

myVTax Guide for Town Clerks: How to Transfer from ePTTR to myVTax

This guide provides Vermont town clerks with step-by-step instructions on how to log on for the first time to access Property Transfer Tax Returns (PTTR) through myVTax, the new online portal for real estate transfer taxes. myVTax is replacing ePTTR, which is being phased out. During this transition period, all new returns will be added to myVTax at www.myvtax.vermont.gov. ePTTR will still be active, however, until all outstanding returns have been recorded. Once you have all outstanding returns recorded for your town, you will use myVTax exclusively to access and record returns.

These instructions are for the transition from ePTTR and initial log-on to myVTax only. They are specific to town clerks and are not relevant for listers, assessors or other town officials, who may contact the Department for guidance. If you need help or have questions, please call 802-828-5860 or email tax.rett@vermont.gov.

Step 1

When the myVTax PTTR filing system is available, the Vermont Department of Taxes will send town clerks an email with links and instructions on how to switch from ePTTR to myVTax. The email will come from this email address: **Tax-myVTaxInfo**.

Begin by logging in to ePTTR as you normally would using your **Username** and **Password**.

Step 2

Look for the six-digit myVTax Access Code at the top of the screen.

You will see this here only once, so write down or copy this access code. It is only valid for 30 days. Once you access this code, please log on to your new myVTax account as soon as possible.

Return to the email and click the link to access the log-on page in myVTax.

Step 3

- Enter the **1 myVTax Access Code**.
- Enter the same **2 Town Clerk Username** you used for ePTTR.
- Click **3 Next** after you have entered the required information for all steps that follow.

Step 4

- Enter your **1 Email Address** and confirm. If you need to update your email address, enter your new email here.
- Enter your **2 Primary Phone Number**.

Step 5

Choose a method to receive your security token. Security tokens are a second layer of security for your account in myVTax. You will need to get a new security token each time you log on to myVTax from a new device that is not trusted.

You may receive your security token by **1** text message or **2** email—click a button to let us know your preference. If you choose to receive your security token by text, be sure you have entered a cell phone number in Step 4. If you choose to receive your token by email, enter your email address. Once your myVTax registration is

complete, you'll receive your security token to log on to myVTax for the first time.

Note: Your Security token is not the same as your myVTax access code.

Step 6

Create your new log-on credentials for myVTax. If your old ePTTR **1 Username** is not already being used, the system will offer to keep that name for you. However, you may choose a new **Username** if you prefer. You will need to create a new **2 Password** and **3 Secret Question and Answer** (in case you forget your password). After you complete this page, click **4 Submit** to finish your registration. Once this information is verified, your myVTax account will be automatically generated for you with account-

specific information. Town clerks may add assistant clerks at any time.