

ePTTR

Electronic Property Transfer Tax
Return filing system





State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

IMPORTANT ANNOUNCEMENT

DATE: December, 2010
TO: Vermont Legal Professionals and Vermont Town Clerks
FROM: Mike Piwowski, Vermont Department of Taxes 
RE: Electronic Filing of Property Transfer Tax Returns

As of January 3, 2011 you may choose to file a Vermont Property Transfer Tax Return (PTTR) via the internet. Click on the "E-Services" box, then select "ePTTR" for access links to more information, training materials and the new electronic Property Transfer Tax Return (ePTTR) Submission Service and the Clerk's Service.

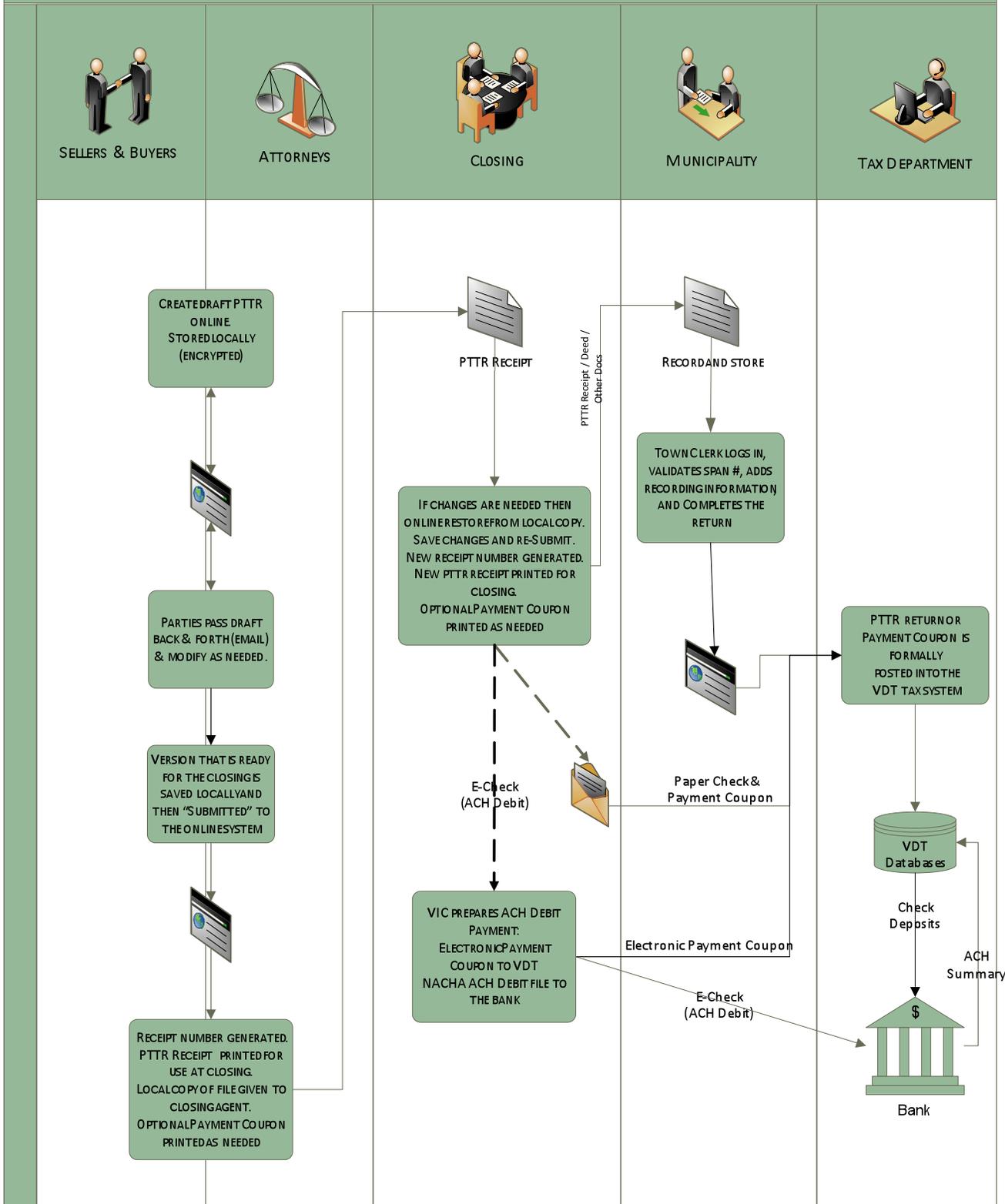
Property transfer booklet form returns will continue to be accepted after this date. You may order a hard copy of the booklet and/or the individual forms contained in the booklet online at <http://tax.vermont.gov>, click on Forms.

PLEASE NOTE: You will no longer be able to download the PT-172 and PT-173 forms from our website. You may continue to download PDF fill-able forms RW-171, LG-1, and LG-2 and Act 250 disclosure statements.

For real estate transfers after January 1, 2011, please DISCARD all previous PT-1 and PT-172 returns and old booklets, 32 V.S.A. § 9606(b).

For any real estate transfers prior to January 1, 2011, forms that were current at the time of transfer will be accepted.

ePTTR – ONLINE PROCESS





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Sections:

- Seller(s)
- Buyers(s)
- Property Information
- Permit(s)
- Withholding
- Preparer
- Rates & Payment
- Verify & Submit

Functions:

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Property Transfer Tax Return (PTTR)

Welcome to the Vermont Department of Taxes Property Transfer Tax Return System

This service allows Property Transfer Tax Returns to be submitted electronically. You can complete information in the order you are most comfortable with at your convenience by logging in at any time.

What You Will Need:

- All information on the property being transferred.
- Information on ALL sellers of the property.
- Information on ALL buyers of the property.
- Local and State permit information on the property.

Payment Options:

You may pay the fees associated with an electronically submitted Property Transfer Tax Return via Paper Check or by having the Vermont Department of Taxes automatically deduct from a bank account. A [\\$5.00 Enhanced Access Fee](#) applies to all submissions regardless of payment method.

[➔ Begin a New Filing](#)

[➔ Continue a Previous Filing](#)

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Select Sellers first then move thru each of the 'Sections'.



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Starting a New PTTR Document

How to Use This Service

- You may jump to a section at any time using the navigation on the left.
- Completed sections will display a check mark next to them.
- Please be aware that some sections require more than one page of data entry.
- You must complete ALL of the sections to finalize your PTTR.

A Property Transfer Tax Return is Composed of Seven Sections:

Sellers, Buyers, Property Information, Permits, Withholding, Preparer, and Rates & Payment

- Once all sections have been accurately completed, the "Verify & Submit" section will be available for approval and submission of your return. This is the final step of your return.
- Use options available under the "Functions" menu to the left to save or delete your document. The 'Cancel' function will destroy your document completely. The 'Save Local Copy' function allows you to download a data file of all information you entered. You can recreate your PTTR document at a later date by uploading this file into this system.
- Your property transfer tax return is NOT saved on the system until all selections have been completed and the return is successfully submitted. Please use the function "Save Local Copy" to retain an encrypted working copy of returns that are not yet ready to be submitted.

Completion Requirements & Details

If you make any changes to one section that affects another, you will be notified of the change and if there are corrections required.

You can begin a new filing, save a copy to your desk top or cancel a form.

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Functions:

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Sellers

You must list all sellers involved in the property transfer. You may use this area to add all sellers, edit entered sellers, or remove entered sellers.



You must select a Taxpayer Type first, then depending on what you select, the appropriate fields will appear. All addresses must be the address AFTER the transfer is complete.

You can view, edit or delete any seller

Entered Seller(s)

1 Sellers Entered

Type	Name	SSN/FEIN	
INDIVIDUAL	Ben Franklin	***-**-6565	EDIT DELETE

Add New Seller

* Required Fields

Select one of four taxpayer types. The appropriate configuration for that type will appear.

Taxpayer Type: *

- Entity identified by Federal Employer ID Number (FEIN)
- Individual identified by Social Security Number
- Entity identified by Social Security Number
- Individual Non-Resident Alien

Social Security Number: *

First Name: *

Middle Initial:

Last Name: *

Email Address:

Enter an email address for any sellers that wish to be notified when PTTR is filed with the State

Mailing Address: *

Mailing Address (cont):

City: *

State/Province: *

Zip Code:

(Required for US and Canadian addresses) *

Country: *

Enter as many sellers as necessary

Add

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Buyers

You must list all buyers involved in the property transfer. You may use this area to add all buyers, edit entered buyers or remove entered buyers.



You must select a Taxpayer Type first, then depending on what you select, the appropriate fields will appear. All addresses must be the address AFTER the transfer is complete.

You can view, edit or delete any seller

Entered Buyer(s)

1 Buyers Entered

Type	Name	SSN/FEIN	
INDIVIDUAL	george washington	***-**-5555	EDIT DELETE

General Buyer Information

Are any of the buyers using an international address?

Check box
If any of the buyers use an international address

* Required Fields

Add New Buyer

Taxpayer Type: *

- Entity identified by Federal Employer ID Number (FEIN)
- Individual identified by Social Security Number
- Entity identified by Social Security Number
- Individual Non-Resident Alien

Social Security Number: *

First Name: *

Middle Initial:

Last Name: *

Email Address:

Enter an email address for any buyers that wish to be notified when PTTR is filed with the State

Mailing Address: *

Mailing Address (cont):

City: *

State/Province: *

Zip Code:

(Required for US and Canadian addresses) *

Country: *

Enter as many Buyers as necessary

Add

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Select one of four taxpayer types. The appropriate configuration for that type will appear.



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Property Information

Please complete all necessary fields to describe the property being transferred.

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You may be asked follow up questions regarding the property based on your answers below.

* Required Fields

Property Location

SPAN Number: * -

Number & Street or Road Name: *

Number & Street or Road Name (cont):

City or Town: *

State:

Is this Property in Multiple Cities or Towns? * Yes / No

If the subject property is located in more than one town, select yes.
*On the 'Follow Up' screen you will fill in each additional town and its respective acreage

Property Transfer & Closing

Date of Closing: * / /

Interest in Property: *

Land Size (Acres or fractions thereof): * .

Special Factors:

Have development rights been conveyed? * Yes / No

Financing For This Transfer: *

If property is in more than one town--Enter only the primary towns' acreage.

Property Type & Usage

Type of Building Construction: * (check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Factory	<input type="checkbox"/> Store
<input checked="" type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Residential New Construction
<input type="checkbox"/> Seasonal Dwelling	<input type="checkbox"/> Other
<input type="checkbox"/> Farm Buildings	
<input type="checkbox"/> Multi-Family Dwelling	

Sellers's Use of Property BEFORE Transfer: *

Was this property rented BEFORE Transfer? * Yes / No

Buyer's Use of Property AFTER Transfer: *

Is this property to be rented AFTER transfer? * Yes / No

Was this property purchased by a tenant? * Yes / No

Does the buyer hold title to any adjoining property? * Yes / No

Is this property subject to a land use change tax lien? * Yes / No

Is this transfer exempt from Property Transfer Tax? * Yes / No

These questions may be clarified on the 'Follow up Question screen'

This section is where the tax is calculated from.

Property Prices & Taxes

Total Price Paid: * .

Price Paid for Personal Property: * .

Price Paid for Real Property: * .

State Type of Personal Property:

Is price paid for Real Property less than fair market value? * Yes / No

Value of Purchaser's Principal Residence: . (See Instructions)

Fair market value of property enrolled in current use program: .

Fair market value of qualified working farm: .

Property Transfer Tax Due: . (Calculated For You)

Date Seller Acquired Property: * / /

Is a Vermont Land Gains Tax Return being filed? * Yes / No

Enter the value subject to the principal residence special rate (Up to the first \$100,000) or VHFA Financing special rate (up to the first \$110,000) - you will be prompted in follow up questions for the exemption code

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Property Information – Follow Up

Displayed is the complete list of all the potential follow up questions that might be asked based on the property information entered on the initial screen. Questions will only be displayed when relevant to responses provided in the Property Information window.



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Property Information

Below are follow up questions related to your answers regarding the property transfer tax return filing by [redacted]. This section is not complete until all of the follow up questions have been answered.

! Based on your previous answers, please fill in the questions below.

Follow Up Questions

*** Required Fields**

The property is in **Multiple Towns or Cities**, please indicate which Towns/Cities along with the Land Size (Acres or fraction thereof): *

Town/City 1: Land Size: .

Town/City 2: Land Size: .

Town/City 3: Land Size: .

The Interest in Property is **Undivided** ___ Percent Interest. Please enter the percentage: *

The Special Factors on the Transfer are **Other**, please describe: *

The Financing on the Transfer is **Other**, please describe: *

The Type of Building Construction is **Multi-Family**, please give the number of dwelling units being transferred: *

The Type of Building Construction is **Condominium**, please give the number of units being transferred: *

The Type of Building Construction is **Other**, please describe: *

The Seller's use of the property before transfer was **Commercial**, please describe: *

The Buyer's use of the property after transfer is **Industrial**, please describe: *

The property is subject to a land use change tax lien. Does the new owner elect to continue enrollment? * Yes / No

The property is exempt from Property Transfer Tax. Cite the exemption number: * (View Descriptions of Exemptions)

The price paid for Real Property is less than fair market value, please explain: *

A Vermont Land Gains Tax Return is not being filed. Cite up to three exemption numbers: *

Exemption 1: (View Descriptions of Exemptions)

Exemption 2: (View Descriptions of Exemptions)

Exemption 3: (View Descriptions of Exemptions)

If you answered yes to multiple towns-- Enter each towns name and it's respective acreage

Sample of Field Help – Exemption Codes when a transfer is exempt from Property Transfer Tax

The screenshot shows a web browser window with the following content:

01. Transfers recorded prior to January 1, 1968

02. Transfers of property to the United States of America, the State of Vermont, or any of their instrumentalities, agencies or subdivisions

03. Transfers directly to the obligee to secure a debt or other obligation

04. Transfers which, without additional consideration, confirm or correct a transfer previously recorded

05. Transfers between husband and wife, parent and child, or child's spouse, grandparent and grandchild, or grandchild's spouse without actual consideration; and also transfers in trust or by decree of court to the extent of the benefit to the donor or one or more of the related persons above named and transfers from such a trust conveying or releasing the property free of trust as between such persons and without actual consideration

06. Transfers directly to the obligor of release of property which is security for a debt or other obligation when such debt or other obligation has been fully satisfied

07. Transfers of partition

08. Transfers made pursuant to mergers or consolidations of corporations pursuant to which transfer no gain or loss is recognized under the Internal Revenue Code, and bona fide transfers to shareholders of corporations in connection with the complete dissolution

09. Transfers made by a subsidiary corporation to its parent corporation for no consideration other than cancellation or surrender of the subsidiary's stock

10. Transfers made to a corporation at the time of its formation pursuant to which transfer no gain or loss is recognized under Â§351 of the Internal Revenue Code*

11. Transfer to or by the Vermont Industrial Development Authority or a non-profit local development corporation (See 10 V.S.A. Â§212 (10))

12. Transfer to an IRC Â§501(c)(3) organization that meets the public support test of Â§509(a)(2) of the Internal Revenue Code to preserve farmland or open space land or transfer to a Â§501(c)(2) holding company for such organization

13. Transfer to a partnership or limited liability company at the time of formation, if no gain or loss is recognized under the Internal

The browser address bar shows: http://portal.vt.vdev.cdc.nicusa.com/TAX/pttr/property/transfer_exemptions.php



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Local & State Permits & Act 250 Certificates

Below is the buyer(s) and seller(s) affidavit regarding Local, State, and Act 250 permits and certificates. You must certify to all conditions below by checking each of the checkboxes.

[? Help with this page](#)

Buyer(s) and Seller(s) certify as follows:

Wastewater Permit

* Required Fields

- A. That they have investigated and disclosed to every party to this transaction all of their knowledge relating to flood regulations, if any, affecting the property.
- B. That the seller(s) advised the buyer(s) that local and state building regulations, zoning regulations and subdivision regulations and wastewater system and potable water supply rules under 10 V.S.A. Chapter 64 pertaining to the property may limit significantly the use of the property.
- C. That this transfer is in compliance with or is exempt from the wastewater system and potable water supply rules of the Agency of Natural Resources for the following reasons:

- This property is the subject of Permit Number and is in compliance with said permit
- This property and any retained parcel is exempt from the wastewater system and potable water supply rules because [\(see instructions for exemptions\)](#):
 - a. Parcel to be sold: Exemption Number
 - b. Parcel retained: Exemption Number

Buyer and Seller need to check to certify information

- Buyer certifies to the above conditions *
- Seller certifies to the above conditions *

Seller(s) further certifies as follows:

- D. That this transfer of real property and any development thereon is in compliance with or exempt from 10 V.S.A. Chapter 151, Vermont's Land Use and Development law (Act 250), for the following reason:
 - This property is the subject of Act 250 Permit Number and is in compliance with said permit, or
 - This property is exempt from Act 250 because (View Descriptions of Exemptions)
- E. That this transfer result in a partition or subdivision of land. **Note:** If it does, an Act 250 Disclosure Statement must be attached to this return before filing with the town clerk (see [Line E instructions](#)).

- Seller certifies to the above conditions *

Act 250 Permit

Seller Certifies



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Withholding Certification

Select either the first selection or one of the last four selections to complete this application.

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Withholding Certification

Buyer(s) certifies that Vermont income tax has been withheld from the purchase price and will be remitted to the Commissioner of Taxes with Form RW-171 within 30 days from the transfer,

OR that the transfer is exempt from income tax withholding for the following reason (check one):

- Under penalties of perjury, seller(s) certifies that at the time of transfer, each seller was a resident of Vermont or an estate.
- Seller(s) is a mortgagor conveying the mortgaged property to a mortgagee in a foreclosure or transfer in lieu of foreclosure, with no additional consideration.
- Buyer(s) certifies that the parties obtained a withholding certificate number from the Commissioner of Taxes in advance of this sale.
- Buyer(s) certifies that this is a transfer without consideration. (See instructions for Form RW-171.)

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Preparer Information

Enter all information regarding the preparer of this Property Tax Transfer Return filing below.

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Preparer Information

Preparer Name:

Preparer Address: *

Preparer Address (cont):

Preparer City: *

Preparer State/Province: *

Preparer Zip Code: *

Preparer Email Address:

Enter preparer and buyer's representatives' email address to receive notification when ePTTR is completed and filed with the state.

Buyer's Representative

Buyer's Representative Name:

Buyer's Representative Telephone: * - -

Buyer's Representative Email Address:

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Rate Schedule

Below is the Rate Schedule for this Property Transfer Tax Return based on the information you have provided. Please select the payment method you will be using to pay for any necessary taxes and fees.

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If you want the Vermont Department of Taxes to debit your bank account automatically, you will be asked to enter banking information at the bottom of the next page.

Rate Schedule

All Fields Required

Tax on Special Rate Property	
Value of purchaser's principal residence:	\$0
Value of property enrolled in current use program:	\$0
Value of qualified working farm:	\$0
Sum of previous three lines:	\$0.00
Tax Rate:	.005
Tax due on Special Rate Property:	\$0.00
Tax on General Rate Property	
Price paid for Real Property:	\$0
Sum of Values from Tax on Special Rate Property:	\$0.00
Difference of above two values:	\$0.00
Tax Rate:	.0125
Tax due on General Rate Property:	\$0.00
Total Taxes and Payments Due	
Sum of Taxes Due:	\$0.00
Enhanced Access Fee: (What's This?)	\$5.00
Total Payment Due:	\$5.00

Payment Method

- I want the Vermont Department of Taxes to debit my bank account automatically [\(What's This?\)](#)
- I will mail a Paper Check

ACH Debit (eCheck) Information

Schedule Payment:

Please enter your Closing Date on the Property page before scheduling payment.

**** You can schedule payment up to 2 business days after the closing date.**

Bank Account Type: *

Business/Trust

Name on Bank Account: *

Routing Number: *

Account Number: *

Select one account type: ---
Business/Trust
Personal Checking
Personal Savings

⑆ 209446401 ⑆ 5400356875 11 ⑆

ROUTING/TRANSIT NUMBER
(Exactly 9 digits)

ACCOUNT NUMBER

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You may select one of two options—
-Paper Check
-eCheck (ACH Debit)

You may schedule the payment to be withdrawn up to two days after the closing date. If the closing date changes so will the date of the withdrawal.



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Verify & Submit

Please verify the information you have entered below.

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This is your last chance to make changes to the information contained within this Property Transfer Tax Filing. Once you click submit below, your filing will be submitted to the proper Municipality and the Department of Taxes.

Entered Seller(s)

[Printer Friendly Page](#)

Type	Name	SSN/FEIN
INDIVIDUAL	Ben Franklin	***-**-6565

Entered Buyer(s)

Type	Name	SSN/FEIN
INDIVIDUAL	george washington	***-**-5555

Property Information

SPAN Number:	024-007-56565
Number & Street or Road Name:	39 Rocky Road
City or Town:	Brandon, VT
Date of Closing:	10/04/2010
Interest in Property:	Fee Simple
Land Size (in acres or fractions thereof):	6.00
Special Factors:	0
Have Development Rights Been Conveyed?	No
Financing For This Transfer:	0
Type of Building Construction:	Single Family Dwelling
Seller's Use of Property Before Transfer:	Primary Residence
Was This Property Rented Before Transfer:	No
Buyer's Use of Property After Transfer:	Secondary Residence
Is This Property to be Rented After Transfer?	No
Was this property purchased by a tenant?	No
Does the buyer hold title to any adjoining property?	No
Is this property subject to a land use change tax lien?	No
Is this transfer exempt from Property Transfer Tax?	No
Total Price Paid:	\$250,000.00
Price Paid for Personal Property:	\$0.00
Price Paid for Real Property:	\$250,000.00
Value of Purchaser's Principal Residence:	\$0.00
Fair market value of property enrolled in current use program:	\$0.00
Fair market value of qualified working farm:	\$0.00
Property Transfer Tax Due:	\$875.00
Date Seller Acquired Property:	01/01/1983
Is a Vermont Land Gains Tax Return being filed?	Yes

Local & State Permits & Act 250 Certificates

Buyer(s) and Seller(s) certify as follows:

- A. That they have investigated and disclosed to every party to this transaction all of their knowledge relating to flood regulations, if any, affecting the property.
- B. That the seller(s) advised the buyer(s) that local and state building regulations, zoning regulations and subdivision regulations and wastewater system and potable water supply rules under 10 V.S.A. Chapter 64 pertaining to the property may limit significantly the use of the property.
- C. That this transfer is in compliance with or is exempt from the wastewater system and potable water supply rules of the Agency of Natural Resources for the following reasons:
 1. This property is the subject of Permit Number 3456435678 and is in compliance with said permit

Seller(s) further certifies as follows:

- D. That this transfer of real property and any development thereon is in compliance with or exempt from 10 V.S.A. Chapter 151, Vermont's Land Use and Development law (Act 250), for the following reason:
 1. This property is the subject of Act 250 Permit Number (asdfasfasdfadfd) \$ and is in compliance with said permit
- E. That this transfer **does not** result in a partition or subdivision of land.

Withholding Information

Buyer(s) certifies that Vermont income tax has been withheld from the purchase price and will be remitted to the Commissioner of Taxes with Form RW-171 within 30 days from the transfer.

Preparer Information

Preparer Name:	curious george
Preparer Address:	109 state st montpelier, VT 05633
Preparer Email Address:	grace.demler@state.vt.us
Buyer's Representative Name:	testing buyer representative
Buyer's Representative Telephone:	802-858-4545
Buyer's Representative Email Address:	rhonda.hardaker@state.vt.us

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[Submit](#)

**This is where you can print an informational copy that will include SSN's. It will not be an official form but can be used to for review and sending to the state for certificate requests.

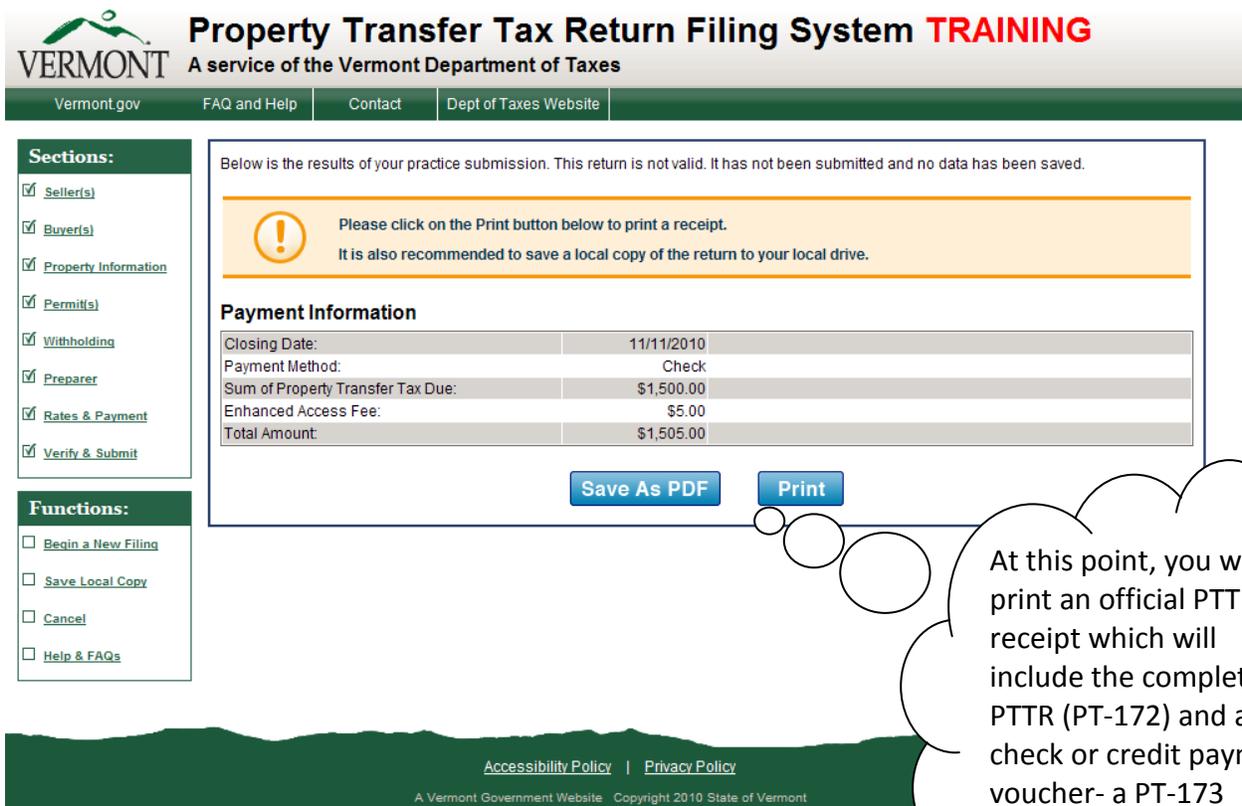
At this point review the information. To make any corrections, select the coordinating section, make the correction and **update** the screen.

Then come back to verify & submit screen to verify the information was updated.

When satisfied—select 'Submit', which will place the PTTR on the clerks' queue where it will not be visible until the date specified as the closing date.

You may makes changes, corrections or cancel a submission anytime before the clerk completes the PTTR on their queue. Make sure you **update** the each screen you work in, **re-save** the local copy and then **re-submit to the service**.

Successfully submitted returns will be stored on the service for further processing by the town clerks. You will only have access to these files if you are uploading from a saved file from a desktop.



VERMONT Property Transfer Tax Return Filing System **TRAINING**
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Below is the results of your practice submission. This return is not valid. It has not been submitted and no data has been saved.

 Please click on the Print button below to print a receipt.
It is also recommended to save a local copy of the return to your local drive.

Payment Information

Closing Date:	11/11/2010
Payment Method:	Check
Sum of Property Transfer Tax Due:	\$1,500.00
Enhanced Access Fee:	\$5.00
Total Amount:	\$1,505.00

[Save As PDF](#) [Print](#)

At this point, you will print an official PTTR receipt which will include the complete PTTR (PT-172) and a check or credit payment voucher- a PT-173

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Return **submitted** to on **12/28/2010** at **7:00 PM**.
 Return **has not** been **completed**.
 Return **has not** been **filed** with the **Tax Department**.

Seller #1 **SUE A SMITH**
55 MAIN ST
ANYTOWN VT US 05701

Buyer #1 **BOB J JONES**
34 DEPOT ST
MYTOWN VT US 05701

Seller #2 **JOHN J SMITH**
55 MAIN ST
ANYTOWN VT US 05701

SAMPLE

Property Information

Property Location: 55 MAIN ST Vermont	Span#: 363-112-9999
Date of Closing: 11/11/2010 Interest in Property: Fee Simple	Total Land Size: 10.00
Special Factors: Husband/Wife	Financing: Conventional/Bank
Development rights have been conveyed: No	
Type of Building Construction: Single Family Dwelling	
Sellers Use of Property Before Transfer: Primary Residence	
Buyers Use of Property After Transfer: Primary Residence	
Property Rented Before Transfer: No	Property to be Rented After Transfer: No
Property Purchased by a Tenant: No	The buyer holds title to any adjoining property: No
Property subject to a land use change tax lien: No	
New owner elects to continue enrollment of eligible property: No	Property Transfer tax exemption number:
Total Price Paid:	\$200,000.00
Price Paid for Personal Property:	\$20,000.00
Price Paid for Real property:	\$180,000.00
Value of Purchasers Principal Residence:	\$100,000.00
Fair Market Value of Property Enrolled in Current Use Program:	\$0.00
Fair Market Value of Qualified Working Farm:	\$0.00
Property Transfer Tax:	\$1,500.00
Land Gains Tax Return not being filed exemption number: 01	Date Seller Acquired: 11/18/2010
Primary Town / Land Size ±:	10.00

Local & State Permits & Act 250 Certificates

Buyer(s) and Seller(s) certify as follows:

- That they have investigated and disclosed to every party to this transaction all of their knowledge relating to flood regulations, if any, affecting the property.
- That the seller(s) advised the buyer(s) that local and state building regulations, zoning regulations and subdivision regulations and wastewater system and potable water supply rules under 10 V.S.A. Chapter 64 pertaining to the property may limit significantly the use of the property.
- That this transfer is in compliance with or is exempt from the wastewater system and potable water supply rules of the Agency of Natural Resources for the following reasons:
 - This property is the subject of Permit Number **WW001** and is in compliance with said permit

Seller(s) further certifies as follows:

- That this transfer of real property and any development thereon is in compliance with or exempt from 10 V.S.A. Chapter 151, Vermont's Land Use and Development law (Act 250), for the following reason:
 - This property is the subject of Act 250 Permit Number **A0001B** and is in compliance with said permit
- That this transfer **does not** result in a partition or subdivision of land.

Withholding Certification

Under penalties of perjury, seller(s) certifies that at the time of transfer, each seller was a resident of Vermont or an estate.

Signatures:

We hereby swear and affirm that this return, including all certificates, is true, correct and complete to the best of our knowledge:

Seller #1 _____ Buyer #1 _____

Seller #2 _____

This section to be completed by City or Town Clerk:

Book Number: _____ Page number: _____ Grand list year of: _____

City/Town: _____ Date of record: _____

Grand List value: _____ Parcel ID number: _____

Grand list category: _____ SPAN: **363-112-99999**

Acknowledgement:

Return received (including certificate and Act 250 disclosure statement).

Signed: _____ Clerk Date: _____

Prepared By: (print or type) **EDWARD CALLAHAN** Preparer's Signature: _____

Preparer's Address: **33 MAPLE AVE MYTOWN VT 05701**

Buyer's Representative: **LAUREN LAW** Buyer's Rep Telephone: **555-555-8888**

VERMONT
Property Transfer Voucher
Form PT-173



* 1 0 1 7 3 3 1 7 7 *

Entity BUYER #1 Federal ID number

Individual BUYER #1 Social Security Number

INTERNATIONAL

444444444

Entity BUYER #1 Name

Individual #1 Last Name

First Name

Initial

JONES

BOB

J

Entity BUYER #1 or Individual BUYER #1 Mailing Address Following Transfer (Number and Street or Road Name)

34 DEPOT ST

City or Town

State

Zip Code

MYTOWN

VT

05701

Date of Closing (MM/DD/YYYY)

11/11/2010

Amount of Payment

1505.00

Make checks payable to
VT DEPARTMENT OF TAXES

FOR COMPUTERIZED USE ONLY

FID

SSN

444444444

INTL

JONES

BOB

J

34 DEPOT ST

MYTOWN

VT

05701

CLOS

11112010

AMT

150500

Make checks payable to and send with this voucher to:

Vermont Department of Taxes
133 State Street
Montpelier, VT 05633-1401

All payments must accompany a voucher for proper tax credit.

For assistance with this form and general property transfer tax questions, please call 802-828-2542.

Form PT-173
(5/10).

Save Local Copy

VERMONT Property Transfer Tax Return Filing System
A service of the Vermont Department of Taxes

Vermont.gov | FAQ and Help | Contact | Dept of Taxes Website

Sections:

- Seller(s)
- Buyer(s)
- Property Information
- Permit(s)
- Withholding
- Preparer
- Rates & Payment
- Verify & Submit

Functions:

- Save Local Copy
- Cancel
- Help & FAQs

Save This PTTR Document

Saving a document allows you to download a file that contains all information you have entered into this Property Transfer Tax Return service. [? Help with this page](#)

You may transfer this file to anyone you wish, it is safe to email. However, in order to use the file, it must be uploaded into this system at <https://secure.vermont.gov/TAX/pttr/restart.php>.

! DO NOT change the file after you save it, this will corrupt the information contained within the file.

Are you sure you wish to download a copy of all the information you have entered?

This function allows you to save a copy to your desktop and securely email it to and from interested parties until you are ready to submit and print

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Cancel function

The cancel function will allow a preparer to delete a property transfer tax return that has been submitted for processing

VERMONT Property Transfer Tax Return Filing System
A service of the Vermont Department of Taxes

Vermont.gov | FAQ and Help | Contact | Dept of Taxes Website

Sections:

- Seller(s)
- Buyer(s)
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- Permit(s)
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- Preparer
- Rates & Payment
- Verify & Submit

Functions:

- Save Local Copy
- Cancel
- Help & FAQs

Cancel This PTTR Document

Document cancellation. [? Help with this page](#)

! Are you sure you want to cancel this Property Transfer Tax Return document?

Cancelling this document will destroy all changes you have done since the last time it was saved. This action cannot be undone.

Once you cancel, all the information will be deleted!! And you will not be able to retrieve it.

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Saving a local copy of the ePTTR Return.

1. Plan to save the document to a safe, meaningful location on your pc or computer network.
2. Give the document a meaningful name.
3. Once the encrypted copy has been created and saved it can be included as an attachment in an email.

Reviewing an encrypted copy you receive in an email.

1. Save the encrypted email attachment to a safe location on your pc or computer network.
2. Go to the Submission Service website.
3. Choose 'Continue a Previous Filing' from the main menu. The following window will be displayed:

Property Transfer Tax Return Filing System
A service of the Vermont Department of Taxes

Vermont.gov | FAQ and Help | Contact | Dept of Taxes Website

Sections:

- Seller(s)
- Buyers(s)
- Property Information
- Permit(s)
- Withholding
- Preparer
- Rates & Payment
- Verify & Submit

Functions:

- Begin a New Filing
- Save Local Copy
- Cancel
- Help & FAQs

Upload an existing PTTR Document

Uploading an existing PTTR Document allows you to make changes. [? Help with this page](#)

Upload your file here.

Click on "Submit" to upload your PTTR Document.

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4. Click the 'Browse' button and select the document from where it has been saved on your pc or computer network.
5. Click 'Upload File' and continue making updates to the document.

Notes:

- All local copies will have a file name extension of '.epttr' so that they can be easily identified as property transfer returns.
- Encrypted files are not legible if they are opened using any software other than the web service. They cannot be viewed or edited using Word, Notepad, Wordpad, etc. If you inadvertently open the encrypted copy of the return in another software tool it is important that you close the document without saving any changes. If changes are saved the encryption could be corrupted and the return will have to be re-entered in its entirety.
- Local copies can be saved as frequently as is needed to keep changes and work through issues associated with the transfer. Good file keeping practices should be considered based on your office needs. Is it necessary to keep revisions of the document? Or do you want to keep saving the same return using the same name so that the most recently saved version of the document is the only one available on your system?
- It is recommended that you save copies of submitted returns. These copies can be used to Cancel a submitted return if for any reason the property never transfers ownership.