QuickStart eCuse Guide: Submitting an Application

1. There are three steps to submitting an application:
   1) Verify  2) Certify  3) Submit and Pay

2. When all sections are complete, verify your application by checking each section once again to make sure all information is correct. Correct any errors.

3. When you have verified all sections, click
   eCuse will send you an email to your address on record. Click the link.

4. The link will bring you to a screen to certify and sign. All owners must sign. Click
   Complete Signature

5. On the certification screen, enter your Social Security Number or Federal Employer Identification Number. Click I Certify

6. Return to your dashboard to submit the application and pay the fee. Click Submit and follow the instructions to pay and finalize the application. eCuse gives you three payment methods: ACH debit, paper check, and credit card. Select the method you want and click Submit.

7. If paying by check, be sure to print the Payment Voucher and attach it to your check. Print the Attachment Checklist and follow the instructions for submitting maps and other supporting documents. Be sure to Print Application and keep a copy for your records.

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