

## Town Clerks: When to Mail Paper Versions of the Property Transfer Tax Return to the State

Property Transfer Tax Returns (PTTRs) are filed both electronically through myVTax or filed on paper Form PTT-172. State law requires preparers to submit a paper copy of the return with the deed to the town clerk to maintain land records. As a town clerk, you will see variations of Form PTT-172 submitted to you. This fact sheet provides information on the three variations you will see and instructions on how to provide the Division of Property Valuation and Review (PVR) with the recording information.

### Version 1: "E-Filed"

If the PTTR shows **E-Filed** in the top right corner, this is a return that has been submitted in myVTax. You must enter your recording information in myVTax. Do **NOT** send a paper copy of the return to the Vermont Department of Taxes.

The image shows the top portion of Form PTT-172. At the top left, it reads "Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401 Phone: (802) 828-5860". Below this is a box containing "VT Form PTT-172" and "VERMONT PROPERTY TRANSFER TAX RETURN". To the right of this box is a larger box labeled "For Town Use Only". In the top right corner of the form, the text "E-Filed" is circled in red.

### Version 2: No notation at the top and bar code at the bottom

If the PTTR does not have any notation in the upper right hand corner and has a bar code at the bottom of the page, this is a paper return that was never started in myVTax. Enter the recording information on the paper copy. Send a copy of the form to the Vermont Department of Taxes. Paper returns should be submitted to the Department *monthly* in the pre-paid manila envelopes that were provided to the town clerks.

The image shows a full page of Form PTT-172. At the top left, it reads "Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401 Phone: (802) 828-5860". Below this is a box containing "VT Form PTT-172" and "VERMONT PROPERTY TRANSFER TAX RETURN". To the right of this box is a larger box labeled "For Town Use Only". Below the "For Town Use Only" box is a section labeled "A. TRANSFEROR'S (Seller's) INFORMATION" with fields for "Entity TRANSFEROR Name" and "Federal ID Number". At the bottom of the page, there is a barcode circled in red, with the text "(continued on next page)" above it. The number "5454" is printed to the left of the barcode. In the bottom right corner, it reads "Form PTT-172 Page 1 of 4 Rev. 10/16".

Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

### Version 3: “Draft do not record”

If the PTTR shows **Draft do not record** in the top right corner, this is a return that was started in myVTax but was not submitted in myVTax. This version cannot be recorded as it is not a valid return. The preparer must complete the return online and provide a final version marked **E-Filed**.

The image shows a screenshot of a Vermont Property Transfer Tax Return form. The text on the form includes: Vermont Department of Taxes, 133 State Street, Montpelier, VT 05633-1401, Phone: (802) 828-5860. The form is labeled 'VT Form PTT-172' and 'VERMONT PROPERTY TRANSFER TAX RETURN'. A red circle highlights the text 'Draft do not record' in the top right corner. Below this, there is a section labeled 'For Town Use Only' and a field for 'Web request key / Confirmation code'.

For assistance in accessing your myVTax account, please contact our staff at 802-828-5860 or [tax.rett@vermont.gov](mailto:tax.rett@vermont.gov).

For more information on property transfer taxes, visit [www.tax.vermont.gov](http://www.tax.vermont.gov) and search “property transfer tax.”

