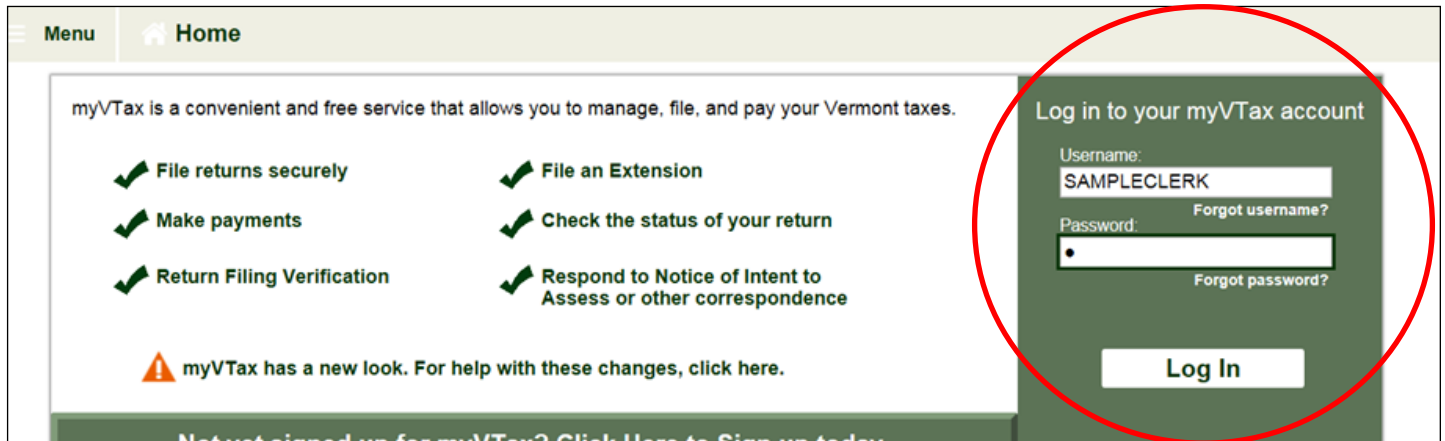


myVTax Guide for Town Clerks: How to Record Returns

This guide provides step-by-step instructions for town clerks to record or otherwise respond to Property Transfer Tax Return filings.

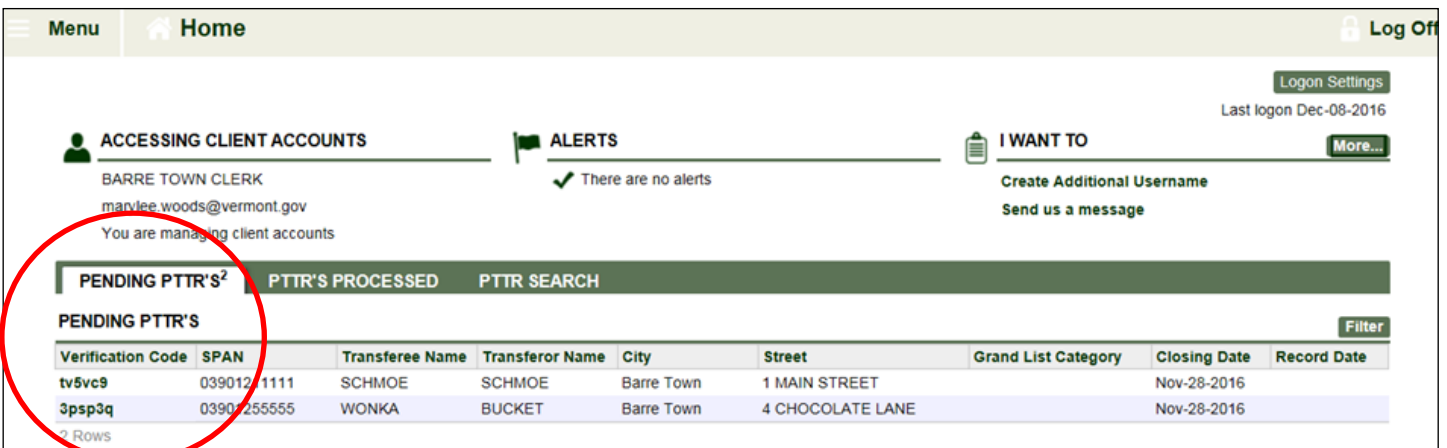
Step 1



Go to www.myVTax.vermont.gov to access the Department’s portal for online services. To

begin, log in using your existing account with your **Username** and **Password**.

Step 2



Your Home screen will appear, showing the items in the system associated with your account. If you have any Property Transfer Tax Returns waiting to

be recorded, they will appear under **Pending PTTRs**.

Step 3

C. PROPERTY INFORMATION - PROPERTY BEING TRANSFERRED

1 MAIN STREET
 Land Size (in Acres) 10.00 This property is located in multiple cities or towns
 Barre Town SPAN 039-012 - 11111

D. HOLDING PERIOD

Date Acquired by Transferor: Nov-09-2000 Date of Closing: Nov-28-2016 Years 16 Months 0

E. EXEMPTIONS

E1. Property Transfer Tax, enter exemption number (see quick reference guide) 00 None
 E2. If sale was between family members, enter corresponding number (see quick reference guide)
 a. If Line E2 is "5" enter description
 E3. Land Gains exemption number (see quick reference guide) 01

J14. Enter amount from Line J6 above 0.00
 J15. Non-eligible amount [Subtract: Line J13 and Line J14 from Line J12] 70,000.00
 J16. Tax rate (includes 0.002 Clean Water Fund, 32 V.S.A. § 9602a) 0.0145
 J17. Tax due on General Rate Property 1,015.00
TOTAL TAX DUE
 J18. Total Tax Due 1,515.00

< Previous Next > Cancel Save

You will be able to scroll through and review the return. Fields that are **1** gray cannot be edited. Fields that are **2** white can be edited by you, the

Town Clerk. You can select **3 Save** at any time if wish to come back later.

Step 4

SUBMIT RETURN TO TOWN

If you have completed this return and have no further changes to make, check the box below to indicate to the Town Clerk that the return is ready for review. Please note that once this return has been submitted to the town, you **will not** be able to make additional changes unless requested by the Town Clerk.

This return is ready to be reviewed by a town clerk

< Previous Next > Cancel Save

At the end of the return, you will find the screen that reflects that it was submitted as ready to send to you as the clerk. At this point, you can choose **Next** if it is ready to record.

uncheck this box, and it will then send it back to the preparer. This can also be used if the person submitting the return contacts you and asks you to send it back to them.

However, if you think there are errors that must be corrected by the person submitting it, you can

Step 5

Recording the Return

PROPERTY TRANSFER TAX RETURN (PTT-172)

[Click here for full form instructions](#)

TOWN INFORMATION

Book Number Page Number Grand List year of

City or Town **Barre Town** Parcel ID Number Date of Record 1

GrandListValue Grand List Category Required SPAN

Override SPAN

Comments, additional information, etc.

Corrections to be made to the return

2 Duplicate Return Suspected Portion of the property sold Original Return Waiting on Deed

3

Enter the **Book Number**, **Grand List Category** and **Date of Record**. Any boxes with an 1 orange carat are required. Note you can also indicate if you are waiting on a deed, if a portion of the property is sold, or if you suspect a 2 duplicate return exists.

An automated message will be sent to the preparer seeking confirmation. Once you are finished, select 3 **Submit**, and the return will be submitted to the Department of Taxes.

1 PENDING PTTR'S² 2 PTTR'S PROCESSED⁰ PTTR SEARCH⁰

PENDING PTTR'S

Verification Code	SPAN	Transferee Name	Transferor Name	City	Street	Grand List Category	Closing Date	Record Date
tv5vc9	03901211111	SCHMOE	SCHMOE	Barre Town	1 MAIN STREET	01	Nov-28-2016	Dec-08-2016
3psp3q	03901255555	WONKA	BUCKET	Barre Town	4 CHOCOLATE LANE		Nov-28-2016	

2 Rows

PROPERTY TRANSFER TAX RETURN REQUEST **STATUS** **HISTORY**

Nov-28-2016 Submitted To Town Confirmation Number : 1-684-078-592

Balance Due \$1,515.00 Edit Saved : Nov-28-2016 11:03:41

Filing Period Nov-28-2016 View Saved By : PREPARER

Print Created : Nov-28-2016 10:58:45

Created By : PREPARER

It will appear in your 1 **PENDING PTTRs** List, with the Record Date listed. It will process overnight and appear in your 2 **PTTRs PROCESSED** tab the following business day. All done!

If you need to view or print the return, you can click on the 3 **Verification Code** hyperlink to open it and you will see the following screen with the status of that particular return.

Another Great Feature For Town Clerks: Searching for Returns in Your and Other Towns

The screenshot shows a web application interface for a town clerk. At the top, there are three main sections: 'ACCESSING CLIENT ACCOUNTS' (showing 'BARRE TOWN CLERK' and 'marylee.woods@vermont.gov'), 'ALERTS' (showing 'There are no alerts'), and 'I WANT TO' (with options 'Create Additional Username' and 'Send us a message'). Below these is a navigation bar with three tabs: 'PENDING PTTR'S²', 'PTTR'S PROCESSED⁰', and 'PTTR SEARCH⁰' (the active tab, marked with a red circle '1'). Underneath is a 'PARAMETERS' section with a 'Generate' button. The 'PTT PARAMETERS' section includes a dropdown menu for 'Town Name' (marked with a red circle '2'), a 'Date From' field, a 'SPAN' dropdown, and a 'Date To' field. A yellow tooltip points to the 'SPAN' dropdown with the text 'Required Date To'.

You are also able at any time to search for PTTR returns in your town and other towns. Click the

1 **PTTR SEARCH** tab and then enter the **2** **Town Name**.