

myVTax Guide: How to Log In and File a Property Transfer Tax Return

If you have already registered for a myVTax account, this guide provides step-by-step instructions on how to log in and file Form PTT-172, Property Transfer Tax Return, at www.myVTax.vermont.gov. We also have an instructional video available at www.tax.vermont.gov.

Step 1

Go to **www.myVTax.vermont.gov** to access the Department's portal for online services. To begin, log in by entering the **Username** and **Password** you chose when you registered.

Click **Log In**.

AGENCY OF ADMINISTRATION
Department of Taxes

myVTax

Home

Tax is a convenient and free service that allows you to manage, file, and pay your Vermont taxes.

- ✓ File returns securely
- ✓ Make payments
- ✓ Return Filing Verification
- ✓ File an Extension
- ✓ Check the status of your return
- ✓ Respond to Notice of Intent to Assess or other correspondence

myVTax has a new look. For help with these changes, click here.

Not yet signed up for myVTax? Click Here to Sign up today.

Log in to your myVTax account

Username:

Password:

Forgot username? [Required](#)

Forgot password?

Log In

Step 2

Because you registered in the system, the information you see here on the Home screen is specific to you and your clients. You will have access to myVTax features, such as receiving alerts, client requests you filed, view messages and letters. Links found under **I WANT TO** allow you to perform a number of functions, such as add more people in your office to work on client

myVTax

Menu Home Log Off

Logon Settings
Last logon Nov-01-2017

ACCESSING CLIENT ACCOUNTS
TESTING123
testing@123.com
You are managing client accounts

ALERTS
✓ There are no alerts

I WANT TO

- Create Additional Username
- Send us a message
- File a Real Estate Transaction Tax Return**
- Request a Commissioner's Certificate
- Add Access to Client Accounts

ACTIVITY CENTER

CLIENT REQUESTS More... CLIENT MESSAGES More... CLIENT LETTERS More...

accounts, send a secure message to the Department, and more.

Click **File a Real Estate Transaction Tax Return**.

Step 3

Click **PTT-172** for filing a **Property Transfer Tax Return**.

myVTax

Menu Home » Request

FILE A PROPERTY TAX RETURN

Use the buttons below to file a Land Gains or Property Transfer Tax return. Once you have filed your return, you will be returned to this screen to fill out any additional information.

LGT-177 LGT-178 **PTT-172** Make a Payment

Step 4

Click the drop down menu and choose your role—transferee, transferor, or attorney/other third party.

myVTax

Menu Home » Request » Property Transfer Tax Return Log

1. Introduction

ARE YOU THE TRANSFEREE OR TRANSFEROR?

Are you the transferee, transferor, or a third party?

< Previous **Next** >

Cancel Save

Clicking **Next** saves your entries and moves you to the next step.

Step 5

Enter the information for the primary transferor and primary transferee in this section. Be sure to enter a valid **1 Phone Number** and **Email Address**.

If you have more transferors or transferees to add, click **2 Yes**. If not, click **No**. This is a required field.

PROPERTY TRANSFER TAX RETURN (PTT-172)

[Click here for full form instructions](#)

Attention: All correspondence will be sent to the address listed under the primary transferee.

PRIMARY TRANSFEROR INFO FOLLOWING TRANSFER

TRANSFEROR ID: SSN [dropdown] [text: ***-**-3333]

TRANSFEROR NAME: MOONEY
LIV [text] M.I. [text]

TRANSFEROR ADDRESS: USA [dropdown] Foreign Country [checkbox]
100 MAIN STREET
Validate Address: Street Address 2 [text]
Unit Type [dropdown] Unit [text]
State [dropdown] Zip [text] **Required**

PHONE NUMBER **1** Required [text]
EMAIL ADDRESS **1** Required [text]

PRIMARY TRANSFEREE INFO FOLLOWING TRANSFER

[Click here to apply for an FEIN](#)

TRANSFEREE ID: SSN [dropdown] ID [text]

TRANSFEREE NAME: Last Name [text]
First Name [text] M.I. [text]

TRANSFEREE ADDRESS: USA [dropdown] Foreign Country [checkbox]
Street Address [text]
Validate Address: Street Address 2 [text]
Unit Type [dropdown] Unit [text]
City [text]
State [dropdown] Zip [text]

PHONE NUMBER Required [text]
EMAIL ADDRESS Required [text]

Do you have any other Transferees or Transferors to add? **2** No Yes

Note: Fields containing a small orange caret are required fields.

Step 6

PERIOD ENDING: 11/1/2016 - RETURN DUE DATE: 11/1/2016

[Click here for full form instructions](#)

C. PROPERTY INFORMATION - PROPERTY BEING TRANSFERRED

100 MAIN STREET
 Montpelier

Land Size (in Acres) 10.00

1 SPAN 405-126 - 55555

☐ This property is located in multiple cities or towns

D. HOLDING PERIOD

Date Acquired by Transferor: Nov-06-2014 **2** Date of Closing: Nov-01-2016 **3** Years 1 Months 11

F. TRANSFER INFORMATION

F1. How acquired (see quick reference guide) 01. Transferor purch

a. If Line F1 is "4" enter description

F2. Interest in property (see quick reference guide) 01. Fee Simple

a. If Line F2 is "7" enter percent interest 0.00%

b. If Line F2 is "8" enter description

F3. Type of building construction at time of transfer (see quick reference guide) 02. Single Family Dw

a. If Line F3 is "5" enter number of units transferred 0

b. If Line F3 is "6" enter number of dwelling units transferred 0

c. If Line F3 is "20" enter description

[Previous](#) [Next](#) [Cancel](#) [Save](#)

Enter information about the property in these sections. Please note the following convenient features:

- When you select the town, the first six digits of the **1** SPAN will autofill. Enter the last five digits for the property.

- When you enter dates using the **2** calendars, the system calculates the **3** Years and Months.

Click **Next** to continue entering property information.

Step 7

ADDITIONAL INFORMATION

F4. Was property purchased by tenant? No Yes

F5. Financing Conventional / Bank Owner Financing Other

a. If Line F5 is "Other" enter description

F6. Do you intend to record the transfer document(s) and this return with the town within 60 days? No Yes

G. AGRICULTURAL / MANAGED FOREST LAND USE VALUE PROGRAM, 32 V.S.A. CHAPTER 124

G1. Is all or part of the property being transferred enrolled in the Current Use (Use Value Appraisal) Program? No Yes

G2. To continue enrollment in the Current Use Program, the new owner must submit a [Current Use Application](#) within 30 days of the recording date, will the new owner be submitting that application? No Yes

H. PROPERTY USAGE INFORMATION

H1. Transferor's use of property **BEFORE** transfer (see quick reference guide) 01. Domicile/Primar

a. If Line H1 is "7," "8," or "9" enter description

H2. Transferee's use of property **AFTER** transfer (see quick reference guide) 02. Secondary Resi

a. If Line H2 is "7," "8," or "9" enter description

H3. Was the property rented **BEFORE** transfer? No Yes

H4. Will the property be rented **AFTER** transfer? No Yes

H5. Have development rights been conveyed? No Yes

H6. Does the transferee hold title to any adjoining property? No Yes

< Previous Next > Cancel Save

If you are logged in, you can save an incomplete return and come back to it later

Continue to enter property information. Please note the following:

- **Section G** **1** addresses land in Current Use.
- **Lines H3-H6** **2** may display more fields depending on how you answer: **No** or **Yes**.

If wish to finish your form at a later time, click **3 Save**. You will be given a **Verification Code** to log on again later.

Step 8

1. Introduction 2. Primary Parties 3. Property Information 4. Additional Information 5. Exemptions and Property

PROPERTY TRANSFER TAX RETURN (PTT-172)

PERIOD ENDING: 11/1/2016 - RETURN DUE DATE: 11/1/2016

[Click here for full form instructions](#)

E. EXEMPTIONS

E1. Property Transfer Tax, enter exemption number (see quick reference guide) **1**

E2. If sale was between family members, enter corresponding number (see quick reference guide)

a. If Line E2 is "5" enter description

E3. Land Gains exemption number (see quick reference guide)

[< Previous](#) [Next >](#) [Cancel](#) [Save](#)

2 **3**

If the property qualifies for an exemption, enter it on **1** **Line E1**. Not sure if the transfer qualifies, or which exemption number to use? Click the **2** "i" icon for **3** explanations of the exemptions.

If it is not eligible, select **4** **00 None** at the top of the drop down menu.

Property Transfer Tax, enter exemption number (see quick reference guide)

00	None	No exemption
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 no gain or loss is recognized under §351 of Internal Revenue Code. This exemption can only be claimed if the corporation has no capital
11		Transfers to or by the Vermont Industrial Development Authority or a non-profit local development corporation (see 10 V.S.A. § 212(10))
12		Transfers to an IRC § 501(c)(3) organization that meets the public support test of §509(a)(2) of the Internal Revenue Code to preserve farmland or open space land or transfer to a §501(c)(2) holding company for such organization
13		Transfers to a partnership or limited liability company at the time of formation if no gain or loss is recognized under the Internal Revenue Code. This exemption can only be claimed if the

Step 9

Indicate any possible withholdings, including a Commissioner's Certificate exemption if one is issued.

1. Primary Parties 2. Verification Code 3. Property Information 4. Additional Information 5. Exemptions and Property 6. Withholding Info

PROPERTY TRANSFER TAX RETURN (PTT-172)

[Click here for full form instructions](#)

I. WITHHOLDING CERTIFICATION

11. The transferee certifies that 2.5% VT 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 of Transfer [No](#) [Yes](#)

12. If Line 11 is "No" enter the withholding exemption number (see quick reference guide)

a. If Line 12 is "4," enter withholding certificate number

[< Previous](#) [Next >](#) [Cancel](#) [Save](#)

Step 10

J2. If transfer happened prior to July 1, 2011, enter the portion of the value eligible for special rate	<input type="text" value="0.00"/>	
J3. Total special rate value		<input type="text" value="0.00"/>
J4. Special tax rate for eligible value (see instructions)	<input type="text" value="0.005"/>	
J5. Tax due on portion of value eligible for special rate		<input type="text" value="0.00"/>
J6. Only if line E1 is "99", enter any portion of value in excess of \$110,000 but below \$200,000	<input type="text" value="0.00"/>	
J7. Tax Rate for exemption 99 only	<input type="text" value="0.0000"/>	
J8. Tax due on exemption 99 for portion of values less than \$200,000		<input type="text" value="0.00"/>
J9. Total Due on portion of value eligible for special rate		<input type="text" value="0.00"/>
Tax on General Rate Property		
J10. Total price paid	<input type="text" value="200,000.00"/>	
J11. Price paid for personal property	<input type="text" value="0.00"/>	
J12. Price paid for real property	<input type="text" value="200,000.00"/>	
J13. Enter amount from Line J3 above	<input type="text" value="0.00"/>	
J14. Enter amount from Line J6 above	<input type="text" value="0.00"/>	
J15. Non-eligible amount [Subtract: Line J13 and Line J14 from Line J12]	<input type="text" value="200,000.00"/>	
J16. Tax rate (includes 0.002 Clean Water Fund, 32 V.S.A. § 9602a)	<input type="text" value="0.0145"/>	
J17. Tax due on General Rate Property		<input type="text" value="2,900.00"/>
TOTAL TAX DUE		
J18. Total Tax Due		<input type="text" value="2,900.00"/>

Complete the **Rate Schedule and Tax Due** section. Fields in gray are either prefilled for you based on the information you have entered in the previous sections or display a prefilled rate.

Enter the information in the white fields. As you enter the information, the system will calculate the **Total Tax Due**.

Step 11

ATTACHMENTS

PERIOD ENDING: 11/1/2016

You can upload attachments if you have additional correspondence that you wish to transmit to the Department that are not part of the standard return. Our preferred file type is PDF.

Would you like to add attachments?

If you have attachments that are not part of the standard return, you may attach them in this section. The Department prefers to receive

attachments as PDF files. Please remember the Town Clerk can view the attachments.

Step 12

CERTIFICATION AND SUMMARY

PERIOD ENDING: 11/1/2016

I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

I certify the statement above ☒

Signature of Taxpayer or Authorized Agent Required

Date

Daytime Telephone Number

Check here if this return is being completed by a preparer ☐

[< Previous](#) [Next >](#) [Cancel](#) [Save](#)

You must sign your return in the Certification and Summary section. Follow these steps to enter your electronic signature:

- Read the certification statement.
- Check the box to certify that you have read and agree with the statement.
- Enter the name of the taxpayer or authorized agent.
- Enter the date.
- Enter the a daytime telephone of the person who signed.
- Check the box if the return is being completed by a preparer, and enter the preparer's information in the fields that appear.

Step 13

SUBMIT RETURN TO TOWN

If you have completed this return and have no further changes to make, check the box below to indicate to the Town Clerk that the return is ready for review. Please note that once this return has been submitted to the town, you **will not** be able to make additional changes unless requested by the Town Clerk.

This return is ready to be reviewed by a town clerk ☐

[< Previous](#) [Cancel](#) [Save](#)

Click here only when ready to send to town clerk

Click "save" if you have it ready but don't want to send to town clerk yet

[Accessibility Policy](#) | [Privacy Policy](#)

If the return is not ready to submit yet, then just click **Save**. It will bring you back to the Home screen seen in Step 2 where you can access your return and edit it.

If you believe the return to be accurate and

complete, then you may click the box to submit the final version to the town clerk. Once you have sent it to the town clerk, you **cannot** edit it. You may view and print it only. So, be sure to double check your entries.

Step 14

Clicking **Save** means you have not submitted your return to the town clerk, so you may edit your return as needed. Clicking **OK** will return you to the Home screen.

Note that you may also print your return, make your property transfer tax payment online, or if you prefer to pay by check, you may print a voucher and mail it to the Department.

Step 15

To find a saved return and complete it, return to the Home screen. Click the message **There is 1 request not submitted**.

Step 16

Looking at your return, you have three options: **Edit**, **View**, and **Print**. Also note the information provided on the return request and the return

history. Make any edits and then complete the return and submit it with payment as shown in Steps 12-14.