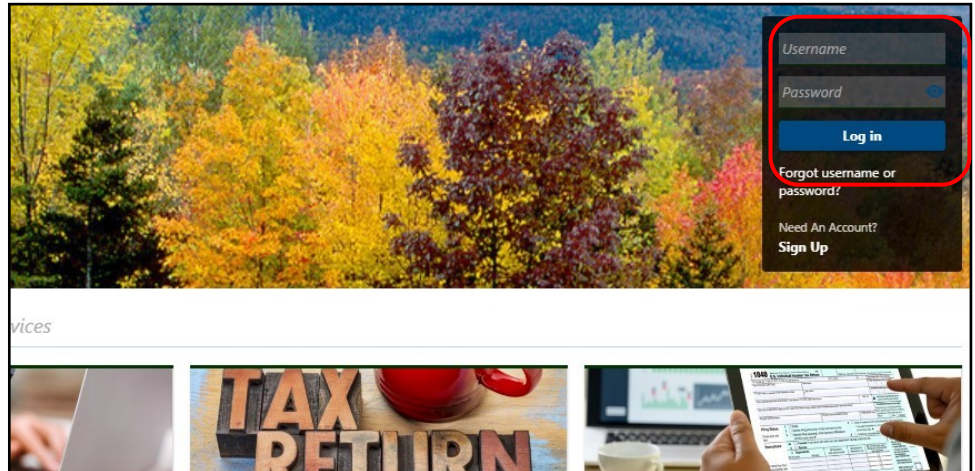


myVTax Guide for Town Clerks: How to Record Returns

This guide provides step-by-step instructions for town clerks to record or otherwise respond to Property Transfer Tax Return filings.

Step 1

Go to **myVTax.vermont.gov** to access the Department's portal for online services. To begin, log in using your existing account with your **Username** and **Password**.



Step 2

Your **Home screen** will appear, showing the items in the system associated with your account. If you have

any Property Transfer Tax Returns waiting to be recorded, they will appear under **Pending PTTRs**.

Welcome, Test
You last logged in on Tuesday, Nov 3, 2020 8:06:53 AM
Manage My Profile

Pending PTTR's ¹ PTTR's Processed PTTR Search LUC Lien Releases Lien Filing Requests Lien Release Requests I Want To

Pending PTTR's Export Filter

| Confirmation Number | SPAN | Transferee Name | Transferor Name | City | Street | Grand List Category | Closing Date | Record Dat |
|---------------------|-------------|-----------------|-----------------|------------|-----------|---------------------|--------------|------------|
| 1,860,501,504 | 40512612345 | MOUSE | SELLER | Montpelier | 5 MAIN ST | | Nov-01-2020 | |

Step 3

To edit and record the return, click on the associated confirmation number then click **Continue Editing**. You will be able to scroll through and review the return.

Step 4

Click **Next** through the return until you get to the **Town Information/Grand List Information**. **1** Enter the following information:

- Book Number
- Page Number
- Parcel ID Number
- Total Real Value
- Date of Record
- Grand List Year
- Grand List Category

You will also need to **verify** **2** that all information was entered accurately.

Note: if the SPAN number is incorrect, you may correct this by checking the box, **Check here to edit SPAN**.

When you have completed all fields, click **Submit**.

Step 5

The confirmation screen shows a **verification code** which you may write down for future reference, or simply **Print** the return.

Confirmation

You have submitted this return to the VT Department of Taxes.

e-mail address and verification code linked to this return:
Email Address: **test@vermont.gov**
Verification Code: **ntvgzk**

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

Need help or have questions?
Call (802) 828-6851
or email tax.rett@vermont.gov.