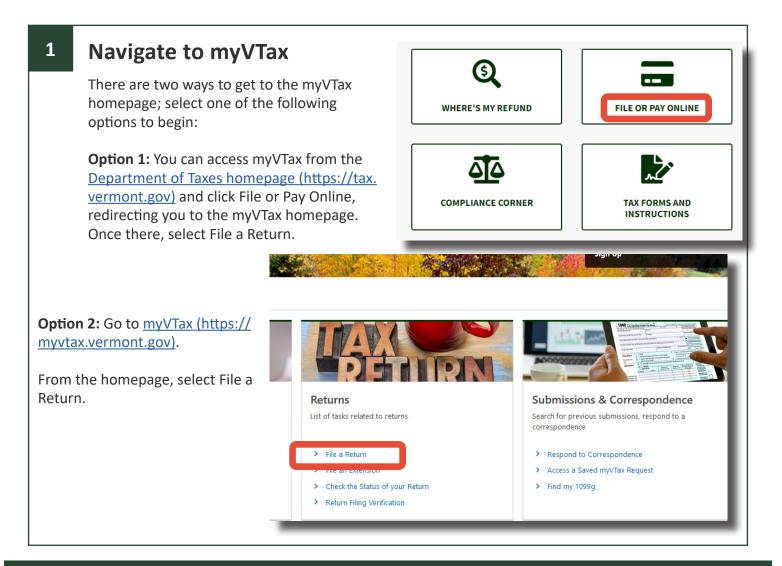
# myVTax Guide: How to File a Homestead Declaration or Homestead Declaration and Property Tax Credit Claim

You may file your Homestead Declaration and Property Tax Credit Claim with the Vermont Department of Taxes free with myVTax, the Department's secure online filing service. This guide provides step-by-step instructions on completing a Vermont Form HS-122, Homestead Declaration and Property Tax Credit in myVTax, including Schedule HI-144, Household Income in myVTax.

Before you begin, you will need to gather the following information:

- Your 2023/2024 property tax bill
- Any income or wage statements from 2023 income, as also reported on federal Form 1040, U.S. Individual Income Tax Return, for ALL members of your household
- Records of all other income, including nontaxable sources, such as Supplemental Security Income (SSI) or public assistance, for ALL members of your household



If you have questions, please email <u>tax.individualincome@vermont.gov</u> or call (802) 828-2865 or (866) 828-2865. To see more fact sheets and for more information, please visit <u>https://tax.vermont.gov</u>. **Revised February 2024 | Publication GB -1265** 



## 2 Select the Return Type and Enter the Postal Address

Select Homestead Declaration from the drop-down menu. You will be asked to provide your Social Security Number, Homeowner's Name, and Taxpayer Address (this is your mailing address).

Then select Verify Address. The verification confirms the address you entered is a valid postal address. A popup may appear, offering several choices based on what you entered. Select the most accurate address, then click Save (see below).

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equired	VERMONT ~	<ul> <li>Required</li> </ul>	
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SA 🗸	Verify Address		
133 STATE ST MONTPELIER VT 05633-0002  Verified		Select this addres	
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## 3 Read the Disclaimer

This screen displays important information about filing a 2024 Homestead Declaration and optional Property Tax Credit Claim. At the end of the Homestead Declaration, myVTax allows you to end the filing process or continue to file a Property Tax Credit Claim.

When you have read through the information and have your 2023/2024 property tax bill ready, click Next. Your Social Security Number auto-fills from your prior entry.

2024 Homestead Declaration	on and Property Tax Credit Claim			
Due: A	pril 15, 2024			
2024 VERMONT HOMESTEAD DECLARATION FORM HS-122 SECTION A	YOU MAY BE ELIGIBLE FOR A CREDIT IF:			
his form must be <i>filed each year</i> by every Vermont resident whose property meets the definition of a homestead. A Vermont Homestead is the principal dwelling and parcel of	You have filed a valid Vermont Homestead by: October 15, 2024.			
and surrounding the dwelling, owned and occupied by a resident individual as the ndividual's domicile on April 1. If your homestead is leased to a tenant on April 1, you	You were domiciled in Vermont for all of calendar 2023; and			
nay still claim it as a homestead if it is not leased for more than 182 days in the 2024 Calendar year.	You are not claimed as a dependent of another taxpayer for tax year 2023.			
	DOCUMENTS YOU WILL NEED:			
Homestead Declaration will be accepted through October 15, 2024. 2024 PROPERTY TAX CREDIT CLAIM FORM HS-122 SECTION B				
iligible Homestead owners <i>must annually file</i> a claim to receive a credit to property ax. A credit is not available to households whose income is \$128,000 or more.	Income information for you, your spouse/civil union partner, and all other members of the household such as W-2, 1099, SSA-1099, SSA-1042S, RRB-1099, RRB-1045, business income information.			
ienerally, credit claims cannot be accepted after October 15, 2024.				
	IN the process			
	cial Security number.			
Click here for full form instructions				
**-**-6543 ex. 88888888				
	< Previou Next			
ancel	< Previou Next			

## 4 Enter Your Ownership and Homestead Information

Complete your ownership and homestead information. If you jointly own your home with a spouse or Civil Union partner, include their name and social security number. Enter your date of birth. The address of the homestead will auto-fill from the address you entered in Step 2.

Select the checkbox if your mailing address is the same as your homestead address. If not, leave the box unchecked and write in the correct physical location of the homestead. In either case, click Validate Address.

#### HOMESTEAD INFORMATION

VT Resident Social Security Number:					
***-**-6543					
Vermont Homeowner Name:					
First Name	M.I.	Last Name			
CHARLES		LIU			
SPOUSE or CU Social Security Number: ***_**-2423					
Spouse or CU Name:					
First Name	M.I.	Last Name			
SANDY		LIU			
Homeowner's Date of Birth:					
Mar-15-1996					
Street					
133 STATE ST					
City		State		Zip	
MONTPELIER		VERMONT	~	05633-0002	Validate Address
Please check here if your homestead add	ress is the same	e as your mailing address.			
Physical Location of Homestead:					
133 STATE ST					

### 5 Enter the School District Information and Property SPAN 1. Select the town or city where your school district is located from the drop-down menu. The first six digits of your property's School Property Account Number (SPAN) will auto-fill based on the town selected. Next, locate the SPAN on your property tax bill. Enter the last five digits in the space provided. 2. Select your federal filing status from the drop-down menu. 3. Select the checkbox if you are not required to file a federal income tax return. **Please note:** If you did not file because your income is below the filing requirement, you may benefit from additional tax credits you can only get by filing. To Learn more about these credits, see Tax Credits and Adjustments for Individuals (https://tax.vermont.gov/individuals/personalincome-tax/tax-credits). SCHOOL DISTRICT INFORMATION City/Town and State of Legal Residence on 4/1: Last 5 Digits of SPAN SPAN Number: MONTPELIER 405-126 13225 × Federal Filing Status: Check here if you are not required to file a Federal income tax return MARRIED FILING JOINTLY × VT\_LegalResDecode MONTPELIER

### 6

## If Your Homestead is Used as a Rental or for a Business

<ul> <li>Enter the percentages if any part of your homestead dwelling (the structure you reside in) is used</li> </ul>	Business Use of dwelling 10.00 %
for business or rentals.	Rental Use of dwelling
	00.00 %
<ul> <li>Indicate whether other buildings on your parcel are used for rental</li> </ul>	Business or Rental Use of Improvements or Other Buildings Not including the dwelling, are improvements or other buildings located on your parcel used for business or rented?
or business.	140 163
Answer the Special Situation	Special situations. Indicate if you are :
questions by selecting No or Yes.	Grantor and sole beneficiary of a revocable trust owning the property
questions by selecting no or res.	No Yes
	Life estate
Select Next when finished.	No Yes
	Homestead property crosses town boundaries. (File a declaration for each town.)
	No Yes
	Residing in a dwelling owned by a related farmer.
	No Yes Next >

## 7 If you are Filing a Property Tax Credit Claim

#### Select one of the following options:

**Option 1:** File a Property Tax Credit Claim and the Homestead Declaration. Check the appropriate box as shown. If you file for a property tax credit and meet eligibility requirements, the Department of Taxes will send the credit payment to your town to help offset your property tax bill. If so, **continue to Step 8** of this guide.

Non-Login HD and Property Tax Credit Claim	Dec-31-2024 Filing Period		
Non-Login HD and Property Tax Credit Claim			
<b>©</b> ©	ð		
Log In Homestead Declaration Section A	n Do I claim a Property Tax Credit?		
Click here for full form instructions			
DO YOU ALSO WANT TO FILE A PROPER	TY TAX CREDIT CLAIM?		
A Property Tax Credit Claim provides the claimant an opportu	ity, if all necessary criteria are met, to receive a credit on the homestead property tax bill.		
If Yes, you must also complete HS-122 Section B and fill out a	Household Income Schedule		
Check here to make a 2024 PROPERTY TAX CREDIT CLAIM			
To file your Homestead Declaration without a Property Tax Cre	dit Claim		
Check here to file a HOMESTEAD DECLARATION ONLY			
Will you be filing a Property Tax Credit Claim at a later date?			
No Yes			
Generally, credit claims cannot be accepted after October 1	5, 2024.		
Cancel		< Previous	Next >

**Option 2:** File Homestead Declaration only. Select No or Yes about filing it at a later date. You generally have until October 15 to file a Property Tax Credit Claim. Click Next to complete the Homestead Declaration. **Skip to Step 13 of this guide.** 

Click here for full form instructions				
DO YOU ALSO WANT TO FILE A PROPERTY TAX CREDIT CLAIM?				
A Property Tax Credit Claim provides the claimant an opportunity, if all necessary criteria are met, to receive a credit on the homestead property tax bill.				
If Yes, you must also complete HS-122 Section B and fill out a Household Income Schedule				
✓ Check here to make a 2024 PROPERTY TAX CREDIT CLAIM				
To file your Homestead Declaration without a Property Tax Credit Claim				
Check here to file a HOMESTEAD DECLARATION ONLY				
Generally, credit claims cannot be accepted after October 15, 2024.				
Cancel	<	Previous	Next	>

## 8 Filing a Property Tax Credit Claim

Before you begin the Property Tax Credit Claim, answer the eligibility questions. To claim this credit, you:

- were domiciled in Vermont for all of the 2023 calendar year
- are not claimed as a dependent on another person's 2023 tax return
- will still own your Vermont homestead on April 1, 2024.

For more information, see our <u>Property Tax Credit (https://tax.vermont.gov/property/property-tax-credit)</u>.

If at any point, you need help with a question, use the instructions link located at the top of each page.

Select Next when finished.

	2024 Homestead Declaration (HS-122 Section B)
	Return Due Date: April 15, 2024.
	Generally, credit claims cannot be accepted after October 15, 2024.
	Click here for full form instructions
	A Property Tax Credit Claim provides the claimant an opportunity, if all necessary criteria are met, to receive a credit on the homestead property tax bill.
	Generally, a Property Tax Credit Claim is not available to households whose income is \$128,000 or more.
	ALL the following eligibility questions must be answered.
	ELIGIBILITY QUESTIONS   Were you domiciled in Vermont all of calendar year 2023?   No   Vere you claimed as a dependent in 2023 by another taxpayer?   No   Yes   Do you anticipate selling your Vermont housesite on or before Apr    No   Yes   Please note if you make a c im and sell your home before April 1,2024 you must withdraw the declaration and claim using
T	Form HS-122W available at: https://tax.vermont.gov/sites/tax/files/documents/HS-122W.pdf
	Cancel        Cancel     Next >

### 9 Enter Your Housesite Information

Locate the Housesite Value, Education, and Municipal tax amounts on your property tax bill and enter the information on the housesite information page for homeowner.

**Ownership Interest:** Pay special attention to this question. If you need help with your answer, click the instruction link at the top of the page for more information.

If any sections do not apply to you, leave them blank.

Т

If your homestead dwelling sits on a rented lot, your landlord should provide you with Form LRC-147, where you can find the required information. Select Next when finished.

HOUSESITE INFORMATION	PAGE FOR HOMEOWNER	
Please note that housite/ownership am Housesite Value 295,000.00	ount fields are found on your 2023/2024 property tax bill. Round entries to the nearest dollar.	
Housesite Education Tax 3,683.00		
Housesite Municipal Tax 2,958.00		
Ownership Interest 100.00		
Complete the following ONLY if applica	ble. See instructions for details.	
Lot Rent (Allocable Rent from Form LRC-14) 0.00	n	
Education Tax Allocated Property Tax from L 0.00	and Trust, Cooperative, or Nonprofit Mobile Home Park	
Municipal Tax Allocated Property Tax from L 0.00	and Trust, Cooperative, or Nonprofit Mobile Home Park	
Please enter values in the contiguous fi Contiguous Property Education Tax 0.00	elds if your property is up to two acres and crosses town boundaries	
Lot Rent (Allocable Rent from Form LRC-147 4,200.00	0	
Education Tax Allocated Property Tax from L 660.00	and Trust, Cooperative, or Nonprofit Mobile Home Park	
Municipal Tax Allocated Property Tax from L 440.00	and Trust, Cooperative, or Nonprofit Mobile Home Park	
Please enter values in the contiguous fi Contiguous Property Education Tax 0.00	elds if your property is up to two acres and crosses town boundaries	
Contiguous Property Municipal Tax 0.00		
Cancel	< Previous	Next >

100

## 9 Enter the Household Member

You will need to provide information for each member of your household. This includes children and unrelated people residing in your home. Each tab represents one individual.

In the first tab, enter your full name and Social Security Number.

For each additional person in the household, click the plus symbol located next to Add Additional Household Member, and enter their full name and Social Security Number. **Do not include federally designated refugees, asylees, or asylum-seekers who lived temporarily in your home in 2023.** 

When you have added all household members, select Next.

Record 1			+ Add Additional Household Memer	Copy Record
Last Name	First Name	M.I.	Social Security Number	
LIU	CHARLES		109-87-6543	
			+ Add Additional Household Member	Copy Record
Household Member CHARLES	Household Member SANDY			
Record 2		+ Add Additional Ho	usehold Member [ Copy Record 🗙 🛛	Delete this Record
Last Name	First Name	M.I.	Social Security Number	
LIU	SANDY		433-33-3333	
		+ Add Additional Ho	usehold Member 🔲 Copy Record 🗙 🛛	Delete this Record
Household Member CHARLES	Household Member SANDY	+ Add Additional Ho Household Member ALEX		Delete this Record
	Household Member SANDY	Household Member ALEX		
Record 3	Household Member SANDY	Household Member ALEX		
Record 3		Household Member ALEX + Add Additional	Household Member 🖸 Copy Record >	
Household Member CHARLES Record 3 Last Name LIU	First Name	Household Member ALEX + Add Additional M.I.	Household Member C Copy Record >	Contract
Record 3	First Name	Household Member ALEX + Add Additional M.I.	Household Member C Copy Record > Social Security Number 544-44-4444	Contract

## **10** Enter Your Household Income

Enter taxable and nontaxable income for each household member. Note the checkbox at the top of the screen. Mark it if the statement applies to you.

#### INCOME

Check this box if you temporarily hosted a refugee, asylee, or asylum seeker in your home during 2023. Do not include their income on this form.

	1. Claimant/Claimant and jointly filed spouse	2. Filing separately Spouse/CU Partner	3. Other People
a. Cash public assistance and relief (see instructions for exclusions)	0.00	0.00	
<ul> <li>Social security, SSI, disability, railroad retirement, veteran's benefits, taxable and nontaxable</li> </ul>	0.00	0.00	
c. Unemployment compensation/worker's compensation	0.00	0.00	
d. Wages, salaries, tips, etc. (See instructions for dependent's exempt income)	40,000.00	45,000.00	
e. Interest and dividends	176.00	184.00	
f. Interest on state and municipal obligations. taxable and nontaxable	0.00	0.00	
g. Alimony, support money	0.00	0.00	
h. Child support and cash gifts	0.00	0.00	
<ul> <li>Business Income: If the amount is a loss, enter zero. See instructions for offsetting a loss.</li> </ul>	0.00	0.00	
Capital gains, taxable and nontaxable: If the amount is a loss, enter zero. See instructions for offsetting a loss.	0.00	0.00	
k. instructions. annuities, IRA and other retirement fund distributions. See	0.00	0.00	
Rental and royalty income. If the amount is a loss, enter zero. See instructions for offsetting a loss.	0.00	0.00	
Farm/partnerships/S corporations/LLC/Estate or Trust income: If the amount is a loss, enter zero. See Line i instructions for only exception to offset a loss.	900.00	750.00	
n. Other income See instructions for examples of other income.	0.00	0.00	
o. Total Income	41,076.00	45,934.00	
¢			>
Cancel		< Pre	vious Next

## **11** Enter Any Adjustments to Household Income

Enter all adjustments to income for yourself and for each member of your household.

### Click here for full form instructions

Social Security and Medicare tax withheld on income reported. Child support paid. <i>Jupport Paid To: Last Name First Name M.I. Soci Si</i> Allowable Adjustments from Federal Form 1040	650.00 0.00	0.00	0.0
upport Paid To: Last Name First Name M.I. Soci S		0.00	
	a an entite o	0.00	0.0
Allowable Adjustments from Federal Form 1040	ecurity		
Allowable Adjustments from reactar form roto			
Business Expenses for Reservists	0.00	0.00	0.0
Alimony Paid	0.00	0.00	0.0
Self-employed health insurance deduction	0.00	0.00	0.0
Health Savings account deduction	400.00	400.00	0.0
Tuition and Fees	0.00	0.00	0.
Total Allowable Adjustments [Sum:Lines p, q and total of Lines r1 to r5 for each column]	1,050.00	1,100.00	0.0
[Subtract: Line s from Line o of each column. if a negative amount, enter zero]	40,026.00	44,834.00	0.
Add all three amounts from Line t. If a negative amount, enter zero.			84,860.
Complete if born Jan 1, 1959 and after. Enter interest and dividend income from Lines e anf.	176.00	184.00	0.
Add all three amounts from Line v			360.
Asset Adjustment of Interest and Dividend Income (lines e and f) per 32 V.S.A. Sec. 6061E			10,000.
[Subtract Line x from Line w. If Line x is more than Line w, enter zero]			0.0
Household Income [Sum: Line u and Line y]			84,860.0
			>
el		< P	revious Next

## **12** Review the Return

You have a final opportunity to carefully review the information you've entered and make sure it is correct. Scroll down through the screen and make any changes you need to. When finished, click Next.

VT Resident Social Security Number:				
***-**-6543				
Vermont Homeowner Name:				
First Name	M.I.	Last Name		
CHARLES		LIU		
SPOUSE or CU Social Security Number:				
***-**-2423				
Spouse or CU Name:				
First Name	M.I.	Last Name		
SANDY		LIU	< Previous	Next >

## **13** Certify and Review the Summary

E-sign your return by entering your full name and daytime phone number. A popup window will appears and will ask you to enter your email twice, select OK. A confirmation email will be sent to the email address entered.

If a preparer completes the return, they will mark the checkbox and complete further information (not shown).

correct, and complete to the best of my	thorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and th knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. \$5901, purpose, or made available to any other person, other than for the preparation of this return unless a separate valid con	this information has not
✓ I certify the statement above Signature of Taxpayer or Authorized Agent CHARLES LIU		
Date Jan-29-2024		
Daytime Telephone Number (802) 123-4567		
Check here if this return is being cor preparer	npleted by a	
'angel		Provious Submit
Cancel	<	Previous Submit
Cancel	<pre></pre> Confirmation	Previous Submit
Cancel	Confirmation × Entering a valid email address will allow you to access this request at a later date. Email	Previous Submit
Cancel	Confirmation × Entering a valid email address will allow you to access this request at a later date. Email cliu@email.com Confirm Email	Previous Submit
Cancel	Confirmation × Entering a valid email address will allow you to access this request at a later date. Email cliu@email.com	Previous Submit

## **14** Print or Save Your Confirmation

Your submission is now complete. This page displays a confirmation number and a verification code. You will need the verification code if you need to contact the Department of Taxes about this submission before it is processed.

Click Print to open up a second browser tab that displays a print copy of the Homestead Declaration, or Homestead Declaration and Property Tax Credit, if you filed both. **We recommend that you save or print it and retain it for your records. Do not send it to the Department of Taxes.** 

/our return request for taxpayer <b>C</b>	CHARLES LIU and filing period of Dec-31-2024 has been submitted. Your confirmation number is 0-482-492-416.
You will have until 4:30 pm to mak before 4:30 PM please use the fol mail Address: cliu@email.com /erification Code: s33xny.	
Questions or concerns? Contact	us:
/ermont Department of Taxes	Call: (802) 828-2865
133 State Street	Or Email: myVTax Support
Montpelier, VT 05602-3667	
Click 'OK' to proceed. Print	

### 15 If You Need to Cancel Your Request

myVTax requests may be canceled before the Vermont Department of Taxes processes the request at 4:00 p.m. EST on business days. **Please note that a request cannot be canceled or modified once processed.** 

For step-by-step instructions on canceling your submission before it is processed processing, please see <u>myVTax Guide: How to Cancel a Submission or Transaction (https://tax.vermont.gov/sites/tax/files/documents/GB-1133.pdf).</u>