# 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.



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**. If you do not remember your Username or Password, click on the link below the login button and follow the prompts.



#### 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**. Click on the associated confirmation number to edit and record the return.

						You las	logged in	We on Tuesday, Nov 3, Manag	elcome, Test 2020 8:06:53 AM le My Profile <b>1</b>
Pending PTTR's	PTTR's Processe	d PTTR Search	LUC Lien Rele	eases Lie	en Filing Requests	Lien Release Requests	I W	ant To	
Pending PT	TR's						Export	Filter	
Confirmation N	lumber SPAN	Transferee Name	Transferor Name	City	Street	Grand List Cat	egory	Closing Date	Record Dat
1,860,5	01,504 40512612345	MOUSE	SELLER	Montpelie	r 5 MAIN ST			Nov-01-2020	<b>&gt;</b>



## **DEPARTMENT OF TAXES**

### Step 3

Click **Continue Editing.** You will be able to scroll through and review the return.

nerty Transfer Tay Return	Submitted To Town	>	Continue Editing
sperty number fux neturn	Confirmation #		Belete
avermont dov	1-860-501-504	(	Delete
2 remonegov	Saved Nov-03-2020 14:22:10 by Test	>	Print
	Nov-01-2020		
	Filing Period		
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perty Transfer Tax Return			
0			
Town Clerk View	PROPERTY TRANSFE	R TAX RETURN	
Town Clerk View	PROPERTY TRANSFER	R TAX RETURN	
Town Clerk View	PROPERTY TRANSFEF (PTT-172	R TAX RETURN 2)	
Town Clerk View	PROPERTY TRANSFEF (PTT-172	R TAX RETURN 2)	
Town Clerk View Click here for full form instructions Click here for my/Tax FAQs	PROPERTY TRANSFEF (PTT-172	R TAX RETURN 2)	
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Town Clerk View Click here for full form instructions Click here for my/Tax FAQs Quick Reference Guide	PROPERTY TRANSFEF (PTT-172	R TAX RETURN 2)	
Town Clerk View Click here for full form instructions Click here for myVTax FAQs Quick Reference Guide Attention: All correspondence will be sent to t	PROPERTY TRANSFEF (PTT-172	TAX RETURN	may not display fully on the paper copy of the
Town Clerk View Click here for full form instructions Click here for my/Tax FAQs Quick Reference Guide Attention: All correspondence will be sent to t transferee.	PROPERTY TRANSFEF (PTT-172 he address listed under the primary	TAX RETURN 2)	may not display fully on the paper copy of the ddresses are submitted electronically to the Town



Click **Next** through the return until you get to the **Town Information/Grand List Information**. Denter the following information: Book Number

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

nter Book Number	Enter Page Number	
		If you edited the SPAN click to show values for that SPAN
City or Town	Enter Parcel ID Number	Informational only - editing disabled Grand List Values from the year of this sale
MONTPELIER		Total Real Value
Enter Total Real Value	* Enter Date of Record	0.00
)	Required 🛅	Grand List Parcel ID #:
Enter Grand List year of	Enter Grand List Category *	
	Required 🗸	Grand List Category:
Enter SPAN	-	
405-126	12345	Grand List Land Size:
Check here to verify you reviewed the grand list information fields, and entered accurate data in the Town Information fields	Check here to edit SPAN	
Comments, additional information, etc.		
Corrections to be made to the return		
Dualianta Datum Sumantad	Portion of the pro-	Derty sold

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.

**Subdivisions**: use the SPAN for the new parcel and the new listed value, if available.

**Comments, additional information, etc.** section: enter any information you may know about the sale to help validate or invalidate the sale.

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.

Once you click on **Submit**, the print queue opens. Continue to follow the prompts to print.

ou have submitted this return to	the VT Department of Taxes.	
-mail address and verification co	ode linked to this return:	
mail Address: test@vermont.go	3V	
erification Code: ntvgzk.		
Questions or concerns? Contact	t us:	
/ermont Department of Taxes	Call: (802) 828-5860	
133 State Street	Or Email: myVTax Support	
Montpelier, VT 05602-3667		
lick 'OK' to proceed		
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Need help or have questions? Call (802) 828-6851 or email tax.rett@vermont.gov.