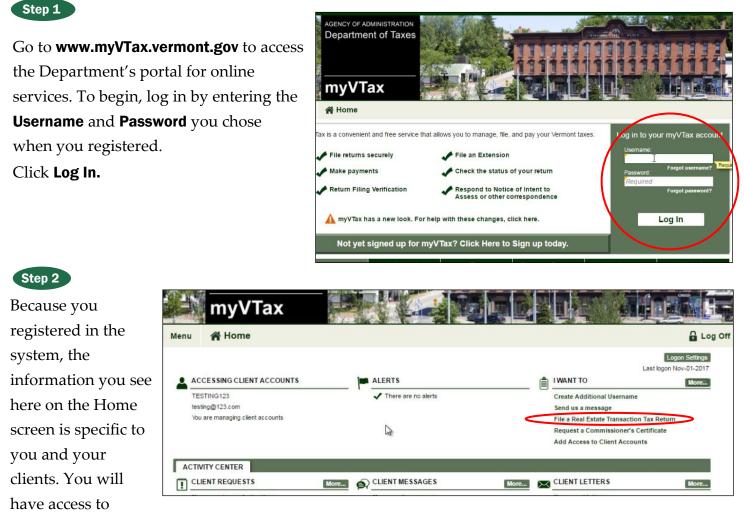
myVTax Guide: How to Log In and File a Property Transfer Tax Return

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.



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

 $Click \ \textbf{File a Real Estate Transaction Tax Return}.$



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DEPARTMENT OF TAXES

Step 3

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



Step 4

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



Step 5				ANSFE	R TAX RETURN		
Enter the information			,		-,		
for the primary	Click here for full form	instructions					
transferor and	Attention: All correspo	ondence will be ser	nt to the address listed under the	primary tra	nsferee.		
primary transferee in	PRIMARY TRANSFERO	R INFO FOLLO	WING TRANSFER		PRIMARY TRANSFERE	E INFO FOLLO	WING TRANSFER
1 2					Click here to apply for	an FEIN	
this section. Be sure	TRANSFEROR ID	SSN	***-**-3333		TRANSFEREE ID	SSN	▼ ÎD
to enter a valid	TRANSFEROR NAME	MOONEY			TRANSFEREE NAME	Last Name	
Dhono Numbor		LIV	M.I.			First Name	M.I.
1 Phone Number	TRANSFEROR ADDRESS	USA	Foreign Country		TRANSFEREE ADDRESS	USA	Foreign Country
and Email Address.		100 MAIN STR	EET			Street Address	
	Validate Address	Street Address	2		Validate Address	Street Address	2
If you have more		Unit Type	- Unit			Unit Type	✓ Unit
		[Required		City	
transferors or		State	✓ Zip			State	▼ Zip
transferees to add,		Recired			PHONE NUMBER	Required	
	EMAIL ADDRESS	Required			EMAIL ADDRESS	Required	
click 2 fes. If not,							
click No . This is a							2
required field.	Do you have any other Trans	sferees or Transfero	ors to add?				No Yes

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

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	Land Size (in Acres) 10.00	This property is located in
Montpelier 👻	1 SPAN 405-126 - 55555	multiple cities or towns
D. HOLDING PERIOD		
Date Acquired by Transferor: Nov-06-2014 🔤 2 Date of Closing:	Nov-01-2016 🔤 3 Yea	rs 1 Months 1
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 Di 💌	•
 a. If Line F3 is "5" enter number of units transferred 		
a. In Energins 5 enter number of units transferred		
 b. If Line F3 is "6" enter number of dwelling units transferred 		

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.

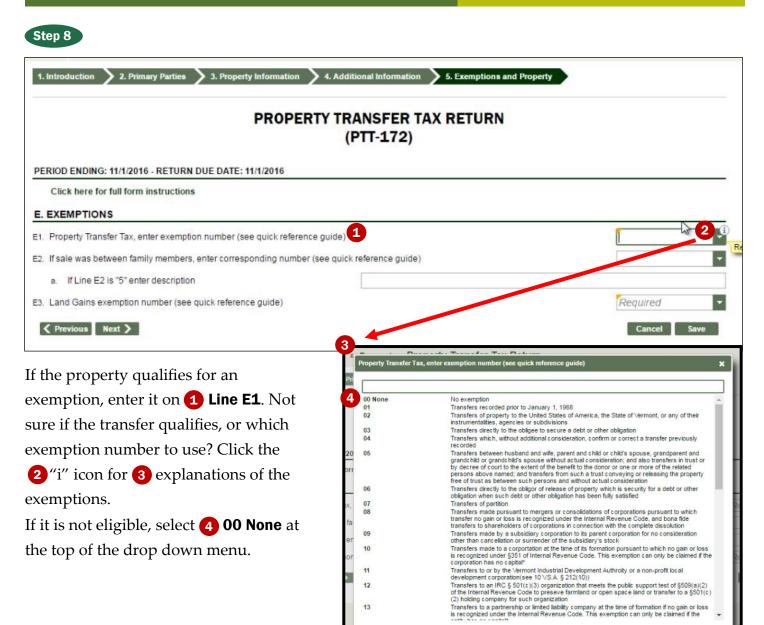
Click **Next** to continue entering property information.

4. Was property purchased by tenant?		No Yes
5. Financing	Conventional / Bank Owner Financing O	Other 🔘
a. If Line F5 is "Other" enter description		
6. Do you intend to record the transfer document(s) and this r	return with the town within 60 days?	No Yes
. AGRICULTURAL / MANAGED FOREST LAND US	SE VALUE PROGRAM 32 V S & CHAPTER 124	
		No Yes
 Is all or part of the property being transferred enrolled in the To continue enrollment in the Current Lise Program the part. 		
	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date,	
12. To continue enrollment in the Current Use Program, the new will the new owner be submitting that application?	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date,	
 To continue enrollment in the Current Use Program, the ner will the new owner be submitting that application? PROPERTY USAGE INFORMATION 	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date,	No Yes
2. To continue enrollment in the Current Use Program, the new will the new owner be submitting that application? 4. PROPERTY USAGE INFORMATION 1. Transferor's use of property BEFORE transfer (see quick re	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date, eference guide)	No Yes
 To continue enrollment in the Current Use Program, the new will the new owner be submitting that application? H. PROPERTY USAGE INFORMATION 1. Transferor's use of property BEFORE transfer (see quick re a. If Line H1 is "7," "8," or "9" enter description 	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date, eference guide)	No Yes micile/Primar
 To continue enrollment in the Current Use Program, the new will the new owner be submitting that application? H. PROPERTY USAGE INFORMATION 11. Transferor's use of property BEFORE transfer (see quick reface). a. If Line H1 is "7," "8," or "9" enter description 2. Transferee's use of property AFTER transfer (see quick reface). 	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date, eference guide) ofference guide) 01. Dor ference guide) 02. Sec	No Yes micile/Primar
 To continue enrollment in the Current Use Program, the nerwill the new owner be submitting that application? PROPERTY USAGE INFORMATION 1. Transferor's use of property BEFORE transfer (see quick refere.) a. If Line H1 is "7," "8," or "9" enter description 2. Transferee's use of property AFTER transfer (see quick refere.) a. If Line H2 is "7," "8," or "9" enter description 	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date, eference guide) 01. Dor ference guide) 02. Sec If you are logged in, you can	No Yes micile/Primar condary Resi
 To continue enrollment in the Current Use Program, the nerwill the new owner be submitting that application? H. PROPERTY USAGE INFORMATION 1. Transferor's use of property BEFORE transfer (see quick referment). 2. Transferee's use of property AFTER transfer (see quick referment). 2. Transferee's use of property AFTER transfer (see quick referment). 3. Was the property rented BEFORE transfer? 	ew owner must submit a <u>Current Use Application</u> within 30 days of the recording date, eference guide) ofference guide) 01. Dor ference guide) 02. Sec	No Yes micile/Primar condary Resi No Yes

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.



12 13



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

	PROPERTY TRANSFER TAX RETURN (PTT-172)	
Click here for full form instruct		
I. WITHHOLDING CERTIFICAT	TON VT Income tax has been withheld from the purchase price and will be remitted to the Commissioner	No Y

DEPARTMENT OF TAXES

Step	40
STAN	
JUCH	H U /

J2.	If transfer happened prior to July 1, 2011, enter the portion of the value eligible for special rate		0.00	
J3.	Total special rate value			0.00
J4.	Special tax rate for eligible value (see instructions)		0.005	
J5.	Tax due on portion of value eligible for special rate			0.00
J6.	Only if line E1 is "99", enter any portion of value in excess of \$110,000 but below \$200,000		0.00	
J7.	Tax Rate for exemption 99 only		0.0000	
J8.	Tax due on exemption 99 for portion of values less than \$200,000			0.00
J9.	Total Due on portion of value eligible for special rate			0.00
Тах	on General Rate Property			
J10	Total price paid		200,000.00	
J11	Price paid for personal property		0.00	
J12	Price paid for real property		200,000.00	
J13	Enter amount from Line J3 above		0.00	
J14	Enter amount from Line J6 above	3	0.00	
J15	Non-eligible amount [Subtract: Line J13 and Line J14 from Line J12]		200,000.00	
J16	Tax rate (includes 0.002 Clean Water Fund, 32 V.S.A. § 9602a)		0.0145	
J17	Tax due on General Rate Property			2,900.00
TO	AL TAX DUE			
J18	Total Tax Due			2,900.00
	Previous Next >			Cancel Save

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**.



	ATTACHMENTS	
PERIOD ENDING: 11/1/2016		
You can upload attachments if you have ad preferred file type is PDF.	Iditional correspondence that you wish to transmit to the Department that are not pa	rt of the standard return. Our
Would you like to add attachments?	No 💌	
<pre> Previous Next ></pre>		Cancel Save

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.

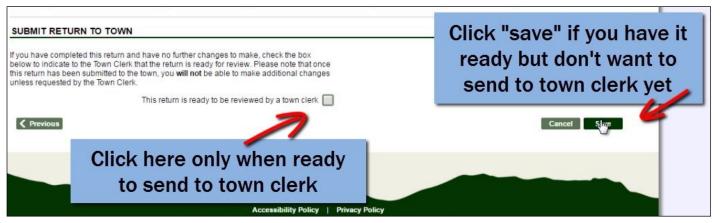
	CERTIFICATIO	N AND SUM	MARY
PERIOD ENDING: 11/1/2016			
true, correct, and complete to the best of my know	wledge. If prepared by a person of any other purpose, or made availa	ther than the taxpayer,	equirements of Title 32 of the Vermont Statutes and that this return this declaration further provides that under 32 V.S.A. §5901, this n, other than for the preparation of this return unless a separate
I certify the statement above			
Signature of Taxpayer or Authorized Agent			Required

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



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.

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.

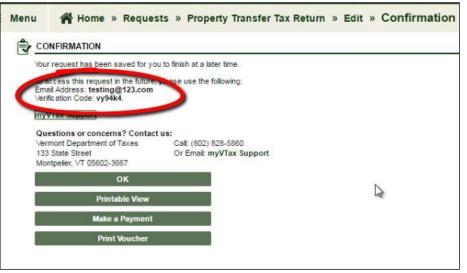
If you believe the return to be accurate and

DEPARTMENT OF TAXES

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.





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



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.