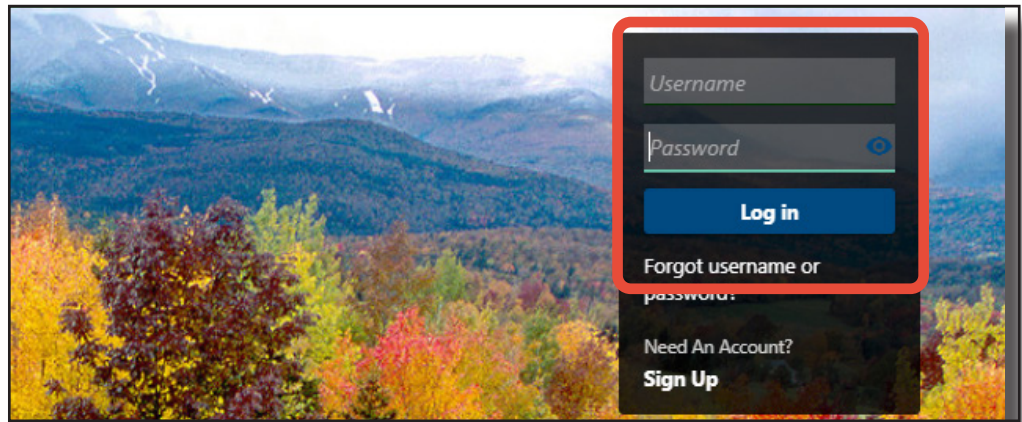


myVTax Guide: How to Record a Lien Filing or Lien Release Request

This guide provides step-by-step instructions for town clerks to record Lien Filing or Lien Release Requests. If you have questions, email Tax.ComplianceSupport@vermont.gov.

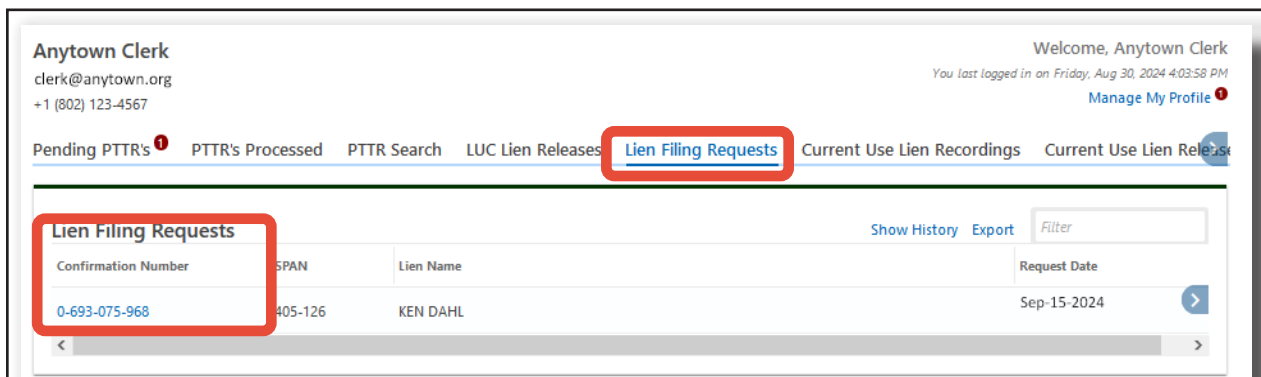
1 Log into Your myVTax Account

Go to <https://myvtax.vermont.gov>. To begin, log in to your existing account with your Username and Password.



2 Look for Lien Filing/Lien Release Requests

In the example shown here, there is a Lien Filing Request under the Lien Filing tab. Likewise, any Lien Release Requests appear under the Lien Release Request tab. Click the Confirmation Number link for the listed request.



3

Continue

Click Continue Editing.

Lien Filing
Anytown Clerk
clerk@anytown.org

Draft
Confirmation #
0-693-075-968
Saved Sep-15-2024 13:24:23

[Continue Editing](#)
[Delete](#)
[Print](#)

Lien Filing

NOTICE OF TAX LIEN(S)

Notice is hereby given of a lien in favor of the State of Vermont upon all real and personal property, and all rights to property, of the person or persons listed below. The lien also attaches to any property or rights to property acquired by the persons listed below after the time of filing of this lien. The lien exists under one or more chapters 32, Vermont Statutes Annotated, and is for taxes assessed against the person or persons listed below which remain unpaid after demand for payment. The amount shown herein may include interest, penalties, late filing fees, and/or lien fees as provided by law. Interest, penalties, and late filing fees continue to accrue until paid in full.

4

Enter Filing Information

The image in this step shows only the bottom, fillable portion of the Lien Filing request screen for the request you selected. Enter the requested information in the appropriate fields. The date goes in the '**Filed on**' field, and your town or city name goes in the '**and proper entry made in**' field. Enter the Book Number and Page Number and town or city clerk's name.

Click **Submit** when done.

Total Amount of Lien 4,586.12

Filed on ^{*} Required _____ and proper entry made in ^{*} Required _____

book no. ^{*} Required _____ page no. ^{*} Required _____

Required _____, Town/City Clerk ^{*}

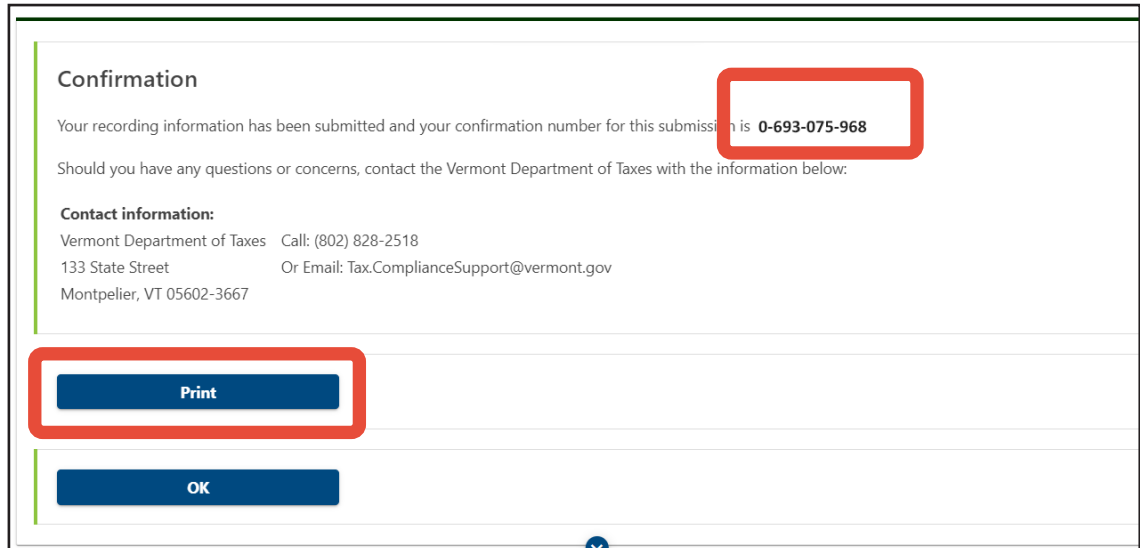
Please direct any questions or correspondence about this lien release to Tax.ComplianceSupport@vermont.gov.

Cancel Save Draft < Previous **Submit**

5

Confirmation Screen

You are now at the Confirmation Screen, which provides you with a confirmation number. Either save that number for future reference, or print the Lien Filing/Lien Release request using the **Print** function.



The screenshot shows a confirmation screen with the following content:

Confirmation

Your recording information has been submitted and your confirmation number for this submission is **0-693-075-968**.

Should you have any questions or concerns, contact the Vermont Department of Taxes with the information below:

Contact information:
Vermont Department of Taxes Call: (802) 828-2518
133 State Street Or Email: Tax.ComplianceSupport@vermont.gov
Montpelier, VT 05602-3667

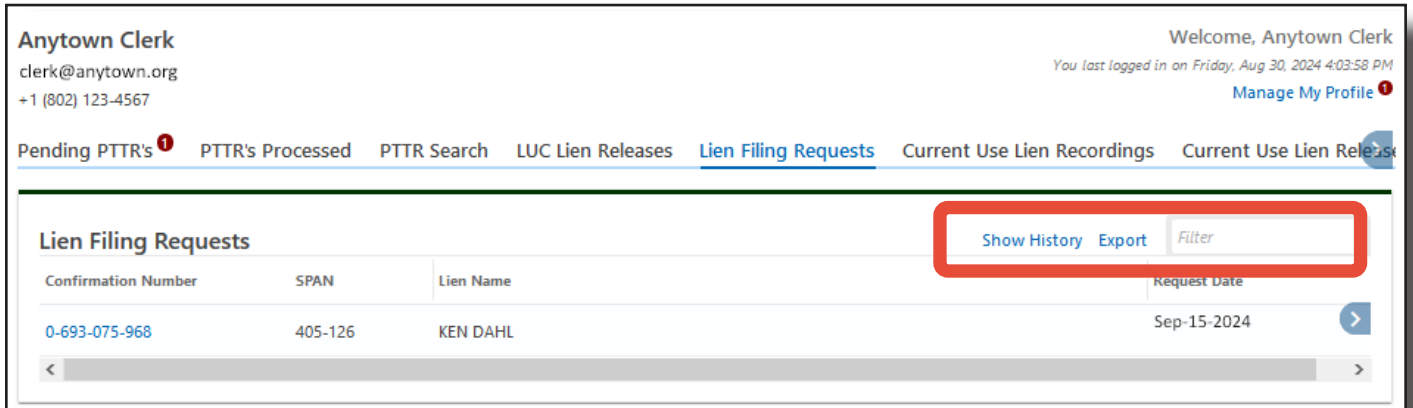
At the bottom, there are two buttons: **Print** and **OK**. Both buttons are highlighted with a red border.

6

More Functions

You can view or print the submission at any time by clicking **Show History** under the Lien Filing Requests (or other appropriate) tab on your home screen, and selecting the confirmation number.

You can only edit a submission or cancel a request until 4:00 p.m on the day you submitted the request. If you need to request a change after that time, email tax.ComplianceSupport@vermont.gov.



The screenshot shows the Anytown Clerk interface with the following elements:

Anytown Clerk
clerk@anytown.org
+1 (802) 123-4567

Welcome, Anytown Clerk
You last logged in on Friday, Aug 30, 2024 4:03:58 PM
[Manage My Profile](#)

Navigation tabs: Pending PTTR's ¹, PTTR's Processed, PTTR Search, LUC Lien Releases, **Lien Filing Requests**, Current Use Lien Recordings, Current Use Lien Release

Lien Filing Requests

Buttons: **Show History**, **Export**,

Confirmation Number	SPAN	Lien Name	Request Date
0-693-075-968	405-126	KEN DAHL	Sep-15-2024

Navigation arrows: < and >