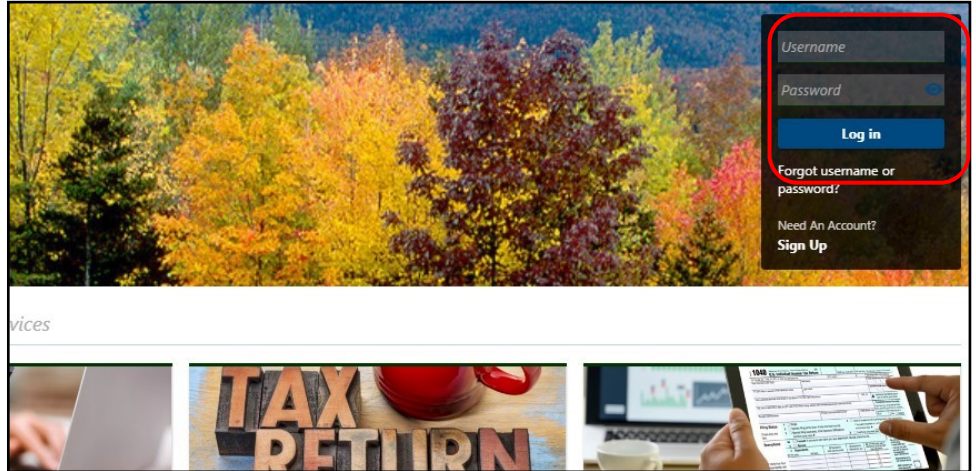


myVTax Guide for Town Clerks: How to Record Returns

This guide provides step-by-step instructions for town clerks to record or otherwise respond to Property Transfer Tax Return filings.

Step 1

Go to **myVTax.vermont.gov** to access the Department’s portal for online services. To begin, log in using your existing account with your **Username** and **Password**. If you do not remember your Username or Password, click on the link below the login button and follow the prompts.



Step 2

Your **Home screen** will appear, showing the items in the system associated with your account. If you have any Property Transfer Tax Returns waiting to be

recorded, they will appear under **Pending PTTRs**. Click on the associated confirmation number to edit and record the return.

Welcome, Test
 You last logged in on Tuesday, Nov 3, 2020 8:06:53 AM
 Manage My Profile

Pending PTTR's ¹ PTTR's Processed PTTR Search LUC Lien Releases Lien Filing Requests Lien Release Requests I Want To

Pending PTTR's									
Confirmation Number	SPAN	Transferee Name	Transferor Name	City	Street	Grand List Category	Closing Date	Record Dat	
1,860,501,504	40512612345	MOUSE	SELLER	Montpelier	5 MAIN ST		Nov-01-2020		

Step 3

Click **Continue Editing**. You will be able to scroll through and review the return.

Step 4

Click **Next** through the return until you get to the **Town Information/Grand List Information**. **1** Enter the following information:

- Book Number
- Page Number
- Parcel ID Number
- Total Real Value
- Date of Record
- Grand List Year
- Grand List Category

You will also need to **verify 2** that all information was entered accurately.

Note: if the SPAN number is incorrect, you may correct this by checking the box, **Check here to edit SPAN**.

Subdivisions: use the SPAN for the new parcel and the new listed value, if available.

Comments, additional information, etc. section: enter any information you may know about the sale to help validate or invalidate the sale.

When you have completed all fields, click **Submit**.

Step 5

The confirmation screen shows a **verification code** which you may write down for future reference, or simply **Print** the return.

Once you click on **Submit**, the print queue opens. Continue to follow the prompts to print.

The screenshot shows a confirmation screen with the following text:

Confirmation

You have submitted this return to the VT Department of Taxes.

e-mail address and verification code linked to this return:
Email Address: **test@vermont.gov**
Verification Code: **ntvgzk**

Questions or concerns? Contact us:

Vermont Department of Taxes Call: (802) 828-5860
133 State Street Or Email: myVTax Support
Montpelier, VT 05602-3667

Click 'OK' to proceed.

At the bottom of the screen, there are two blue buttons: "Print" and "OK". The "Print" button is highlighted with a red rectangular border.

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