

## Instructions for August 15, 2024: Grand List and Municipal Tax Rate Submissions

### Overview:

Per 32 V.S.A. § 5404, an electronic copy of your Grand List and Form 411 must be submitted to PVR. Municipal tax rates should also be submitted via NEMRC.

In 2024, as we transition to VTPIE, towns are required to submit their Grand List through both NEMRC and VTPIE. Please ensure these submissions are made on the same day or close to it to maintain consistent data.

Follow these steps:

### Step 1: Submit Grand List via NEMRC

Submit your 2024 Grand List (as billed) electronically through NEMRC.

### Step 2: Upload CAMA Data to VTPIE

Upload your 2024 CAMA data to VTPIE using the submission type 'Final April 1st values (August Submission)'.

Use the NEMRC Grand List "UPLOAD TO VTPIE" option. This data will be used for the 2025 equalization study.

### Important Notes for Step 2:

After completing the upload, make sure to send Form 411 electronically to the state.

In VTPIE, at Step 8, choose the file type 'Final April 1st values (August Submission)'.

If additional VTPIE uploads are needed after the August 15th submission for current use processing or at the request of the District Advisor (DA), use the submission type "Certified to Town Clerk" and include a note explaining why the upload is being sent.

### Step 3: Submit Municipal Tax Rates (Form 427)

If your municipal tax rates are set, use NEMRC to submit Form 427 to the State: (<https://nemrc.com/support/grandList/427Instructions/>).

If your tax rates are not finalized yet, submit Form 427 as soon as they are available.

### Step 4: Final Submission Guidelines

Once the August 15th submissions are complete in both NEMRC and VTPIE, no additional Grand List submissions are required until January unless specifically requested by PVR. Any additional submissions will require the NEMRC password of the day.

### Special Instructions for 2024 Reappraisal Towns

Reappraisal towns must also resubmit the 2024 Grand List as of August 15th and provide the VTPIE 'Final April 1st values (August Submission)' submission. Follow the same steps as outlined above.

### For Towns Not Using NEMRC MicroSolve as CAMA Provider

By October 1st: Email an export directly from your CAMA vendor to Catalis Support at [[support@axiomnh.com](mailto:support@axiomnh.com)] (<mailto:support@axiomnh.com>).

- Include your town name in the email subject.
- Indicate if you have personal property in your town.

Catalis Support will review your submission to ensure it's in the correct format, is processable, and will return parcel counts for your review. This step is crucial for ensuring your CAMA export meets all data requirements for next year's submissions.

### For further assistance:

If you have questions or need help with these tasks, contact your District Advisor for support.



Disclaimer: The information provided here is intended to be an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information presented here.

Iss. 08/2024