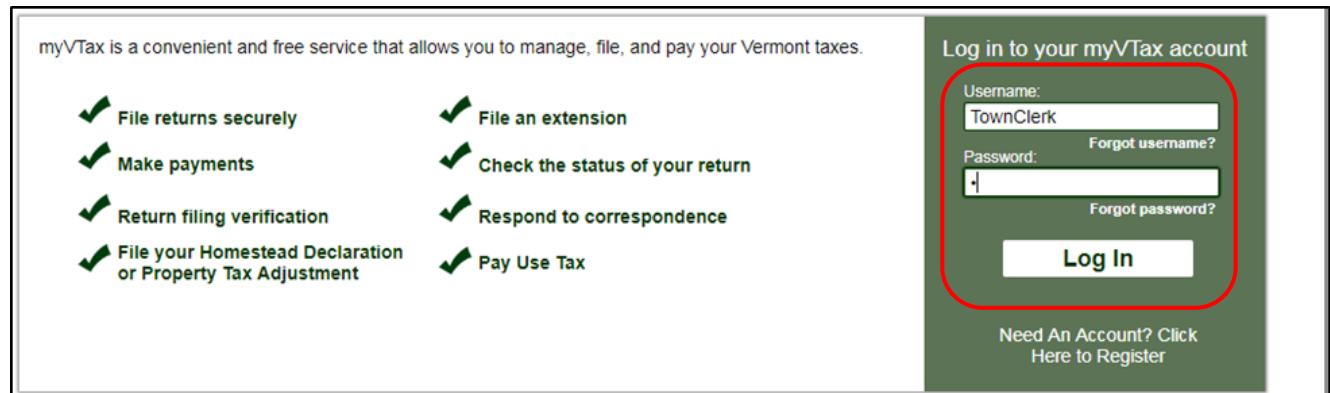


myVTax Guide: How to Record a Lien Filing or Lien Release Request

This guide provides step-by-step instructions for town clerks to record Lien Filing and Lien Release Requests.

Step 1

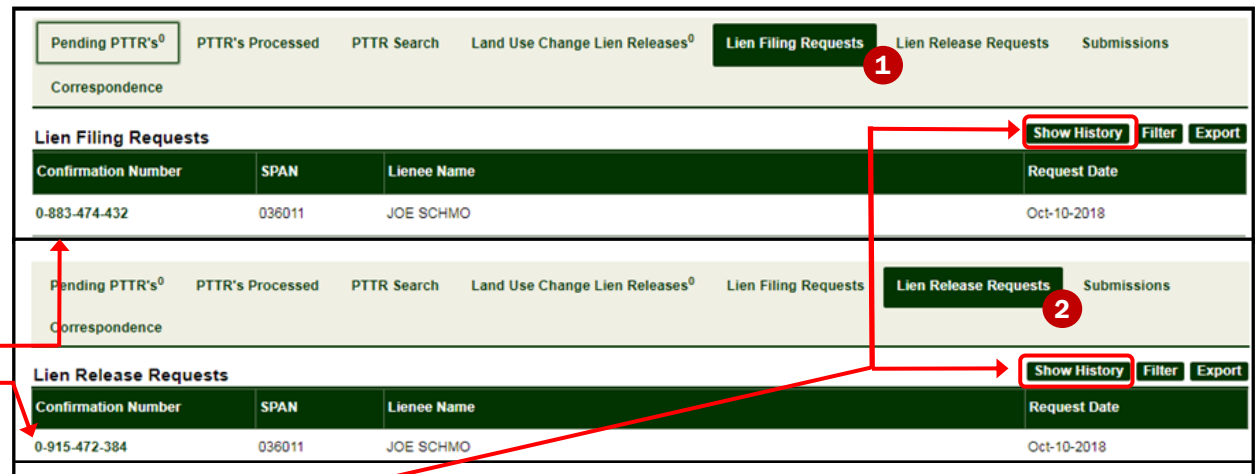
Go to **www.myVTax.vermont.gov** to access the Vermont Department of Taxes' portal for online services. To begin, **log in** using your existing account with your **Username** and **Password**.



Step 2

The **home screen** will appear, showing the items in the system associated with your account. If you have any Lien Filing Requests waiting to be recorded, they will appear under the **Lien Filing Requests** tab. **1** Any Lien Release Requests will appear under the **Lien Release Requests** tab. **2**

Click on the **Confirmation Number** hyperlink under the corresponding tab for the type of filing request you need to record.



Click **Show History** to see a lienee's request history.

Step 3

Under the **I Want To** section, click the **Edit Submission** hyperlink.

Home > Lien Release

Submission
Town Clerk
jessica.martin@vermont.gov
Last logged on Oct-10-2018
Submission
Lien Release

Status
Draft Submission
Confirmation #0-915-472-384
Saved Oct-10-2018 13:49:08

I Want To
View Submission
Print Submission
Edit Submission
Cancel Request

Step 4

Enter the appropriate information in all required fields. Enter the date in **Filed on** field. In the field named **and proper entry made in**, enter the town or city where the lien filing is being recorded. Enter the **Book number, Page Number**, and name of the **Town/City Clerk** in the appropriate fields.

Please note that if you have any questions, contact the Department of Taxes at the email listed on the bottom of the screen.

NOTICE OF TAX LIEN(S)

Notice is hereby given of a lien in favor of the State of Vermont upon all real and personal property, and all rights to property, of the person or persons listed below. The lien also attaches to any property or rights to property acquired by the persons listed below after the time of filing of this lien. The lien exists under one or more provisions of Title 32, Vermont Statutes Annotated, and is for taxes assessed against the person or persons listed below which remain unpaid after demand for payment. The amount of the lien shown herein may include interest, penalties, late filing fees, and/or lien fees as provided by law. Interest, penalties, and late filing fees continue to accrue until the liability is paid in full.

Name of Taxpayer
RE
Case Number
Vermont City/Town Where Lien Was Filed

Lien Obligations

| Tax Type | Obligation Period | Assessment Date | Amount Due |
|-----------------|-----------------------|-----------------|------------|
| Lien Fee | | Oct-10-2018 | 20.00 |
| Personal Income | 1/1/2015 - 12/31/2015 | Jan-18-2018 | 11,750.74 |

2 Rows

Total Amount of Lien

Filed on and proper entry made in
book no. page no.
, Town/City Clerk

Please direct any questions or correspondence about this lien filing to Tax.ComplianceSupport@vermont.gov.

Cancel Save Draft

Step 5

Once you have entered the appropriate information in all required fields, click the **Submit** button.

| | | | |
|-----------------|-----------------------|-------------|-----------|
| Lien Fee | Oct-10-2018 | 20.00 | |
| Personal Income | 1/1/2015 - 12/31/2015 | Jan-18-2018 | 11,738.30 |

2 Rows

Total Amount of Lien

Filed on and proper entry made in

book no. page no.

, Town/City Clerk

Please direct any questions or correspondence about this lien filing to Tax.ComplianceSupport@vermont.gov.

You are now at the **Confirmation** screen, which provides you with a **confirmation number**. **1** You may print the Lien Filing or Release Filing at this time by clicking the **Print** **2** button.

Confirmation Welcome, Town Clerk [Settings](#) [Log Off](#)

[Home](#) > [Lien Filing](#) > [Edit](#) > [Confirmation](#)

Confirmation

Your recording information has been submitted and your confirmation number for this submission is **0-883-474-432**. **1**

Should you have any questions or concerns, contact the Vermont Department of Taxes with the information below:

Contact information:
Vermont Department of Taxes Call: (802) 828-2518
133 State Street Or Email: Tax.ComplianceSupport@vermont.gov
Montpelier, VT 05602-3667

2

The recording information you have submitted will be transmitted back to the Vermont Department of Taxes overnight. You can return to the Lien Filing at any time to **View** or **Print** a Submission by clicking the **Show History** button under the **Lien Filing Requests** header.

Pending PTTR's⁰ PTTR's Processed PTTR Search Land Use Change Lien Releases⁰ **Lien Filing Requests** Lien Release Requests Submissions

Correspondence

Lien Filing Requests

Step 5

Continued

You can **View** or **Print** the Submission at any time by clicking the appropriate hyperlink under the **I Want To** section.

OR

Lien Filing
Home > Lien Filing
Submission
Town Clerk

Lien Release
Home > Lien Release
Submission
Town Clerk

Welcome, Town Clerk Settings Log Off

Submission
Town Clerk
jessica.martin@vermont.gov
Last logged on Oct-10-2018
Submission
Lien Filing

Status
Submitted
Confirmation #0-883-474-432
Submitted Oct-10-2018 13:27:50

I Want To
View Submission
Print Submission
Edit Submission
Cancel Request

You can only **Edit Submission** or **Cancel Request** prior to 4:00 p.m. on the day you have submitted the Lien Filing or Lien Release by clicking the appropriate hyperlink under the **I Want To** section. Once the submission has been transmitted to the Department, the option to **Edit** or **Cancel** will no longer be available. If you need to request a change be made after the submission has been sent, please email tax.ComplianceSupport@vermont.gov.

Step 6

Click **OK** to Exit.

Contact information:
Vermont Department of Taxes Call: (802) 828-6602
133 State Street Or Email: Tax.ComplianceSupport@vermont.gov
Montpelier, VT 05602-3667

Print

OK

