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

Phone: (802) 828-5860 ext. 2
Email: Tax.CurrentUse@vermont.gov

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

Mailing Address:
Vermont Department of Taxes
Current Use Program
P.O. Box 1499
Montpelier, VT 05601-1499
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 several 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 signatures, 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 will 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 on the postcard 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 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 Department’s website at https://tax.vermont.gov/sites/tax/files/documents/eCuseProgramGuide.pdf.

Enable JavaScript for Best Results

Please enable JavaScript in your browser for this site to work as designed. If you do not know how to enable JavaScript, please visit: http://www.enable-javascript.com/.
Part 1: Register for a Landowner Account

**Step 1. Go to eCuse**
(If you already have an account in eCuse, log in and skip to page 3.)
Go to eCuse at [https://secure.vermont.gov/TAX/ecuse](https://secure.vermont.gov/TAX/ecuse).
Click **Register Here** to go the Account Registration page.
-OR-
Enter your **Username** and **Password**.

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**Step 2. Choose Account Type**
Click **Register as Landowner**.
**Step 3. Basic Information**
Fill in all required information, then click **Create new account.**
You must enter all *fields.*

**Here’s a tip!**
Don’t type in information and hit “Enter” on your keyboard. Doing this will return you to the prior page. You must click the action button at the bottom of the screen to proceed.

**Step 4. Complete Registration**
Check your email for a message from VT-noreply@egov.com. Click the link in your email to go to the Reset Password page. Click **Log In.** This login button may only be used once.

Select the first option and click “next.”
Step 5. Landowner Dashboard
Under submission queue on your Landowner Dashboard select “Agricultural Land and Building Certification.”

Step 6. Entering Information
You will need to enter your Owner ID and SPAN then select “Search.”

Reminder: The SPAN can be found on your property tax bill as well as the post card that was mailed to you. Your Owner ID is on the postcard that was mailed. Typical format is “Smith 99.”
Step 7. Make your selection
Based off the span you entered in Step 6, your land information has populated. To start the process hit “Select.”

Step 8. Current Use Eligibility Requirement
Review information and select “Next” to proceed.
Step 9. Entering landowners
Enter each landowner for the property.
To add more than one owner, select “add.”
Note: Each landowner MUST have a different email address.
When all landowners are entered, click “next.”
Step 10. Enrollment Information

Review all information for accuracy. In section “C” make sure to list if there have been any changes. Example: Transfers, buildings, etc. Note all changes in section “D.” Click “Next.”
Step 11. Review
Review all information is accurate and click “start signature process.”
**Step 12. Ready for Certification**
Click “continue” then **you must click “log out”** in the top right corner of the screen.
You will receive an email “Your Agricultural Land and Buildings Certification is ready to be signed.”
Click the link in your email.
Step 13. Current Use Eligibility Requirement

Read all information and click “next.”

If the land and/or buildings below no longer meet the requirements for enrollment, please contact us for the appropriate form. Go to tax.vermont.gov to download Form LV-314.

If you do not submit this form by the deadline, your agricultural land and buildings will be assessed at the assessed value of your land and buildings instead of the use value.
Step 14. Verify and Certify
Review the Agricultural and Building certification to verify it is correct before you sign it electronically.

Step 15: Complete Signature
If all information is accurate and correct, hit “complete signature.”

Step 16. Certification
Click “I Certify.”
Step 17. Certify and Sign
Review all information is correct and click “Close.”
You will receive an email an email with subject “Your Agricultural Land and Buildings Certification was signed.”

Note: If there is only 1 landowner, you will receive a second email at the same time with subject “Your agricultural certification is ready to be submitted.”

If there are several landowners, each landowner will receive the “certification is ready to be signed email” referenced in Step 12. The primary landowner will NOT receive the “certification is ready to be submitted” email until ALL landowners certify and sign.

Step 18: Application is ready to submit
Click the link in the email and log back into your eCuse account.
**Step 19.**
On your landowner dashboard select “Agricultural Land and Buildings Certification.”

**Step 20. Submit**
Click “Submit.”
Step 21. Review and Submit

Review all information and click “Submit.”

Once you hit submit, you will have the option to print.

You will also receive a confirmation email for your records.