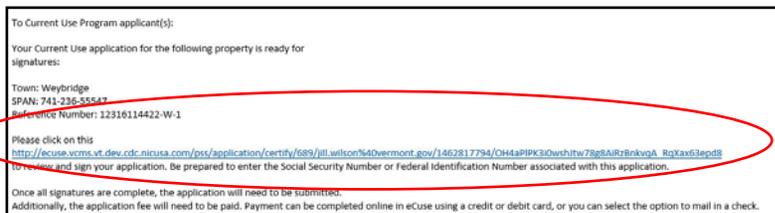


1 There are three steps to submitting an application:
1) Verify 2) Certify 3) Submit and Pay

2 When all sections are complete, verify your application by checking each section once again to make sure all information is correct. Correct any errors.



3 When you have verified all sections, click **Start Certification Process** eCuse will send you an email to your address on record. Click the link.

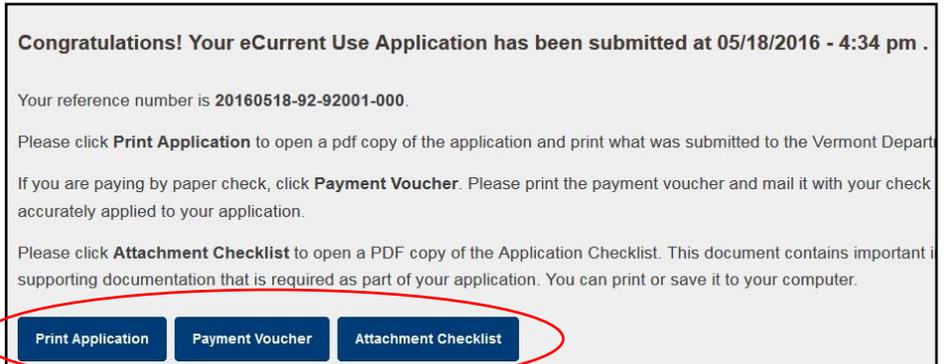


4 The link will bring you to a screen to certify and sign. All owners must sign. Click **Complete Signature**

5 On the certification screen, enter your Social Security Number or Federal Employer Identification Number. Click **I Certify**

6 Return to your dashboard to submit the application and pay the fee. Click **Submit** and follow the instructions to pay and finalize the application. eCuse gives you three payment methods: ACH debit, paper check, and credit card. Select the method you want and click **Submit**.

7 If paying by check, be sure to print the **Payment Voucher** and attach it to your check. Print the **Attachment Checklist** and follow the instructions for submitting maps and other supporting documents. Be sure to **Print Application** and keep a copy for your records.



**eCuse website: <https://secure.vermont.gov/TAX/ecuse/home>
 Current Use Program, Division of Property Valuation and Review
 Vermont Department of Taxes**

**Phone: (802) 828-5860, ext. 1
 Email: tax.currentuse@vermont.gov**