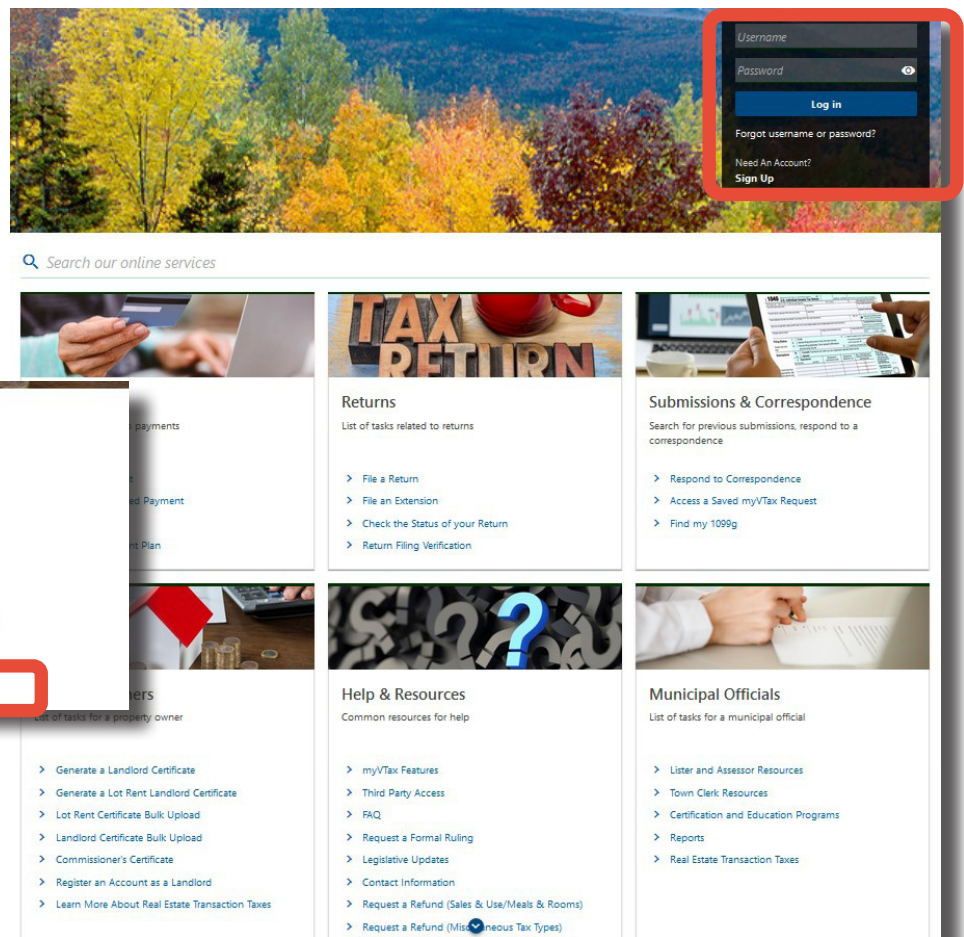


myVTax Guide: How to Submit Landlord Certificates as Bulk Upload

Any landlord renting one or more residential units must submit Form LRC-140, the Landlord Certificate, to the Vermont Department of Taxes by January 31. Landlords with five or more individuals occupying any property are required to file electronically using myVTax. Beginning in 2022, landlords no longer need to provide each tenant with a copy. Learn more about [landlord certificates \(https://tax.vermont.gov/property/landlord-certificates\)](https://tax.vermont.gov/property/landlord-certificates).

1 Get Started

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov). Log in to your landlord account and select Landlord Certificate Bulk Upload on the myVTax home page in the Property Owners section. If you do not have a myVTax account, choose Landlord Certificate Bulk Upload and skip Step 2.



2

myVTax Account Holders: Select the Return

Select Landlord Certificate Bulk Upload under the Payment and Returns section.

The screenshot shows a user interface with three main sections: Submissions, Messages, and Payments & Returns. The Submissions section has a search bar and a 'Search Submissions' link. The Messages section has a 'View messages I've received from the agency' link and 'Send a Message' and 'View Messages' links. The Payments & Returns section has a title, a description, and a list of links: 'Landlord Certificate Bulk Upload', 'Lot Rent Certificate Bulk Upload', 'Generate a Landlord Certificate', and 'Generate a Lot Rent Landlord Certificate'. The 'Landlord Certificate Bulk Upload' link is highlighted with a red box.

3

Download the LRC-140 Bulk Upload spreadsheet

Import the LRC-140 Bulk Upload spreadsheet template and save it to your computer.

Note: You may use your spreadsheet. The system will accept spreadsheets in standard programs, like Excel, Pages, Google Docs, etc. Please be sure to use headers on the spreadsheet, if you do not, leave the first row blank.

The screenshot shows a progress bar with two steps: 'Landlord Certificate Bulk Upload' (active) and 'Review and Submit'. Below the progress bar is a section titled 'LRC-140 Bulk Upload Template' with instructions to use the 'Import' button. A red error message 'At least one record is needed.' is displayed above the 'Import' button, which is highlighted with a red box.

Match the Fields

Input the data into the spreadsheet using the column titles as a guide. If you are using your spreadsheet, be sure the spreadsheet has the same order of the fields as the LRC-140 Bulk Upload spreadsheet in myVTax. Each item must have a separate column.

If a field is unnecessary for your tenants, please leave the field blank on your spreadsheet for Form LRC-140 to generate correctly. The column must be included in the spreadsheet.

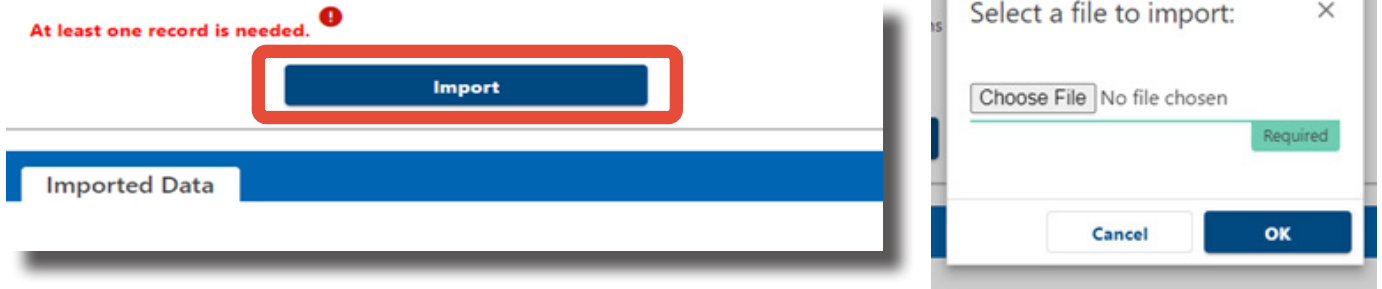
Do not include Net Rent Paid

A Net Rent Paid amount is only required if the rent was subsidized. If you did not receive subsidies—including any CARES Act assistance—on behalf of a renter, please leave this field blank. Once you have completed the spreadsheet, please save it to your computer.

Column	Title	Special Instructions
A	Landlord Name	
B	Landlord Mailing Address	
C	Landlord City	
D	Landlord State	Use state abbreviation
E	Landlord Zip Code	
F	Landlord Phone Number	
G	Location Of Rental Unit	
H	Unit	
I	Unit City	
J	SPAN Number	
K	Landlord Buildings Units	
L	Apartment	Mark with an X for Yes or leave blank for No
M	Condominium	Mark with an X for Yes or leave blank for No
N	Room in my Primary Residence	Mark with an X for Yes or leave blank for No
O	House/Mobile Home	Mark with an X for Yes or leave blank for No
P	Nursing Home	Mark with an X for Yes or leave blank for No
Q	Assisted Living/Community Care	Mark with an X for Yes or leave blank for No
R	Last Name	
S	First Name	
T	Calendar Year	
U	Number of Months Rented	
V	Rent Subsidized	Mark with an X for Yes or leave blank for No
W	100 Percent Subsidized	Mark with an X for Yes or leave blank for No
X	Net Rent Paid	
Y	Signature	Type the name of the person who is authorized to sign the LRC-140
Z	Date Filed	Date format should MM/DD/YYYY

5 Upload the Completed File

From the Landlord Certificate Bulk Upload page, select the Import button. Next, select Choose File and select the file to be uploaded.



6 Correct Any Errors

Once the spreadsheet is uploaded, myVTax will display a screen with the Imported Data tab selected. This screen will show any record with an issue needing a correction.

If there is an error, return to your saved spreadsheet and correct the problem field. Then, upload the updated file by selecting the Import button. This will replace the data you previously imported. Once all errors are corrected, you may select the Next button. You are then able to click Submit.

If you log in, the system will ask you for your password. Type in your password and click OK. You will receive a confirmation number on the next page. Keep this number for your records.

7 Submit Your Landlord Certificate

Select OK to submit the Landlord Certificate to the Vermont Department of Taxes. **Do not provide a copy to tenants.**

