QuickStart eCuse Guide: Submit an Agricultural Certification

Have the following information ready:
1. School Property Account Number (SPAN) for each parcel
2. Owner Identification for each parcel
3. A unique email address for each owner
4. An eCuse account for at least one of the owners

1. Go to secure.vermont.gov/TAX/ecuse/home. Sign into your account with your username and password.

2. From the Landowner Dashboard page, click here to go to the Agricultural Certification page.

3. Find your Owner ID on your Agricultural Certification. To search for your parcel, enter your Owner ID and SPAN.

4. Your certification will be added to the table at the bottom of the page with a Status of “Ag Cert/Pre-submit.” Click Select to open the certification for your parcel.

5. Review the eligibility information and other information on the Overview page. Click Next at the bottom of the page.

6. On the Owners page, click the Edit Owner button on the right side of the screen and enter the primary owner’s name, email, phone number, and country. If the parcel has more than one owner, click Add New Owner and enter the owner’s information. Click Add at the bottom of the screen for each additional owner. Click Next at the bottom of the screen.
7. Review the land and building information. Make any corrections in the Comments section. If you transferred any of the land, enter the name of the person or entity that received the land and the date. Click Next.
   A. If you marked that all the land transferred, click Submit to the Department of Taxes.
   B. If none or only a portion of the land transferred, click Start Signature Process. Click Continue at the bottom of the screen. An email will be sent to each landowner directing each person or entity how to sign the certification electronically.

8. Log out of eCuse in order to complete the signature process.

9. Each owner will receive an email about signing the certification form. The email contains a hyperlink to a webpage where the owner may review the information on the certification.

10. The owner must sign the certification by clicking the I certify button on the last page. Once all owners have signed, eCuse will send an email notifying the person who started the form that all owners have signed.

11. The person who started the Agricultural Certification process should log back in to eCuse and select the Agricultural Land and Buildings Certification section. Click Submit to open up the certification.

12. At the bottom of the page, click Submit to send the completed and signed document to the Vermont Department of Taxes.

13. You will be given the option to return to the Home page, or you may click Print to print a copy of the certification. The certification is saved under Submission History for future reference and printing.