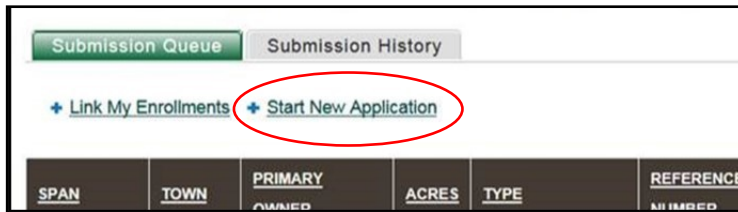


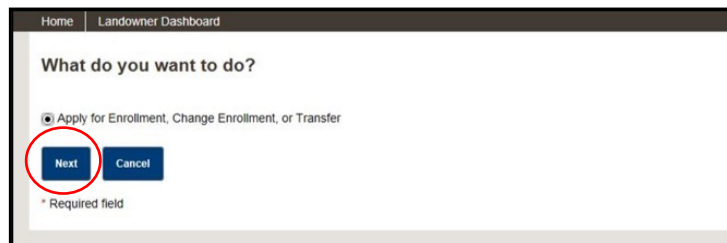
1 Before you begin, gather 1) full name of each owner; 2) unique email for each owner; and 3) School Property Account Number (SPAN) found on the property tax bill. If you have transferred land, you will also need the date of transfer. Be prepared to answer questions about any buildings on the property.

2 Log on to <https://secure.vermont.gov/TAX/ecuse/home>. Sign into your account with your username and password.

3 Click **Start New Application**.



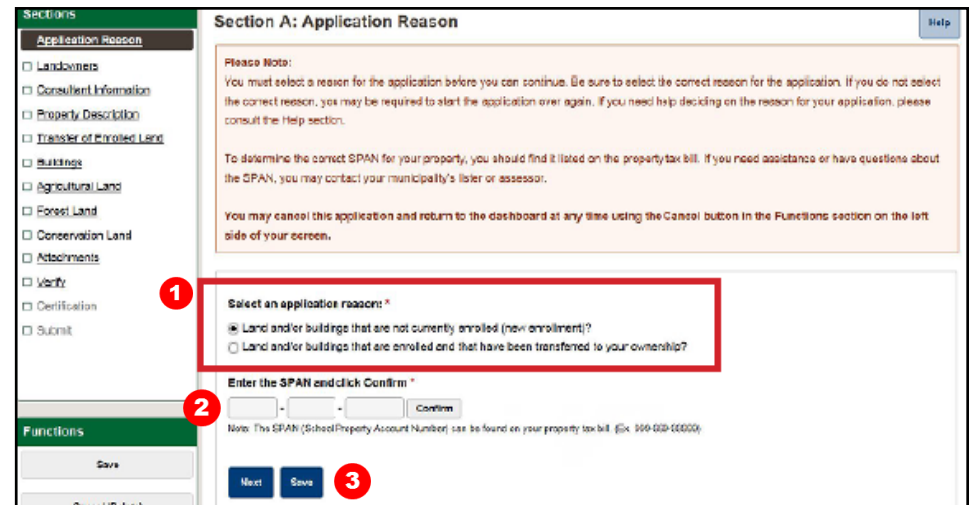
4 eCuse has pre-selected **Apply for Enrollment, Change Enrollment, or Transfer**. Click **Next**.



5 eCuse will move you to Section A: Application Reason. You may select the **1** application reason that applies to your property: 1) Land and/or buildings that are not currently enrolled (new enrollment) or 2) Land and/or buildings that are enrolled and have been transferred to your ownership.

2 Enter the **SPAN**. Click **Confirm**. If you get a message that the SPAN is not found, then check your SPAN enter it again. If you get the message a second time, call the Current Use Program.

3 Click **Next** or **Save**. The **Next** button will save your information and move you to the next section.



eCuse website: <https://secure.vermont.gov/TAX/ecuse/home>
Current Use Program, Division of Property Valuation and Review
Vermont Department of Taxes

Phone: (802) 828-5860, ext. 1

Email: tax.currentuse@vermont.gov