

# Listers: LV-314 Return Navigation

As a Lister, you will need to input certain information on the LV-314 forms. This guide is designed to help you navigate the form while logged into myVT



## I Want To

[View Submission](#)

[Print Submission](#)

[Edit Submission](#)

### Step 1.

Log into your Lister account on myVTax. In the **Land Use Change Values** Tab, click on the **Confirmation Number** hyperlink. From the **I Want To** column, click the **Edit Submission** Hyperlink.

### Step 2.

From here, you will see the return. Click the **Next** button in the bottom left-hand corner to navigate to the Valuation section. Here, you will see the following *required* fields:

1. The Most Recent CLA (Common Level of Appraisal)
2. Acres Withdrawn and Developed, Acres Withdrawn and Not Developed, and Totals or Bulk Withdrawal
3. Fair Market Value Notice Date
4. Click **Next** to navigate to the next screen

#### FAIR MARKET VALUE AND LAND USE CHANGE TAX CALCULATION

Town Parcel ID:

	Common Level of Appraisal	Acres Withdrawn and Developed	Acres Withdrawn and Not Developed	Totals or Bulk Withdrawal
1. Most recent CLA (formatted as 1.2345)	<input type="text" value="1.0000"/>			
2. Number of acres		<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text" value="10.00"/>
3. Value of the acres as a separate parcel		<input type="text" value="10,000.00"/>	<input type="text" value="10,000.00"/>	<input type="text" value="20,000.00"/>
4. Fair market value of land (Value as a separate parcel / CLA)		<input type="text" value="10,000.00"/>	<input type="text" value="10,000.00"/>	<input type="text" value="20,000.00"/>
5. Land use change tax (Fair market value x 0.10)		<input type="text" value="1,000.00"/>	<input type="text" value="1,000.00"/>	<input type="text" value="2,000.00"/>

I have determined the Fair Market Value of this land in accordance with 32 V.S.A. § 3757 and that this information is correct to the best of my knowledge. I am responsible for notifying the landowners of their right to appeal this determination of the listers within 14 days of the date of notice in accordance with 32 V.S.A. Chapter 131. The landowner was mailed a copy of this determination of Fair Market Value on:

[Click Here for Fair Market Value Letter Template](#)

Fair Market Value Notice Date

Step 3.

Enter any necessary **Recording Information**.

**PREVIOUS RECORDING INFORMATION** (Not required if only buildings being withdrawn.)

According to town land records, the most recent Current Use application was recorded on:

Book:

Page:

**LIEN RELEASE RECORDING INFORMATION**

Book  Page  Recorded

Step 4.

To submit your request to the Vermont Department of Taxes, click the **Submit** button. To save your request to come back to and finish later, click the **Save Draft** button.

 **Note:** Clicking *Save Draft* does **not** submit your request to the Department. It only saves your progress.

Please Note

Ensure your Pop-up Blocker is turned off when accessing your myVTax account. Pop-up Blockers may prevent certain windows from appearing.