

myVTax Guide for Listers and Town Clerks: How to Search for Processed Property Transfer Tax Returns

Listers and town clerks can search for processed Property Transfer Tax Returns for any Vermont town by using their accounts in myVTax.

Listers

Click the **PTTR Search** tab. **1**

Under **PTT Parameters**, **2** click the dropdown arrow to choose a **Town Name**. **3**

The system will automatically display the associated SPAN for that town. You may enter **From** and **To** dates to limit your results.

Click **Generate** **4** to retrieve the results.

Results that meet the criteria of your search will display. You can **Filter** to narrow the results and click column headers to sort. You may also **Export** your results.

Verification Code	SPAN	Transferee Name	Transferor Name	City	Street	Grand List Category	Closing Date	Record Date
ck6t9n	54317110788	SMITH	JONES	Rutland Town	STATE STREET	01	Jul-31-2018	Aug-02-2018

Town Clerks

As a town clerk, you have your own home screen on which you can also search, sort, and export PTTRs.

Follow the same instructions as above.

Need help or have questions? Call (802) 828-6851
or email tax.RETT@vermont.gov.