

myVTax Guide for Listers & Assessors: How to Search for Property Transfer Tax Returns

Listers can perform a search for Property Transfer Tax Returns for any Vermont town using a PTTR Search using their accounts in VTax.

Step 1 On the **A** PTT Parameters tab, choose the **B** Town Name by clicking the **C** arrow on the pull-down menu. The system will automatically display the correct **D** SPAN number associated for that town.

PTTR Search⁰ Land Use Change Values Activity Center

A Parameters Generate

PTT Parameters

Town Name **B** Barre City **C** SPAN **D** 036-011

Date From Date To

Step 2 Click the **E** Generate action button to retrieve your results. **F** All results that meet the criteria of your search will display below.

PTTR Search² Activity Center **E** Generate

Parameters

PTT Parameters

Town Name Baltimore SPAN 027-008

Date From Date To

PTTR Search Filter

Verification Code	SPAN	Transferee Name	Transferor Name	City	Street	Grand List Category	Closing Date	Record Date
F z1234q	02700811111	SCHMO	JOSEPH	Baltimore	111 LOONEY ROAD		Apr-20-2017	May-02-2017
q4321z	02700812121	DOE	JANE	Baltimore	111 MOOSEY DRIVE		Feb-06-2017	Feb-23-2017

Need help or have questions? Call 802-828-0428 or email tax.IThelpdesk@vermont.gov.