

# myVTax Guide: How to Record a Land Use Change Lien Release

As a town clerk, you must record current use lien releases and enter certain information on Form LV-314, Notice of Withdrawal from the Use Value Appraisal Program. This guide is designed to help you navigate the online form in myVTax at myVTax.vermont.gov.

Once you submit the lien release, the Department of Taxes will authorize payment of the lien recording fee and your share of the Land Use Change Tax.

Enable pop-ups when working in myVTax. Pop-up blockers may prevent certain windows from appearing.

## Step 1

- **Log into** your Town Clerk account on **myVTax**.
- In the **Land Use Change Lien Releases** tab, click **Confirmation Number**.
- In the **I Want To** column, click **Print Submission** **1**. Record the last page in your land records and give your lister the first two pages.
- Click **Edit Submission** **2** to open the lien release.

## Step 2

On the return, click the **Next** button in the bottom left-hand corner to navigate to the **Lien Release** section. Here you will see the following **required** fields that must be completed:

- Previous Recording Information (most recent Current Use application date, book, and page) **3**
- Lien Release Recording Information (book, page, and date recorded) **4**

## Step 3

To submit your request to the Vermont Department of Taxes, click **Submit**. **5**

To save your request to come back to and finish later, click the **Save Draft** **6** button.

**!** Note: Clicking **Save Draft** does not submit your request to the Department. It only saves your progress.