

## Vermont Department of Taxes: Email template

Each application and renewal application requires a **current** confirmation of good standing with the Vermont Department of Taxes. Confirmation is current if dated within three months of submission.

To request confirmation from the Department, copy/paste the template below into an email, complete each field, and email to: **Tax.ComplianceSupport@vermont.gov**.

If you require confirmation for more than one individual, each may be listed in one email to the Department.

When you receive a response from the Department, go to the 'Documents' section of the application and upload the document under "Taxation, and Banking Requirements – Income Tax Declaration Plan."

Dear Tax Administrator,

I am seeking electronic confirmation of good standing with the Vermont Department of Taxes for the following people/business:

Personal

Name of individual:

SSN of individual:

Address of individual:

Is this for an initial CCB application or a renewal:

*[If requesting confirmation for multiple individuals, repeat the fields above for each.]*

Business

Name of business:

FEIN of business:

Address of business:

Is this for an initial CCB application or a renewal:

Is this business a retail:

I understand that this request may take 7-14 business days, and I appreciate your help.

Thank you,

*Signature Here*