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

**Step 3**

Click **Next** through the return until you get to the **Town Information/Grand List Information.**

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** 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.

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