

# Town Clerks: When to Mail Paper Versions of the Property Transfer Tax Return to the State

Property Transfer Tax Returns (PTTR) are filed electronically through myVTax or the paper version of Form PTT-172. Vermont State law requires preparers to send a copy of the PTTR prepared for transfer with the deed(s) to the town clerk. As a town clerk, you will see variations of Form PTT-172 sent to you. This fact sheet provides an overview of the three variations you may see and instructions on providing the Vermont Department of Taxes with the recording information.

## 1 If E-filed is Displayed

If the PTTR shows “E-Filed” at the top of the form, this return has been electronically filed and sent to your queue in myVTax. You must enter your recording information on the return in myVTax and then submit the return to the Department electronically. Please do not mail a hard copy of the return to the Department.

Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401  
Phone: (802) 828-6851

E-Filed

For Town Use Only

Form  
**PTT-172** VERMONT  
PROPERTY TRANSFER TAX RETURN

## 2 If It Does Not Have Any Notation at The Top of The Form and Has a Bar Code at The Bottom

If the PTTR does not have any notation at the top of the form and has a bar code at the bottom of the page, this paper return was not sent through myVTax. Enter the recording information on the return and send the original to the Department. You may redact the Social Security numbers and other sensitive information on your copy but do not redact any information on the original return sent to the Department.

Paper returns should be submitted to the Department using the prepaid envelopes provided. Do not send more than one mailing in 30 days. Under Vermont law at 32 V.S.A. §9610 (a), you must include all paper returns recorded within the 30 days prior to mailing. If you receive no paper returns, do NOT send the Department a mailing.

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### 3 If Draft Do Not Record is Displayed

If the PTTR shows “Draft do not record” at the top of the form, this return was started in myVTax but was not completed and sent to your queue in myVTax. This version cannot be recorded. It is not a valid return. Please contact the preparer listed on the return or the Department if no preparer is listed. If you are able to contact the preparer, explain that they must complete the return in myVTax and provide a final version marked “E-Filed.”

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Form <b>PTT-172</b>	<b>VERMONT</b> PROPERTY TRANSFER TAX RETURN
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**Draft do not record**

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## Contact Us

If you have questions or need assistance accessing your myVTax account, please contact the Department of Taxes at [tax.rett@vermont.gov](mailto:tax.rett@vermont.gov) or call (802) 828-6851.

Visit our website to learn more about [property transfer taxes \(https://tax.vermont.gov/property/property-transfer-tax\)](https://tax.vermont.gov/property/property-transfer-tax).