Current Use Program eCuse Submission

eCuse Program Guide to How to Submit the Annual Agricultural Certification for Land and Buildings

Division of Property Valuation and Review
Vermont Department of Taxes

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Current Use Information: http://tax.vermont.gov/property-owners/current-use
eCuse Web Address: https://secure.vermont.gov/TAX/ecuse/home

Mailing Address:
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Current Use Program
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Submitting Your Agricultural Certification Is Easy with eCuse

The Vermont Department of Taxes is pleased to bring to you the eCuse online electronic submission service for the Agricultural Certification. eCuse is the web-based service for Vermont’s Current Use Program (Use Value Appraisal). Submitting the certification online brings you a number of benefits such as the following:

• See immediately when the certification has been submitted to the Current Use Program.

• Simply sign the certification using your email addresses. This eliminates the need to pass a piece of paper around for signature, which is time-consuming and may possibly delay submission of your certification.

• With an eCuse account, you have a readily available record of your Agricultural Certification.

What You’ll Need to Start the Process

You will need to gather some information before you start the process:

• The School Property Account Number (SPAN) for each parcel that has agricultural land or buildings enrolled in the Current Use Program. Find the SPAN on your property tax bill or the paper copy of the annual agricultural certification that was mailed to you.

• The Owner Identification (OID) for each parcel. This can be found next to your name on most mail from the Current Use Program. Typical format is “Smith 99.”

• An email for each owner. Two or more owners cannot have the same email. Each owner must have a separate email address as a means to sign the certification before submitting it.

• At least one of the owners must have an account in eCuse. To learn how to create an account, see the eCuse Program Guide for Landowners on the Departments website at https://tax.vermont.gov/sites/tax/files/documents/eCuseProgramGuide.pdf.
Step 1. Log in to eCuse
Log in to eCuse at https://secure.vermont.gov/TAX/ecuse/ with your username and password.

Step 2. Go to the certification page
Click here at the top of the Landowner Dashboard page to go to the Agricultural Certification page.
Step 3. Find your parcel

Enter the Owner ID and SPAN in the appropriate fields. Click **Search** to find the certification form for this parcel. If you have more than one parcel to certify, you will have to repeat this step for each parcel.

**Here’s a tip!**

Do not type the information and hit “Enter” on your keyboard. Doing this will return you to the prior page. You must click **Search** at the bottom of the screen to proceed.
Step 4. Open the certification page for your parcel
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.

![Image of certification page]

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

Step 6. Enter the information for all owners
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. Click Next at the bottom of the screen.

  a. 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. Repeat this step as many times as you need until all owners are entered.

    Reminder: Each owner must have a unique email address. This is necessary to track the signature process.

  b. When you are done adding all the owners, click Next at the bottom of the screen.
Step 7. Review the land and building information

Review the agricultural land and building information along with any special enrollment qualifications. If there are any corrections to this information, please note them in the Comments section. In Section C Transfers, you will need to note if any of the land transferred. If some or all of the land has transferred, you will be prompted to enter who received the transferred land and the date of the transfer. When you have completed your review and entered your comments and any transfer information, click Next.

Step 8. Review the completed form

This is your opportunity to review the completed form.

a. If you marked that all of the land transferred, click Submit to the Department of Taxes. This completes the submission process for your Agricultural Certification.

b. If none of the land was transferred or only a portion of the land transferred, click Start Signature Process at the bottom of the screen. eCuse will direct you to a screen with an explanation on how the signature process works. Click Continue at the bottom of the screen. An email will be sent to each landowner directing each person or entity on how to sign the certification electronically.

Step 9. Complete the signature process

Log out of eCuse in order to complete the signature process.
Step 10. Sign the certification

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

Step 11. Submit the certification

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

b. At the bottom of the page, click **Submit** to send the completed and signed document to the Vermont Department of Taxes.
Step 12. Print the certification

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