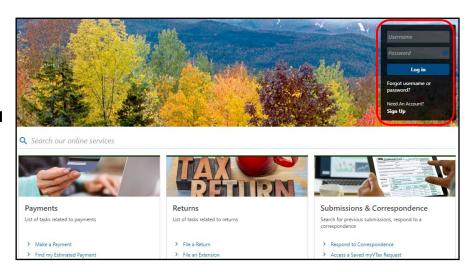
myVTax Guide: How to Log In and File a Property Transfer Tax Return

If you have already registered for a myVTax account, this guide provides step-by-step instructions on how to log in and file Form PTT-172, Property Transfer Tax Return, at www.myVTax.vermont.gov.

Step 1

Go to www.myVTax.vermont.gov to access the Department's portal for online services. To begin, log in by entering the Username and Password you chose when you registered. Click Log In.

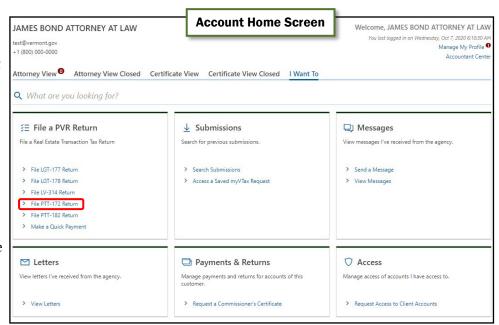


Step 2

Because you registered in the system, the information you see here on the Home screen is specific to you and your clients. You will have access to myVTax features, such as receiving alerts, client requests you filed, view messages and letters.

Links found under **I Want To** allow you to perform a number of functions, such as add more people in your office to work on client accounts, send a secure message to the Department, and more.

Click **File a PTT-172 Return**.



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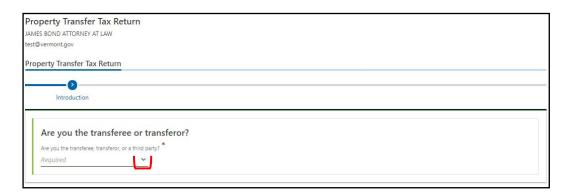
DEPARTMENT OF TAXES

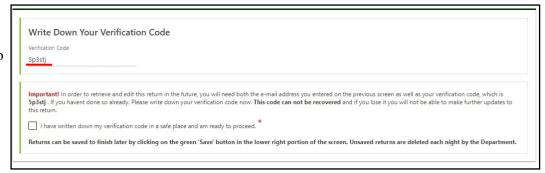
Step 3

Click the dropdown menu and choose your role—transferee, transferor, or attorney/ other third party.

Step 4

Write down the **Verification Code.** This code is unique to the return. If you need to access this return in the future, you will need this code and the email address you entered in **Step 3** to retrieve the return.





We ask you to verify that you have written it down by checking the required box. You cannot recover the code once you have left the system. Click **Next**.

Step 5

Enter the information for the primary transferor and primary transferee in this section. Be sure to enter a valid **Phone Number** and **Email Address**.

If you have more transferors or transferoes to add, click **Yes**. If not, click **No**. This is a required field.

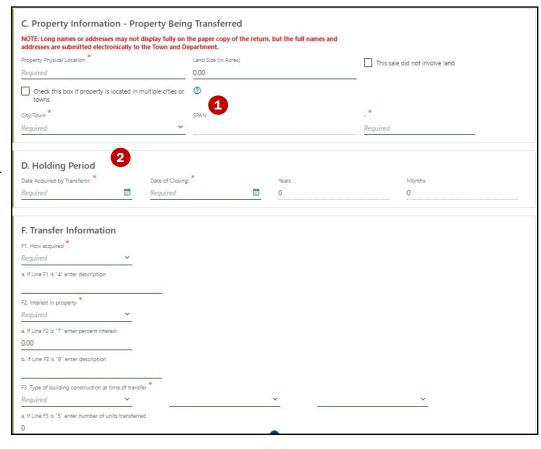
Note: A field with a red asterisk requires an answer.

Primary Transferor TRANSFEROR ID SSN	Info Following Tran	sfer	Primary Transfered	e Info Following Tran FEIN	nsfer
TRANSFEROR NAME	Required		TRANSFEREE ID SSN ~	ID * Required	
Last Name * Required			TRANSFEREE NAME * Last Name		
First Name * Required	M.L.		Required *		
FRANSFEROR ADDRESS	Country USA	Foreign Country	First Name Required	M.I.	
	Street Address *		TRANSFEREE ADDRESS	Country USA	Foreign Country
Validate Address	Required Street Address 2			Street Address * Required	
	Unit Type	Unit	Validate Address	Street Address 2	
	City *			Unit Type	Unit
	Required * State	Zip *		City * Required	
PHONE NUMBER *	Required ~	Required		State * Required	Zip * Required
Required EMAIL ADDRESS *			PHONE NUMBER *		
Required			Required EMAIL ADDRESS *		
Do you have any other Transfer	ees or Transferors to add?		Required		

Step 6

Enter information about the property in these sections. Please note the following convenient features:

- 1 When you select the town, the first six digits of the **SPAN** will autofill. Enter the last five digits for the property.
- 2 When you enter dates using the calendars, the system calculates the **Years** and **Months**.



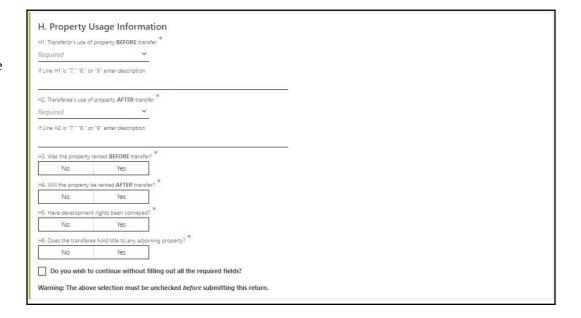
Step 7

Complete all additional information fields, as well as **Section G**, which addresses land in Current Use.

F4. Was property purch	INFORMATION*				
F4. Was property purch	ased by tenant? Yes				
F5. Financing					
O Conventional / E	3ank				
Owner Financing	*				
Other*					
a. If Line F5 is "Other" e	inter description				
			*		
F6. Do you intend to re	cord the transfer document(s Yes) and this return with the town within 60 day	ays?		
140	165				
	1		201/64 61		
		est Land Use Value Progra		24	
		est Land Use Value Progra ed in the Current Use (Use Value Appraisal) i		24	
				24	
Is all or part of the pro	perty being transferred enroll Yes) Program? *		be submitting that application? *

Step 8

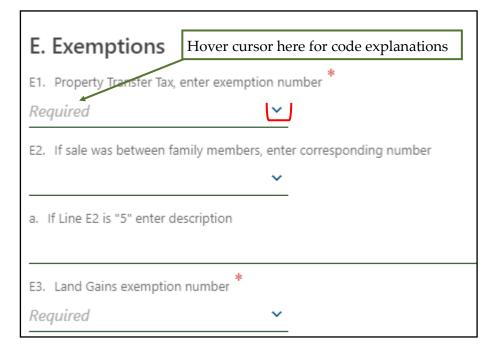
Complete all fields in the property usage information section.



Step 9

Not sure if the transfer qualifies, or which exemption number to use? Hover your cursor over the **Required** reminder box to reveal an icon with three white dots. Click the dots for explanations of the exemptions.

If the property is not eligible, select **00 None** at the top of the dropdown menu.



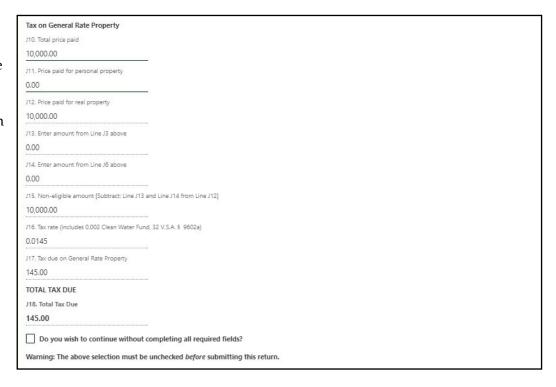
Step 10

Indicate whether the seller will be responsible for **Real Estate Withholding**. Enter any applicable exemptions, or a valid Commissioner's Certificate here.

	ies that 2.596 VT Income tax has been withhe -171 within 30 days of Transfer	eld from the purchase price and will be remitted to the Commissioner
No	Yes	
If Line I1 is "No" en	er the withholding exemption number	
16 1 in a 17 in 18 1 anns	withholding certificate number	

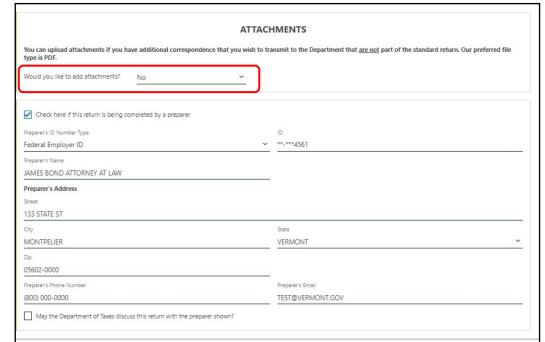
Step 11

Complete the rate schedule and tax due. The **Tax on Special Rate Property** section will prefill based on the information entered on **Line J10**, if applicable. The system will automatically calculate the tax due.



Step 12

If you have attachments that are not part of the standard return, you may attach them in this section. The Department prefers to receive attachments as PDF files. Please remember that the town clerk cannot view attachments. The preparer will need to include the redacted attachment along with the paper return sent to the town clerk if it pertains to the recording of the deed. Your preparer information will show in the section below.

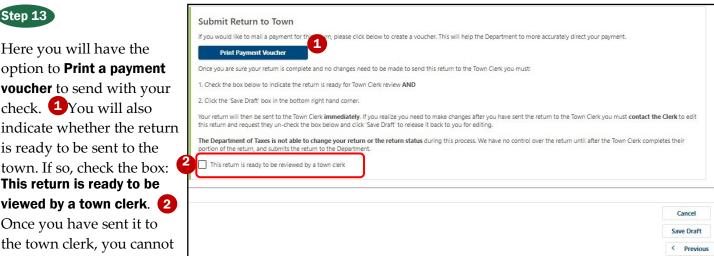


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Step 13

Here you will have the option to Print a payment voucher to send with your check. **1**You will also indicate whether the return is ready to be sent to the town. If so, check the box: This return is ready to be viewed by a town clerk. 2 Once you have sent it to

edit it. You may view and



Be sure to <u>double check your entries</u> before checking this box.

Step 14

print it only.

To find a saved return and complete it, return to the Home screen and click on the **Attorney View** tab. Here you will see all pending Property Transfer Tax returns. The Status column shows whether the return is Not Submitted or



Submitted to Town. To edit this return, click on the Verification Code.

Step 15

Once you have accessed the saved return, you will see your options at the top right. Click on Continue **Editing** to finish the return and submit it to the Town Clerk, as shown in **Step 13**.

