

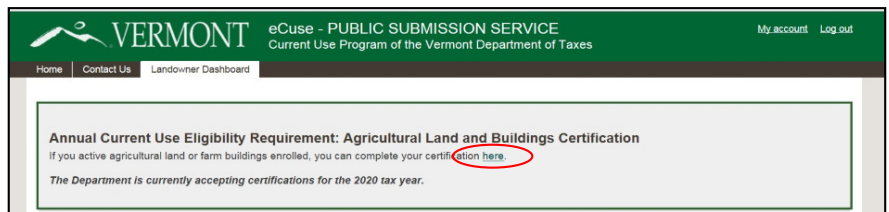
Quick Start eCuse Guide: Submit an Agricultural Certification

Before you begin, have the following information ready:

1. School Property Account Number (SPAN) for each parcel
2. Owner Identification for each parcel
3. A unique email address for each owner
4. An eCuse account for at least one of the owners

1 Go to secure.vermont.gov/TAX/ecuse/home. Sign into your account with your username and password.

2 From the Landowner Dashboard page, click [HERE](#) to go to the Agricultural Certification page.



3 Find your Owner ID on your Agricultural Certification. To search for your parcel, enter your Owner ID and SPAN. Select search

Town TNAME	Reference Number REFNUM	OID POID	PID PID
VT Form CU-313	USE VALUE APPRAISAL PROGRAM AGRICULTURAL LAND AND BUILDINGS CERTIFICATION		2020 Vermont
Owner's Name: ONAME			
According to our records, you have the following land and/or buildings enrolled in the Current Use Program.			
A. Description of enrolled property			
1. SPAN	PSPAN		TNAME
2. Town	TNAME		TITLESIZE
3. Acres Enrolled (includes forest, agricultural, and conservation land)	ACTAG		TOT BLDGS ENR
4. Active Agricultural Acres Enrolled	TOT BLDGS ENR		
5. Number of Farm Buildings Enrolled			

4 Your certification will be added to the table at the bottom of the page with a Status of "Ag Cert/Pre-submit." Click **SELECT** to open the certification for your parcel.

SPAN *
 - -
 Please enter the SPAN.

SPAN ^	Town	Acres Enrolled	Active Agricultural Acres Enrolled	Farm Buildings Enrolled	Status
003-001	Addison	25.3	25.3	0	Ag Cert/Pre-submit

7 Record(s) Found

5 Review the eligibility information and other information on the Overview page. Click **NEXT** at the bottom of the page.

6 On the Owners page, click the Edit Owner button on the right side of the screen and enter the primary owner's name, email, phone number, and country. If the parcel has more than one owner, click **ADD NEW OWNER** and enter the owner's information. Click **ADD** at the bottom of the screen for each additional owner. Click **NEXT** at the bottom of the screen.

7 Review the land and building information. Make any corrections in the Comments section. If you transferred any of the land, enter the name of the person or entity that received the land and the date. Click **Next**.

A. If you marked that all the land transferred, click **Submit to the Department of Taxes**.

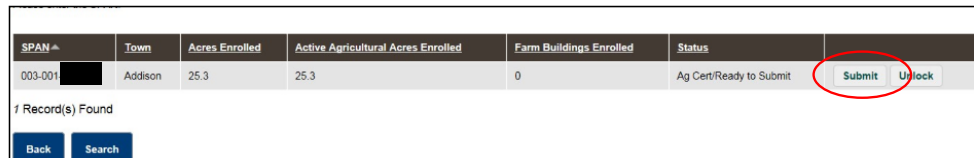
B. If none or only a portion of the land transferred, click **Start Signature Process**. Click **Continue** at the bottom of the screen. An email will be sent to each landowner directing each person or entity how to sign the certification electronically.

8 Log out of eCuse in order to complete the signature process.

9 Each owner will receive an email about signing the certification form. The email contains a hyperlink to a web page where the owner may review the information on the certification.

10 The owner must sign the certification by clicking the I certify button on the last page. Once all owners have signed, eCuse will send an email notifying the person who started the form that all owners have signed.

11 The person who started the Agricultural Certification process should log back in to eCuse and select the Agricultural Land and Buildings Certification section. Click **Submit** to open up the certification.

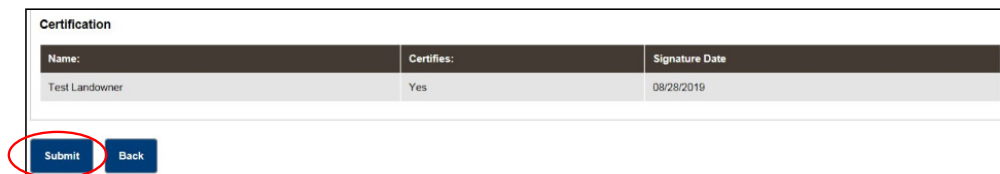


SPAN ^	Town	Acres Enrolled	Active Agricultural Acres Enrolled	Farm Buildings Enrolled	Status	
003-001	Addison	25.3	25.3	0	Ag Cert/Ready to Submit	Submit Unlock

1 Record(s) Found

Back **Search**

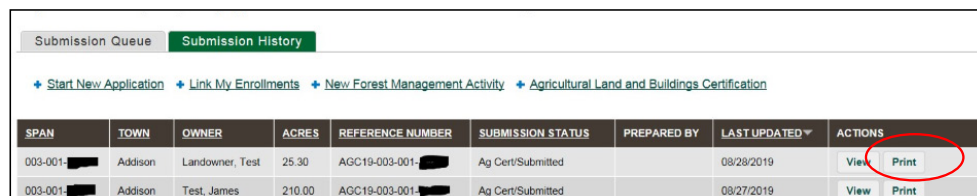
12 At the bottom of the page, click **Submit** to send the completed and signed document to the Vermont Department of Taxes.



Name:	Certifies:	Signature Date
Test Landowner	Yes	08/28/2019

Submit **Back**

13 You will be given the option to return to the Home page, or you may click Print to print a copy of the certification. The certification is saved under **Submission History** for future reference and printing.



Submission Queue **Submission History**

[Start New Application](#) [Link My Enrollments](#) [New Forest Management Activity](#) [Agricultural Land and Buildings Certification](#)

SPAN	TOWN	OWNER	ACRES	REFERENCE NUMBER	SUBMISSION STATUS	PREPARED BY	LAST UPDATED	ACTIONS
003-001	Addison	Landowner, Test	25.30	AGC19-003-001	Ag Cert/Submitted		08/28/2019	View Print
003-001	Addison	Test, James	210.00	AGC19-003-001	Ag Cert/Submitted		08/27/2019	View Print