

## Important Information about Changes to Submitting Requests for Commissioners Certificates

Effective Dec. 7, 2016, the Commissioners Certificate process will be changing. No certificate requests will be accepted by fax, mail, or delivery. The fax number you are currently using will no longer be active.

### How to send a request for a Commissioners Certificate beginning December 7

Certificate requests on or after December 7 must be sent through our online portal at [www.myvtax.vermont.gov](http://www.myvtax.vermont.gov). We will respond to requests through that portal only.

We will send more information later in November about how to set up an account with the Department through myVTax and request certificates. You also may watch for more information on our website at [www.tax.vermont.gov](http://www.tax.vermont.gov).

If you have questions about the new process, please contact the Department's Real Estate Transaction Taxes section at [tax.rett@vermont.gov](mailto:tax.rett@vermont.gov).