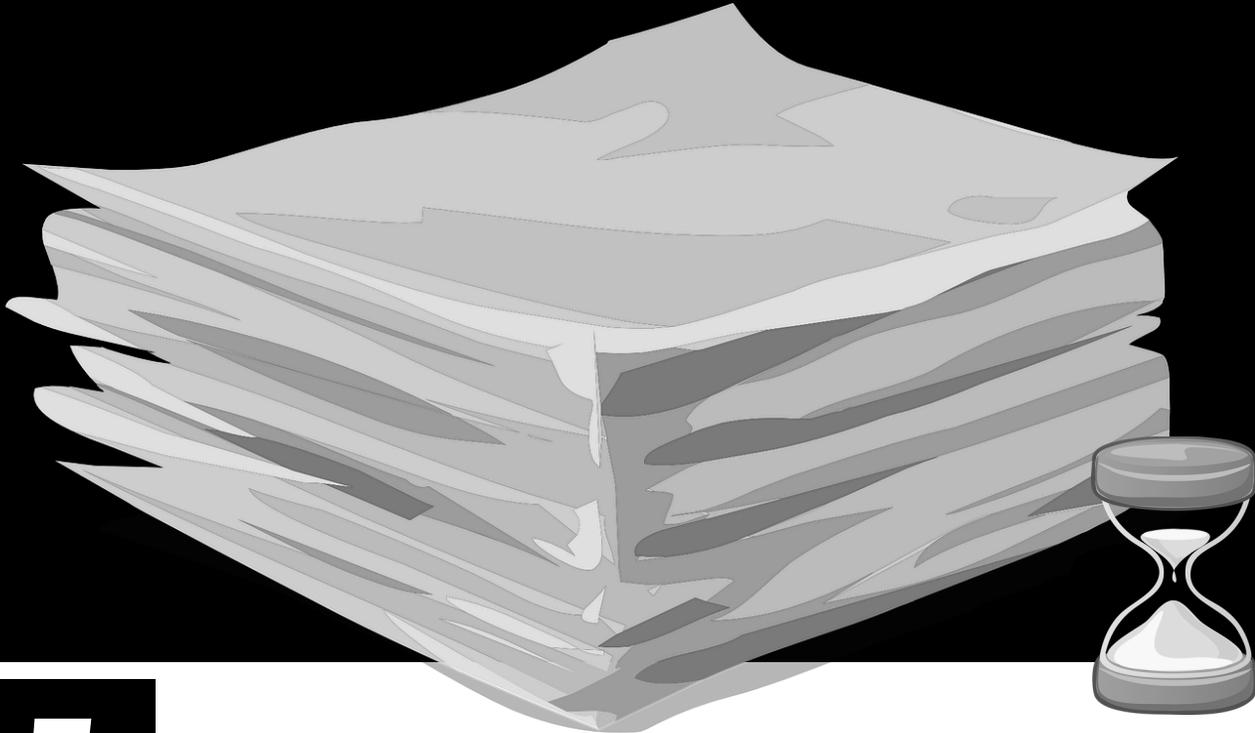


Still using paper forms to file your Landlord Certificates?



5

Best Reasons to File Online with myVTax

- 1 Saves time!** You'll have more hours in your day to do other tasks.
- 2 It's easy!** Set up the template once. Just update renter information as needed.
- 3 It's handy!** Upload your renter list with the bulk upload feature.
- 4 It's convenient!** Keep the template from year to year—less typing, less work.
- 5 We'll show you how!** See the reverse side for a quick step-by-step guide.

How to File Online Using Bulk Upload with myVTax

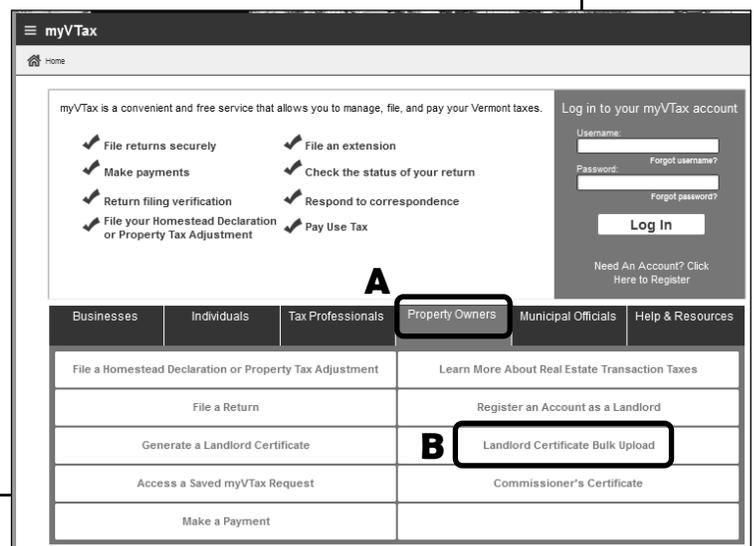
Landlords who have two or more residential units must provide each tenant (one per unit) **and** the Vermont Department of Taxes with Form LC-142, Landlord Certificate, by January 31. When landlords file their Landlord Certificates through myVTax, the system automatically sends the certificate to the Department. The landlord must then give the tenant—by mail or email—a paper or electronic copy to use to file a Renter Rebate Claim. Each certificate will have an E-file Certificate Number the tenant may use when e-filing the Renter Rebate Claim.

Login Bulk Upload: If you have a myVTax account, follow these steps:

1. Log in to your account.
2. Click on the **Landlord Certificate Bulk Upload** hyperlink under the **I Want To** section.
3. Download the LC-142 Bulk Upload Spreadsheet by clicking **LC-142 Bulk Upload Template** and save the template to your computer.
4. Match the fields. Input the data into the spreadsheet using the column titles as a guide. When the spreadsheet is complete, save it to your computer.
5. Click on the **Choose File** button and select the file from your computer to be uploaded.
6. Upload the file by selecting the **Import** button.
7. The **Imported Data** tab will show any errors in the data you've uploaded. Correct any errors on the file and upload the corrected file by clicking the **Import** button. This will replace the data you've previously uploaded.
8. You will receive a confirmation number on the next page. Keep this number for your records.
9. Select the **Print** button on this page to print out a copy of Form LC-142. This will print out one copy of every submitted certificate. Give each tenant (one per unit) a Landlord Certificate by January 31.

Non-Login Bulk Upload: If you do **NOT** have a myVTax account, follow these steps:

1. Go to www.myvtax.vermont.gov and select the **Property Owners (A)** tab from the homepage.
2. Select the **Landlord Certificate Bulk Upload (B)**.
3. From here, follow the same instructions for Login Bulk Upload beginning with Step 3 above.



For more detailed instructions, see our “Guide to Submitting Landlord Certificates as Bulk Upload” at tax.vermont.gov.