

# Town Clerks: When to Mail Paper Versions of the Property Transfer Tax Return to the State

Property Transfer Tax Returns (PTTRs) are filed either electronically through myVTax or on the paper version of Form PTT-172. State law requires preparers to send a copy of the PTTR prepared for transfer with the deed(s) to the town clerk. As a town clerk, you will see variations of Form PTT-172 sent to you. This fact sheet provides information on the three variations you will see and instructions on how to provide the Vermont Department of Taxes with the recording information.

## Version 1: “E-Filed”

If the PTTR shows “E-Filed” at the top of the form, this is a return that has been electronically filed and sent to your queue in myVTax. You must enter your recording information on the return in myVTax, then submit the return to the Department electronically. Do **NOT** mail a hard copy of the return to the Department.

Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401  
Phone: (802) 828-5860

**VT Form PTT-172** **VERMONT PROPERTY TRANSFER TAX RETURN**

**E-Filed**

For Town Use Only

## Version 2: No notation at the top and bar code at the bottom

If the PTTR does not have any notation at the top of the form and has a bar code at the bottom of the page, this is a paper return that was not sent through myVTax. Enter the recording information on the return, and send the original to the Department. You may redact the Social Security numbers and other sensitive information on your copy but do **NOT** redact anything on the original return sent to the Department.

Paper returns should be submitted to the Department using the pre-paid envelopes we provide to you. Do not send more than one mailing in 30 days. Under Vermont law at 32 V.S.A. §9610 (a), you must include all paper returns recorded within the 30 days prior to your mailing. If you receive no paper returns, do **NOT** send the Department a mailing.

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Form PTT-172  
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Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.  
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### Version 3: “Draft do not record”

If the PTTR shows “Draft do not record” at the top of the form, this is a return that was started in myVTax but was not completed and sent to your queue in myVTax. This version cannot be recorded. It is not a valid return. Please contact the preparer listed on the return, or the Department, if no preparer is listed. If you contact the preparer, explain that they must complete the return online and provide a final version marked “E-Filed.”

Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401 Phone: (802) 828-5860		<b>Draft do not record</b>
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For more information on property transfer taxes, visit  
<https://tax.vermont.gov/property-owners/real-estate-transaction-taxes/property-transfer-tax>

For assistance in accessing your myVTax account,  
contact our staff at 802-828-6851 or [tax.rett@vermont.gov](mailto:tax.rett@vermont.gov)