted for acceptance.