myVTax Guide: How to File Form LGT-178 (Sellers)

This guide provides step-by-step instructions for the transferor (seller) to complete the online version of Form LGT-178, Land Gains Tax Return, found at www.myVTax.vermont.gov.

Form LGT-177, Land Gains Tax Return (buyers), must be filed before Form LGT-178.

Step 1
Go to www.myVTax.vermont.gov to access the Department’s portal for online services. To begin, click File a Return.

Note: When you hover over certain items with your mouse, more details will appear.

Step 2
Taxpayer Information

Click on the dropdown menu and select Land Gains. Enter the taxpayer information.

If you are an attorney or preparer completing this return, you may want to enter your email address instead of your client’s email.

You will use this email address and Verification Code (see Step 13) to access this return later.

Click the button, File LGT-178.
Step 3

Transferor and Transferee Information

Begin by completing the **Taxpayer Information** section for the transferor (the person or entity selling the land):

- **Identification Number**—Click the dropdown menu and select the type of ID number that applies to the taxpayer: **Federal Employer ID or Social Security #**. (If the buyer does not have a Social Security Number, contact the Department at (802) 828-6851 to ask for a pseudo SSN).

Enter the **ID number**. Note that the number is masked to show only the last few digits.

- **Taxpayer Name**
- **Taxpayer Address**
- **Email Address**—Enter the email address where you want to receive correspondence for this return. You will also use this email address if you need to access this return again in the future. If you are the attorney or preparer for the taxpayer, you may enter your email.

**Note:** a field containing a red asterisk requires an answer.
Step 4 Property Information

Enter the Property Information and click Next when done.

Notes:

SPAN--The first six digits will prefill based on the town entered. You must enter the last five digits for the property.

Holding Period--Use the calendars to enter the Date Acquired by Transferor and the Date of Closing in the correct format.

Step 5 Transfer Information

Complete all required information for each party.
Step 6  Exemptions and Other Information

If the transfer is exempt from Land Gains Tax, enter the exemption number on Line 1.

Answer all question under Other Information. Depending on how you answer specific questions, additional questions will appear. Click Next.

Step 7  Attachments

Write down the Verification Code. This code is unique to the return. If you need to access this return in the future, you will need this code and the email address you entered in Step 3 to retrieve the return. We ask you to verify that you have written it down by checking the required box. You cannot recover the code once you have left the system. Click Next.
**Step 8  Sale Information and Cost of Land**

Complete all required fields.

**Sale Information**

1. Value paid or transferred for real property (Form 277, Line 1)
   
2. Selling price of timber if applicable (see instructions)
   
3. [Sum Line 1 and Line 2]
   
4. Total selling expenses (Form 277, Section Selling Expenses, Line 5)
   
5. Adjusted selling price (Subtract Line 6 from Line 5)

**Cost of Land**

1. Cost of land
   
2. Cost of land improvements (Attach list)
   
3. Transfer tax at purchaser
   
4. Legal fees at purchaser
   
5. Other (Describe)

**Step 9  Land Structures Totals and Value of Buildings**

Fields in the **Land and Structures Totals** will auto populate based on what you have entered in the previous section.

You will need to enter the percentage of gain on **Line 1** under **Value of Buildings**.

**Land and Structures Totals**

1. Total cost of land (Form 277, Section Cost of Land, Line 8)
   
2. Total cost of structure (Form 277, Section Cost of Structure, Line 1)
   
3. Basis of interest or timber rights if applicable (see instructions)
   
4. Total cost of land and structure (Sum Line 1 through 8)

**Value of Buildings**

- Percentage of gain on land (Cols on the left for state wide percentages)

- Total realized gain (Form 277, Section Gain on cost)

- Tangible personal item (Attach to Line 3 if applicable)

- Do you wish to continue without completing all the required fields?

Warning: The above selection must be unchecked before submitting this return.
### Step 10: Tax Calculation and Withholding Refund Calculation

#### Tax Calculation

<table>
<thead>
<tr>
<th>Step</th>
<th>Formula</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total gain or loss (Subtract Total Cost of Land and Structures from Adjusted Selling Price)</td>
<td>23,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Gain as a percentage of basis (Divide Total Gain or Loss by Total Cost of Land and Structures)</td>
<td>100.00</td>
</tr>
<tr>
<td>3</td>
<td>Taxable Gain</td>
<td>6,250.00</td>
</tr>
<tr>
<td>4</td>
<td>Tax Rate</td>
<td>75.00</td>
</tr>
<tr>
<td>5</td>
<td>Total Tax Due (Multiply Taxable Gain by Tax Rate)</td>
<td>4,750.00</td>
</tr>
</tbody>
</table>

If a Commissioner's Certificate was issued, enter the withholding amount required.

- **1.** Tax due from Transferor: If Transferor fails to meet all requirements of the exemption claimed above, Transferor is liable for
- **2.** If a Vermont Commissioner's Certificate was issued: enter Certificate Number (remove dashes when entering your entry).

#### Withholding Refund Calculation

<table>
<thead>
<tr>
<th>Step</th>
<th>Formula</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Amount of advance payment or tax withheld by transferor</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>Refund if Tax Due is less than amount of advance payment or tax withheld by transferor</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Tax due after credits applied (Subtract of advance payment or tax withheld by transferor from Tax due)</td>
<td>4,750.00</td>
</tr>
</tbody>
</table>

### Step 11: Attachments

Attach all required documents, then click **Next**.

Documentation to verify values entered on this return are required. You must at least enter the seller's basis value and attach documentation to verify this amount. For more information please visit: [https://tax.vermont.gov/property-owners/real-estate-transaction-taxes/commissioner-certificate/](https://tax.vermont.gov/property-owners/real-estate-transaction-taxes/commissioner-certificate/)

**ATTACHMENTS**

You can upload attachments if you have additional correspondence that you wish to transmit to the Department that are not part of the standard return. Our preferred file type is PDF.

Would you like to add attachments? **No**

![Attachment section](image)
**Step 12  Payment Information**

The easiest and quickest way to pay your Land Gains Tax is to make an electronic payment. Click the dropdown menu to choose the **Bank Account Type**, then enter the requested information. If you are unsure about the financial institution’s routing number and your account, they can be found on the bottom of a check for that account.

If you prefer to pay by paper check, check the box, **Click here if you have already paid or would like to print a voucher to pay by paper check**, then click **Print Payment Voucher** and mail it in to the Department with the check. You may also pay by credit card through your myVTax account or by ACH credit.

For details about payment methods and where to mail a voucher and check, see our webpage, **Paying Tax Owed**, at tax.vermont.gov/individuals/pay.

**Step 13  Certification and Summary**

Be sure to read the certification statement and then check the **first box**. Enter your electronic signature and a daytime telephone number.

If you are the preparer, check the **second box**. Click **Submit** once all fields are complete.
You can see the Confirmation here, and you also will receive an email with the same information.

The Confirmation page provides the following:

**Confirmation Number**
You will need the confirmation number if you contact the Department about this return.

**Verification Code**
Write this code down as you will only see it here once, or you may print the screen. You will need the code and the email address you entered in **Step 2** if you want to access this return later.

Click **Print** to print a copy of the return.
Click **OK** to return to the homepage for myVTax.

To access your return in the future, go to the myVTax Home screen and click **Access a Saved myVTax Request**. Then enter the email and **Verification Code** as shown above on the Confirmation screen.