myVTax Guide: How to Record a Land Use Change Lien Release

As a town clerk, you must record current use lien releases and enter certain information on Form LV-314, Notice of Withdrawal from the Use Value Appraisal Program. This guide is designed to help you navigate the online form in myVTax at myVTax.vermont.gov.

Enable pop-ups when working in myVTax. Pop-up blockers may prevent certain windows from appearing.

**Step 1**
- **Log into** your Town Clerk account on myVTax.
- Under the **LUC Lien Releases** tab, **1** click the **Confirmation Number** **2** under the corresponding tab for the type of fling request you need to record.

**Step 2**
On the return, click **Print**.
Record the last printed page in your land records and give your lister the first two pages.
**Step 3**

Click **Continue Editing**.

**Step 4**

On the return (not shown), click the **Next** button twice to navigate to the **Lien Release** section.

Here you will see the following required fields that must be completed:

- **Previous Recording Information** (most recent Current Use application *(book, page, and date recorded)*)

- **Lien Release Recording Information** *(book, page, and date recorded)*

When done, click **Submit**.

**Step 5**

You will be taken to the **Confirmation** screen, which shows a Verification Number. You may **Print** this screen if you wish.