myVTax Guide: LV-314 Return Navigation for Listers

**Step 1**

If you are a first-time user, please see myVTax Guide: Initial Signup and Login for Listers for instructions on getting a Lister account.

If you already have a Lister account in myVTax, enter your **Username** and **Password**, and click **Log In**.

**Step 2**

You will be taken to the logged-in **Home** screen. Under the **LUC Values Requests** tab, click the **Confirmation Number** link for the LUC Value that needs to be reviewed.

**Step 3**

Click **Continue Editing**.
Step 4

The portion of the return you will edit is on the second page of the return. Navigate to the bottom of the page and click the **Next** button.

Step 5

Any comments from PVR to the town will appear in the appropriate box. If desired, type any comments for PVR in the **Town Comments to PVR** box.

Step 6

The **Town Parcel ID** screen can be edited.

1. Enter the **Value** of the acres as a separate parcel in the appropriate field marked as *required*.
2. Enter the **Fair Market Value Notice Date** (date of mailing)
3. The Fair Market Value Letter will automatically print with Form LV-314. To create a custom letter, click **Click Here for the Fair Market Value Letter**.

You will send the letter to the property owner with the LV-314 notice.

All fields with red asterisks require answers.
Enter the recording information for the most recent Current Use Application. Answers are required. Click **Next** when done.

![Previous Recording Information](image1)

**Step 8** Change the answer to the question, “*Would you like to add attachments?*” to **Yes** to attach any useful information. Click **Submit** to send the change request back to PVR. All required fields must be completed on the previous screens to submit.

![Request Land Use Change Values](image2)

**Step 9** Click **Print** to print the return. The landowner cover letter created in **Step 6** will automatically print as the third page. Copy and send to the landowner.

![Confirmation](image3)

Immediately notify the Current Use Program if your Fair Market Value Determination is appealed. Current Use value appeals follow the same appeals process as all the other grand list value appeals to the town, according to Vermont law 32 V.S.A. § 3758(b).
Step 10  The request now shows as **Submitted**.

![Image of LUC Values Request form]

**LAND USE CHANGE TAX RETURN**  
(LV-314)

Case ID: 0-000-208-475

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**Step 11**  You can review the request by clicking **Show History**.

![Image of LUC Values Requests table]

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**Questions?**

Call your PVR District Advisor or the DA Hotline at (802) 828-5860 or email tax.pvr@vermont.gov.

For assistance in setting up or entering your myVTax account contact our IT Help Desk at (802) 828-0428 or email tax.IHelpDesk@vermont.gov.