

# 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.

**Once you submit the lien release, the Department of Taxes will authorize payment of the lien recording fee and your share of the Land Use Change Tax.**

**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.

The screenshot shows the myVTax interface for a Town Clerk. The 'LUC Lien Releases' tab is selected and circled with a red box and a '1'. Below the tabs is a table with the following data:

Confirmation Number	SPAN	Last Name/Entity Name	Withdrawal Date	Request Date
1-511-289-344	123-456-78910	SMITH	Jan-06-2015	Mar-06-2020

The confirmation number '1-511-289-344' is circled with a red box and a '2'.

## Step 2

On the return, click **Print**.

Record the last printed page in your land records and give your lister the first two pages.

The screenshot shows the 'Request Land Use Change Lien Release' form in a 'Draft' state. The 'Print' button is circled with a red box. The form displays the following information:

- Confirmation #: 1-511-289-344
- Status: Saved
- Buttons: Continue Editing, Delete, Print

Page 1 of 2

**Step 3**

Click **Continue Editing**.

VERMONT myVTax

< Town Clerk

Request Land Use Change Lien Release **Draft**

Town Clerk  
townclerk@yourtown.gov

Confirmation #  
1-511-289-344  
Saved

Continue Editing

> Continue Editing  
> Delete  
> Print

Request Land Use Change Lien Release

**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**.

PREVIOUS RECORDING INFORMATION  
(Not required if only buildings being withdrawn.)  
According to town land records, the most recent Current Use application was recorded on:

Book \*  
Required

Page \*  
Required

REQUIRED OR COMBINED LIEN RELEASE RECORDING INFORMATION

Book	Page	Recorded

VOLUNTARY LIEN RELEASE RECORDING INFORMATION

Book *	Page *	Recorded *
Required	Required	Required

Cancel < Previous **Submit**

**Step 5**

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

< Request Land Use Change Lien Release

Confirmation

Thank you for submitting the Land Use Change lien release information to the Vermont Department of Taxes. Your confirmation number is 1-511-289-344.

You may print a copy of this submission by clicking the 'Print' button below. If you do not wish to print at this time, you can access your request at a later date from the 'Submissions' tab in your myVTax profile.

Questions or concerns? Contact us:  
Vermont Department of Taxes Call: (802) 828-5860  
133 State Street Or Email: myVTax Support  
Montpelier, VT 05602-3667

Click 'OK' to proceed.

**Print**

OK