

myVTax Guide: How to Submit Lot Rent Landlord Certificates as Bulk Upload

Table of Contents

Step 1: Log in to your account	1
Step 2: Download the LRC-147 Bulk Upload spreadsheet	2
Step 3: Match the fields	3
Step 4: Upload the file	4
Step 5: Correct any errors	4
Step 6: Print and submit to the Department	4
Non-Login Bulk Upload	5

Any profit or non-profit owner of mobile lots that are rented for residential use must submit Form LRC-147, the Statement of Rent for Mobile Home Park Lot Rent, Co-ops, and Land Trusts, to each tenant and to the Vermont Department of Taxes, by January 31. If you have five or more tenants to report, you are required to file using myVTax. For more information, visit tax.vermont.gov/property/landlord-certificates.

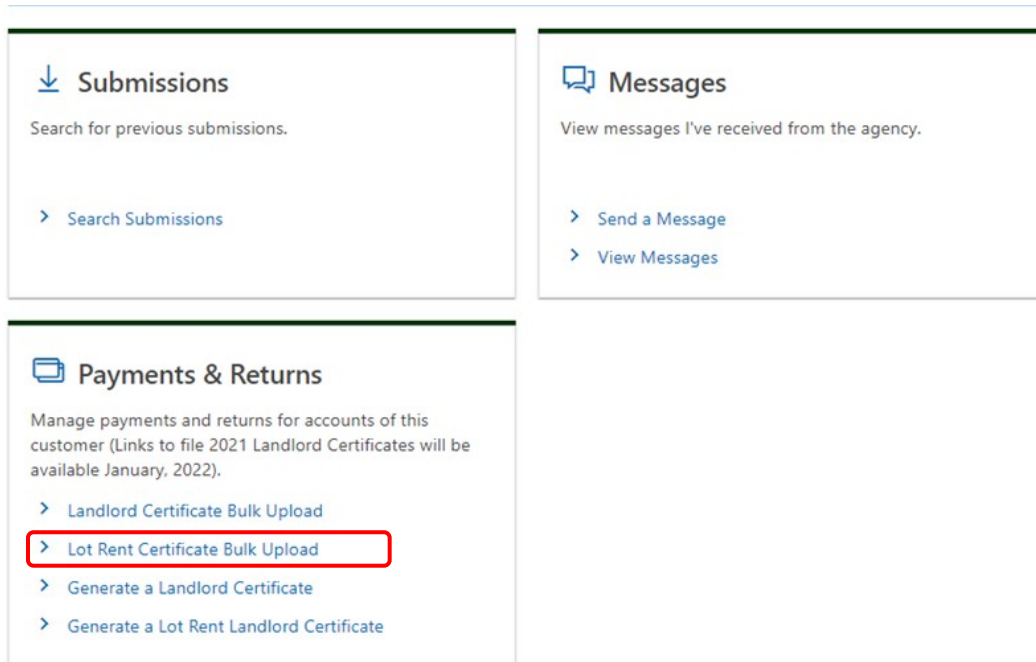
Note: the name of Form LRC-147 is shortened to "Lot Rent Certificate" in myVTax and on these instructions.

Step 1: Log in to your account

- A.** This filing method enables you to upload Lot Rent Certificates in bulk through your myVTax account. First, log into your account at myvtax.vermont.gov.

Page 1 of 5

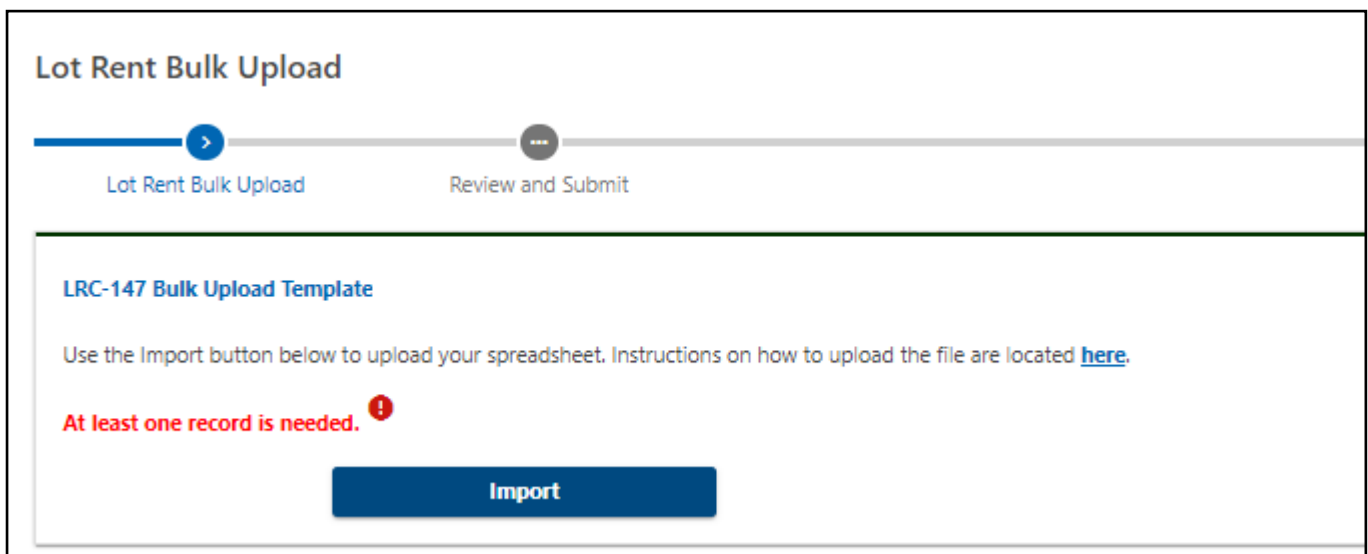
B. Click on the **Lot Rent Certificate Bulk Upload** hyperlink under the **Payment & Returns** section.



Step 2: Download the LRC-147 Bulk Upload spreadsheet

Click **Import** to download the LRC-147 spreadsheet template and save it to your computer.

Note: You may use your own spreadsheet. The system will accept spreadsheets in the common programs, such as Excel, Pages, Google Docs, etc. Please be sure to use headers on the spreadsheet, or if you do not use headers, leave Line 1 of your spreadsheet blank.



Step 3: Match the fields

- A.** Input the data into the spreadsheet using the column titles as a guide.
- B.** If using your own spreadsheet, make sure the spreadsheet you are using has the same order to the fields as the downloadable version on myVTax. Each item should have its own column.

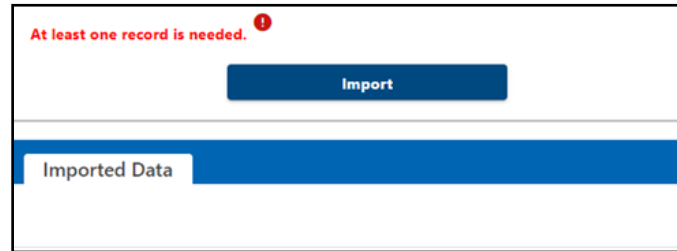
- | | |
|---------------------------------|---|
| a. Landlord Name/Park Owner | k. Land Trust Education Tax |
| b. Landlord Mailing Address | l. Land Trust Municipal Tax |
| c. Landlord City | m. Landlord Signature (Typed name of person authorized to sign LRC-147) |
| d. Landlord State (abbreviated) | n. Date filed (MM/DD/YYYY) bulk upload was submitted |
| e. Landlord Zip Code | o. Daytime Phone Number |
| f. Location of Lot | |
| g. SPAN | |
| h. Location City/Town | |
| i. Calendar Year | |
| j. Total Lot Rent Paid | |

Note: Even if a field is not needed for your tenants, you must still have all the fields in this order on your spreadsheet for Form LRC-147 to generate. Fields may be left blank, but the column must be included in the spreadsheet.

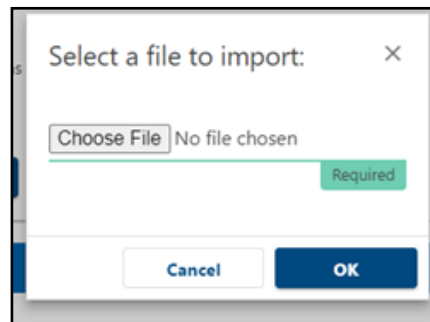
- C.** Once the spreadsheet is complete, save it to your computer.

Step 4: Upload the file

A. From the Lot Rent Certificate Bulk Upload page, select the **Import** button.



B. Click on the **Choose File** button and select the file on your computer to be uploaded.



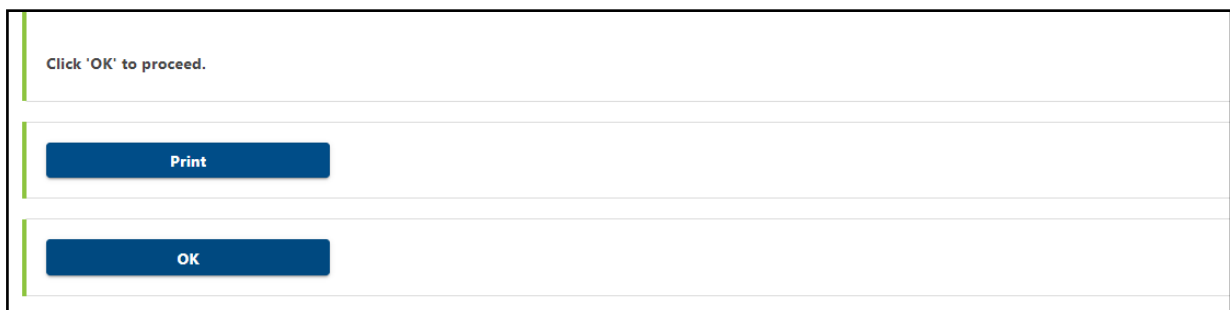
Step 5: Correct any errors

- Once the spreadsheet is uploaded, myVTax brings you to a screen with the **Imported Data** tab selected. This screen will show any record that has an issue or something to correct.
- Once an error is identified, go back to your saved spreadsheet and correct the field in error.
- Upload the corrected file by clicking on the **Import** button, choosing the corrected file and uploading it. This will replace the data you previously had imported.
- Once all errors are corrected, you may select the **Next** button. You are then able to click **Submit**.
- If logged in, the system will ask you for your password. Type in your password and click **OK**.
- You will receive a confirmation number on the next page. Keep this number for your records.

Step 6: Print and submit to the Department

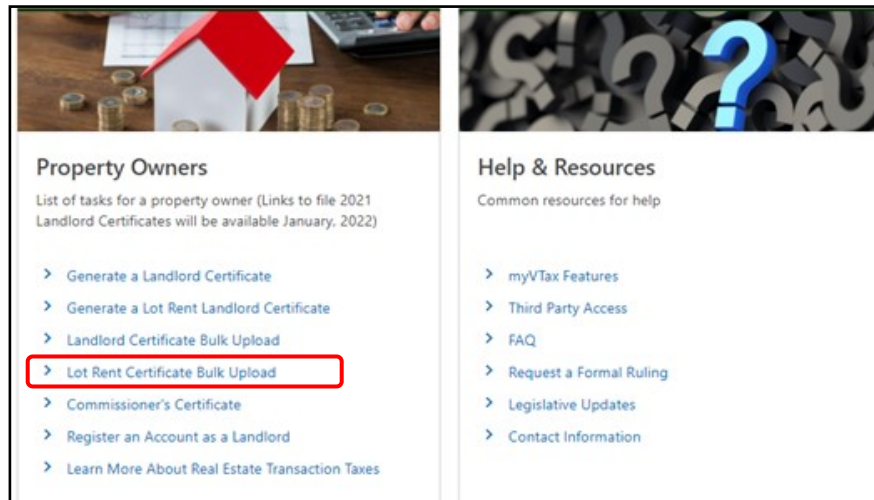
Select the **Print** button on this page to print out Form LRC-147. This will print out one copy of each submitted certificate. **Provide a copy to each lot tenant by January 31.**

Click **OK** to submit the LRC-147 to the Department of Taxes.



Non-Login Lot Rent Landlord Certificate Bulk Upload

Go to myvtax.vermont.gov and select the **Lot Rent Certificate Bulk Upload** link on the home page.



From here, follow the same instructions for **Login Bulk Upload** beginning with **Step 2: Download the LRC-147 Bulk Upload Spreadsheet on page 2.**