

# myVTax Guide

## How to File Form LV-314, Notice of Withdrawal from the Use Value Appraisal Program

MARCH 2022

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This guide will help you file an online request to discontinue land enrolled in Use Value Appraisal (Current Use) Program. You must use Form LV-314, Notice of Withdrawal from the Use Value Appraisal Program. Submitting a form online to the Current Use Program at the Vermont Department of Taxes is easy and quick when you use myVTax at [myVTax.vermont.gov](https://myVTax.vermont.gov).

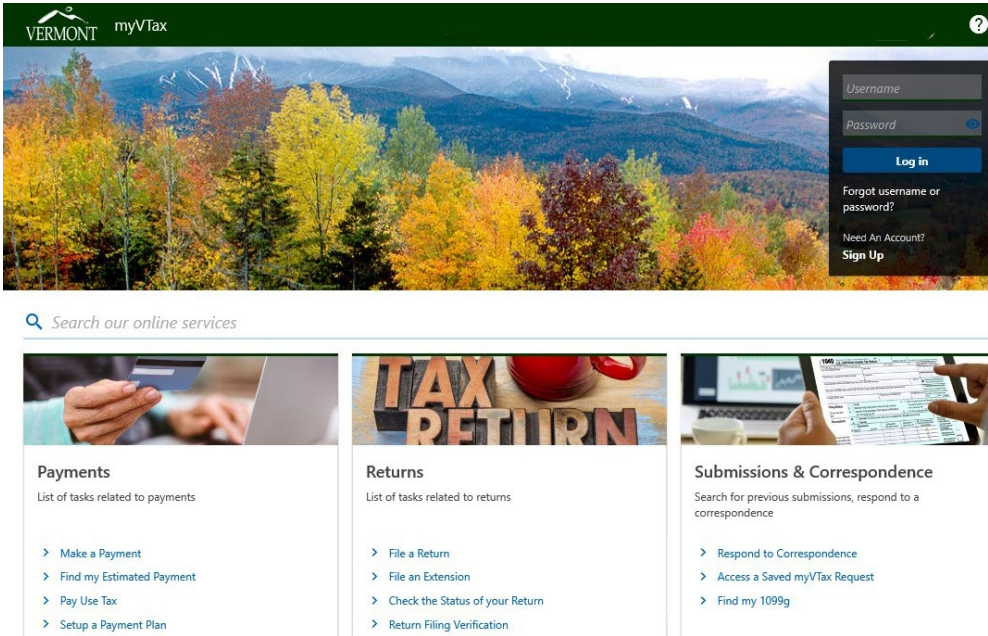
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# Step 1: Getting Started

Go to [www.myVTax.vermont.gov](http://www.myVTax.vermont.gov). Click **File a Return** in the **Returns** panel.

**TIP**  
Enable pop-ups when working in myVTax. Pop-up blockers may prevent certain windows from appearing.



# Step 2: Select Account Type

- A. Under **Select which account type you wish to file for**, click the green arrow for the pulldown menu.
- B. Select **Land Use Change**.

## Step 3: Select ID Type

- A. Select the green arrow for the pulldown menu to select ID Type.
- B. Select the appropriate ID type:
  - a. **Federal Employer ID** for a business.
  - b. **SMLLC/Trust Social Security #** for a single member LLC or trust
  - c. **Social Security #** for an individual

The screenshot shows the 'Taxpayer Information' form. The 'ID Type' dropdown menu is open, showing options: Federal Employer ID, Pseudo Federal Employer ID, Pseudo Social Security #, SMLLC/Trust Social Security #, and Social Security #. A red box highlights the dropdown menu, and a green circle 'A' points to the dropdown arrow. Another green circle 'B' points to the 'Social Security #' option. The form also includes fields for ID #, Unit Type, Unit Number, State (VERMONT), and Zip Code. A 'Verify Address' button is at the bottom.

## Step 4: Enter Taxpayer Information

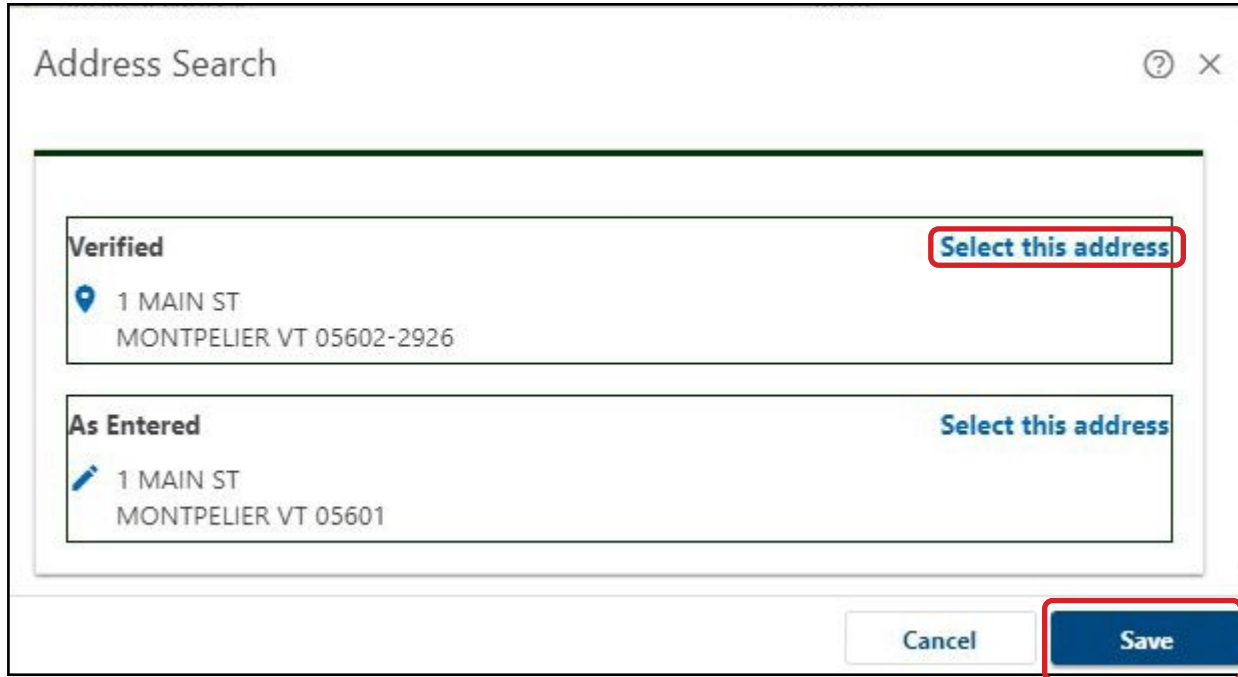
Complete information for **Taxpayer Name** and **Taxpayer Address**, then click **Verify Address**.

The screenshot shows the 'Taxpayer Information' form with the following fields filled out: ID Type (Social Security #), ID # (\*\*\*-\*\*-6890), M.I. ( ), First Name (JOHN), Last Name (DOE), Street 1 (1 MAIN ST), Street 2 ( ), City (MONTPELIER), State (VERMONT), Zip Code (05601-0000), and Country (USA). A red box highlights the 'Taxpayer Name' and 'Taxpayer Address' sections. A red box also highlights the 'Verify Address' button.

## Step 5: Address Search

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Click **Select this address** for the correct verified address. Click **Save**.



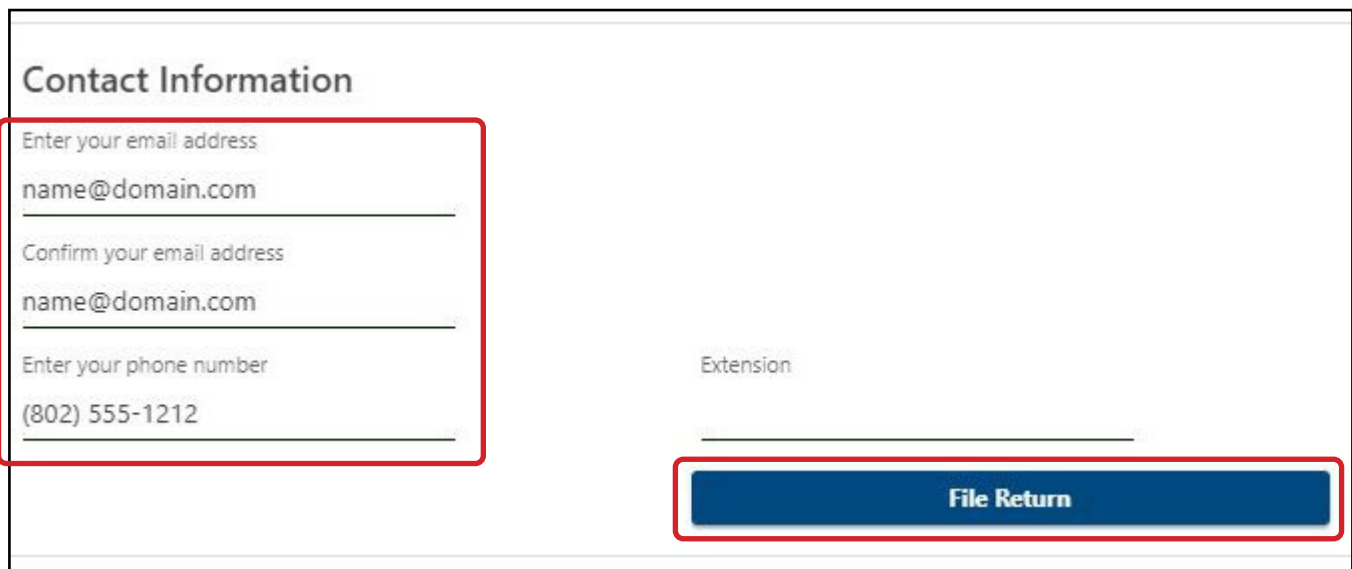
The image shows a dialog box titled "Address Search" with a question mark icon and a close button in the top right corner. Inside the dialog, there are two sections: "Verified" and "As Entered". The "Verified" section shows a location pin icon, the address "1 MAIN ST", and the zip code "MONTPELIER VT 05602-2926". A blue button labeled "Select this address" is positioned to the right of this section. The "As Entered" section shows a pencil icon, the address "1 MAIN ST", and the zip code "MONTPELIER VT 05601". A blue button labeled "Select this address" is positioned to the right of this section. At the bottom right of the dialog, there are two buttons: a white "Cancel" button and a blue "Save" button. Red boxes highlight the "Select this address" button in the "Verified" section and the "Save" button.

## Step 6: Contact Information

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Enter/confirm your email address and telephone number.

Click **File Return**.



The image shows a form titled "Contact Information". On the left side, there are three input fields, each with a red box around it. The first field is labeled "Enter your email address" and contains "name@domain.com". The second field is labeled "Confirm your email address" and also contains "name@domain.com". The third field is labeled "Enter your phone number" and contains "(802) 555-1212". To the right of these fields, there is a label "Extension" above an empty input field. At the bottom right of the form, there is a large blue button labeled "File Return" with a red box around it.

# Step 7: Enter Property Information

Enter the following information:


- A. Date of withdrawal
- B. Whether property is exempt from land use change tax. (Usually **No**)

**LAND USE CHANGE TAX RETURN  
(LV-314)**

[Click here for full form instructions](#)

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**FILING INFORMATION**

WITHDRAWAL DATE \*  
*Required* 

Is the land exempt from Land Use Change Tax? \*  
 No  Yes

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**LANDOWNER INFORMATION**

Landowner Name  
JOHN DOE

Street Address  
1 MAIN ST

Unit \_\_\_\_\_ Unit Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_  
MONTPELIER VERMONT

Country \_\_\_\_\_ Zip Code \_\_\_\_\_  
USA 05602-2926

**A**

**B**

Step 7 continues on the next page.

**Step 7 (continued)**

- C. Municipality where the acreage being discontinued or developed is located
- D. Last five digits of the property's SPAN (from your property tax bill)
- E. Farm building withdrawal only? If **Yes**, enter the number of buildings you are withdrawing.
- F. Buildings and/or acreage being discontinued or developed with a detailed description
- G. Most recent Current Use Program application recording information (date recorded, book, and page).  
You can get this information from the town.
- H. Click **Next**.

**PROPERTY BEING WITHDRAWN OR DEVELOPED**

I/We request the withdrawal of the following property from enrollment in the Current Use Program and are petitioning for a determination of the fair market value of the land described below.

If you are requesting a partial withdrawal, please submit three copies of a map that meets Current Use Standards to: Current Use Program, Department of Taxes, PO Box 1499, Montpelier, VT 05601-1499.

Municipality: \*  SPAN:  **D**

Is this a farm building withdrawal only? \*  No  Yes **E**

Number of farm buildings withdrawn:

Describe buildings:

Number of acres withdrawn and developed:  **F**

Describe developed acreage:

Number of acres withdrawn and not developed:

Describe undeveloped acreage:

Total acres withdrawn \*  Enter the number of acres withdrawn above unless it is a farm building withdrawal only.

**PREVIOUS RECORDING INFORMATION**

(Not required if only buildings being withdrawn.)

According to town land records, the most recent Current Use application was recorded on: \*

Book: \*

Page: \*

You will need to contact your town or city clerk for the recording information of the most recent Current Use Application (not the deed).

**H**

## Step 8: Attachments

Choose whether you would like to add attachments and click **Next**.

Land Use Change Return

Land Use Change Return

Return Attachment

**ATTACHMENTS**

You can upload attachments if you have additional correspondence that you wish to transmit to the Department that are not part of the standard return. Our preferred file type is PDF.

Would you like to add attachments? No

No  
Yes

Cancel Save Draft Previous **Next**

## Step 9: Certify Your Submission

This is the final step.

- In the field labeled **Signature of Taxpayer or Authorized Agent**, enter your or your agent's name.
- Enter your **Daytime Telephone Number**.
- Click **Submit** to finish. You have completed filing Form LV-314.

Land Use Change Return

Land Use Change Return

Return Attachment Certification

**CERTIFICATION AND SUMMARY**

I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

I certify the statement above \*

Signature of Taxpayer or Authorized Agent \*

Required

Date

Nov-03-2020

Daytime Telephone Number

Check here if this return is being completed by a preparer

Cancel Save Draft Previous **Submit**