

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

Property Transfer Tax Returns (PTTRs) are filed either electronically through myVTax or on the paper version of Form PTT-172. 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 information on the three variations you will see and instructions on how to provide the Vermont Department of Taxes with the recording information.

Version 1: “E-Filed”

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

The diagram shows the top portion of a Vermont Department of Taxes form. At the top right, the text "E-Filed" is circled in red. Below this, on the left, is the department's contact information: "Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401 Phone: (802) 828-5860". Below the contact info is a box containing "VT Form PTT-172" and "VERMONT PROPERTY TRANSFER TAX RETURN". To the right of this box is a larger box labeled "For Town Use Only".

Version 2: No notation at the top and 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 is a paper return that 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 anything on the original return sent to the Department.

Paper returns should be submitted to the Department using the pre-paid envelopes we provide to you. 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 your mailing. If you receive no paper returns, do **NOT** send the Department a mailing.

The diagram shows two parts of the form. The top part is the header area, similar to Version 1, but without "E-Filed" at the top. The "For Town Use Only" box is circled in red. The bottom part of the diagram shows the footer area, which includes a barcode circled in red. Above the barcode is the text "(continued on next page)". Below the barcode is the number "* 1 7 1 7 2 2 1 0 0 *". To the left of the barcode is a small square box. To the right of the barcode is the text "Form PTT-172 Page 1 of 4 Rev. 06/17". The number "5454" is printed in the bottom left corner of this section.

Disclaimer: The information provided here is intended to be an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information presented here.
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Version 3: “Draft do not record”

If the PTTR shows “Draft do not record” at the top of the form, this is a return that 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 contact the preparer, explain that they must complete the return online and provide a final version marked “E-Filed.”

Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401 Phone: (802) 828-5860		Draft do not record
VT Form PTT-172	VERMONT PROPERTY TRANSFER TAX RETURN	For Town Use Only

For more information on property transfer taxes, visit
<https://tax.vermont.gov/property-owners/real-estate-transaction-taxes/property-transfer-tax>

For assistance in accessing your myVTax account,
contact our staff at 802-828-6851 or tax.rett@vermont.gov