

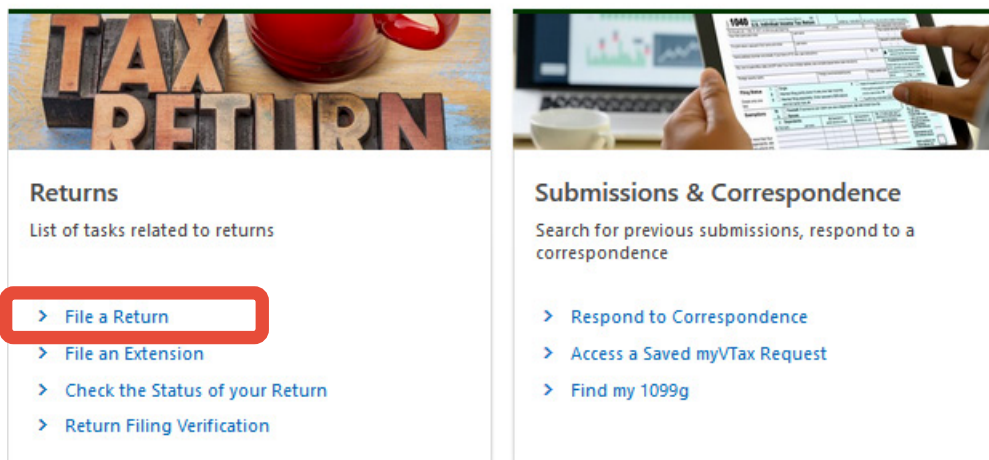
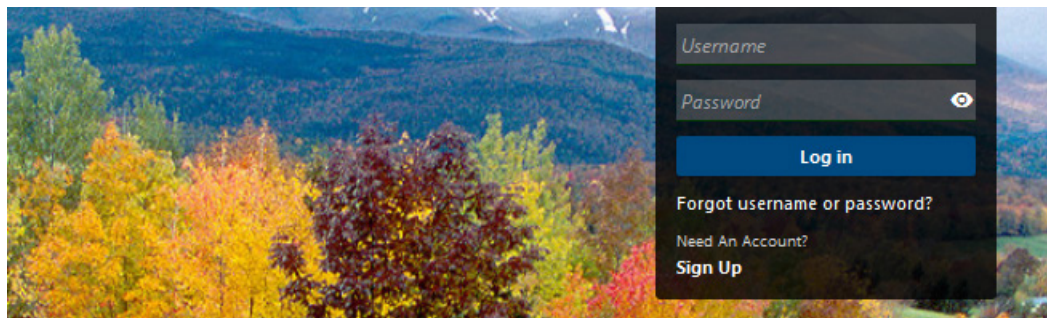
myVTax Guide: How to File Form LGT-177 (Buyers)

This guide provides step-by-step instructions for the transferee (buyer) of real property to complete [Form LGT-177, Land Gains Tax Return, using myVTax \(https://myvtax.vermont.gov\)](#). Preparers who file more than five returns or certificate requests per calendar year are required to use myVTax for filing. Learn more about [Property Transfer Tax \(https://tax.vermont.gov/property/property-transfer-tax\)](#).

If you have questions about filing a Land Gain Tax return, please email us at tax.rett@vermont.gov or call (802) 828-6851.

1 Get Started

Go to [myVTax \(https://myvtax.vermont.gov\)](https://myvtax.vermont.gov) to access the Department's portal for online services. To begin, click **File a Return**.



Taxpayer Information

Click on the dropdown and select **Land Gains**. Enter the taxpayer information.

Enter the taxpayer's address. Click **Verify Address** to ensure that the entered address is a valid postal address. A popup displaying several choices may appear. Select the best address.

If you are an attorney or preparer completing this return, you may want to enter your email address instead of your client's email. You can use this email address and Verification Code to access this return before daily processing, as described in **Step 10**.

When finished, click the button, **File LGT-177**.

Taxpayer Information

Select which account type you wish to file for:

Land Gains

Fuel Tax

Healthcare Claims

Homestead Declaration

Insurance Premium

Land Gains

Land Use Change

Malt and Vinous Beverage

Meals and Rooms

Property Transfer

Renter Credit

ID *

Required

Unit Type

State

VERMONT

Unit Number

Zip Code *

Required

Country

USA

Verify Address

Contact Information

Enter your email address

preparer@abcdef.com

Confirm your email address

preparer@abcdef.com

Enter your phone number

(802) 123-4567

Extension

File LGT-177

File LGT-178

Please file an LGT-177 return before filing an LGT-178 return. If you have already filed an LGT-177 return, please file an LGT-178 return.

Transferor and Transferee Information

Enter all required information about the transferor (seller) and transferee (buyer). You may use a preparer's email address. Be sure click **Validate Address** to ensure that each address on this form is a valid postal address. A popup displaying several choices may appear. Select the best address.

Transferor Information Following Transfer

[Click here to apply for an FEIN](#)

TRANSFEROR ID	ID Type	ID
	FEIN	**_***2222
TRANSFEROR NAME	Business Name	SELLER'S NAME
TRANSFEROR ADDRESS	Country	USA
	Street Address	120 STATE STREET
Validate Address	Street Address 2	
	Unit Type	Unit
	BUILDING	
	City	MONTPELIER
	State	Zip
	VERMONT	05620-0000
	PHONE NUMBER	(802) 222-3344
	EMAIL ADDRESS	SELLER.NAME@ABCDEF.COM

Transferee Information Following Transfer

NOTE: Long names or addresses may not display fully on the paper copy of the return, but the full names and addresses are submitted electronically to the Town and Department.

TRANSFEEE ID	ID Type	ID
	FEIN	**_***1111
TRANSFEEE NAME	Business Name	BUYER'S NAME
TRANSFEEE ADDRESS	Country	USA
	Street Address	109 STATE ST
Validate Address	Street Address 2	
	Unit Type	Unit
	City	MONTPELIER
	State	Zip
	VERMONT	05609-0002
	PHONE NUMBER	(802) 111-2233
	EMAIL ADDRESS	BUYER.NAME@ABCDEF.COM

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Property Information and Prior Holding Period

Enter the **Property Physical Location**, **Land Size** (acreage), and School Parcel Account Number (**SPAN**). The first six digits of the SPAN prefill based on the address you entered. Enter the last five digits manually. You can easily look up the SPAN using the [SPAN Finder tool \(https://tax.vermont.gov/span-finder\)](https://tax.vermont.gov/span-finder).

If the property crosses a town boundary, check the box on the right.

Select the **Holding Period** (dates of the previous acquisition/closing and the current closing). The **Years** and **Months** held are calculated for you. Click **Next** when done.

Property Information

NOTE: Long names or addresses may not display fully on the paper copy of the return, but the full names and addresses are submitted electronically to the Town and Department.

Property Physical Location - Number and Street or Road Name

133 STATE STREET

Land Size (in acres)

1.00

☐ This property is located in multiple cities or towns

SPAN

Last 5 Digits of SPAN

Montpelier

405-126

12345

Holding Period

Date Acquired by Transferor

Nov-01-2018

Date of Closing

Dec-15-2023

Years

5

Months

1

☐ Would you like to continue without completing all the required fields?

Warning: The above selection must be unchecked *before* submitting this return.

< Previous

Next >

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Verification Code

Write down the **Verification Code**. This code is unique to your return. If you need to access this return in the future, you will need this code and the email address you entered in **Step 2** to retrieve the return. We ask you to verify that you have written it down by checking the required box. You cannot recover the code once you have left the myVTax system. Click **Next**.

Write Down Your Verification Code

Verification Code

q5jgkt

Important! In order to retrieve and edit this return in the future, you will need both the e-mail address you entered on the previous screen as well as your verification code, which is **q5jgkt**. If you haven't done so already, please write down your verification code now. **This code can not be recovered** and if you lose it you will not be able to make further updates to this return.

☒ I have written down my verification code in a safe place and am ready to proceed.

Returns can be saved to finish later by clicking the green 'Save' button in the lower right portion of the screen. Unsaved returns are deleted each night by the Department.

Cancel

Save Draft

< Previous

Next >

Exemptions and Tax Calculations

Click the **Line E1 dropdown** to select an exemption number if the transfer is exempt from Land Gains Tax. Include a description if your selection in **E1** is "8".

Line E2: Enter a Commissioner's Certificate Number, if one has been issued.

Line E3: If the transferor (seller) is simultaneously filing Form LGT-178, the tax due will be zero.

Exemptions

E1. If transfer is exempt from Land Gains Tax, enter exemption number (see quick reference guide)

00. None 

E1a. If Line 1 is "8", enter description

E2. If transferor obtained advance certification, enter Commissioner's Certificate Number (remove dashes when entering your letter ID)

☒ E2a. Certification has been applied for but not yet received by transferor

E3. Is the transferor simultaneously filing a Vermont Land Gains Tax Return (Form LGT-178) and paying the full amount of tax due on that form, which may be zero?

No

Yes

If there are no applicable exemptions from Land Gains Tax, complete the **Tax Calculation** section.

Click **Next** when all required fields are completed.

Tax Calculation

If Lines E1, E2, E3, or E4 do not apply then:

F1. Sales price attributable to land. (see instructions)

100,000.00

OR

F2. Amount of Installment Sale payment subject to withholding

0.00

F3. Withholding Tax Rate

0.00 %

F4. TAX DUE (Multiply: Line 1 or Line 2 by Line 3)

0.00

- If a Commissioner's Certificate was issued, enter the withholding amount required.

- If simultaneously filing a Transferor (Seller) Form LGT-178, Land Gains Tax Return, enter the amount shown due.

- If an exemption is claimed on Line E1, enter -0-.

☐ Do you wish to continue without completing all the required fields?

Warning: The above selection must be unchecked *before* submitting this return.

Cancel

Save Draft

< Previous

Next

Attachments

You may attach additional information. Click **Add** on the right side of the screen.

ATTACHMENTS

You can upload attachments if you have additional correspondence that you wish to transmit to the Department that are not part of the standard return. Our preferred file type is PDF.

Would you like to add attachments? Yes ▼

Add

Type	Name	Description	Size	
There are no attachments.				

Cancel
Save Draft
< Previous
Next >

An attachment dialogue popup will appear. Enter a description of the file, browse for it and upload it by clicking **OK**.

✕

Select a file to attach

Type
Web Attachment ▼

Description
Property Deed

File
Browse... Deed.pdf

Cancel
OK

The **Attachments** screen will now show that the file has been attached. You may add more files, or remove files.

When you have finished uploading files, click **Next**.

ATTACHMENTS

You can upload attachments if you have additional correspondence that you wish to transmit to the Department that are not part of the standard return. Our preferred file type is PDF.

Would you like to add attachments? Yes ▼

Add

Type	Name	Description	Size	
Web Attachment	2024 Calendar.pdf	Property Deed	18	Remove

Cancel
Save Draft
< Previous
Next >

Payment Information

If due, the quickest and easiest way to pay Land Gains Tax is electronically directly from a bank account. Under **Bank Account**, select the payment source (**Checking** or **Savings**), then enter the requested information. You can find the Routing Number for your financial institution and the Account Number on the bottom of a check for that account.

Click the **Payment** dropdown and select **Return Payment** from the list. The payment date defaults to the current date but you may select a future date. Enter and confirm the payment amount.

Click **Next** when done.

Paying with ACH Credit?
[Click Here for ACH Credit Instructions](#)

Warning: If you have an ACH filter block on your account, please note the new originator number is 8036000264 to be used as of November 2015.

Want to schedule your ACH Debit payment for later? Change the payment date below to your preferred date.

Bank Account

Type

Domestic Bank Account

Bank Account Type *

☐ Checking
 ☐ Savings

Routing Number *

Required

Account Number *

Required

Confirm Account Number *

Required

⋮ 1 2 3 4 5 6 7 8 9 ⋮ 0 9 8 7 6 5 4 3 2 1 ⋮ ⋮ 1 0 0 2 ⋮

Routing Number

Account Number

Check Number

Payment

Payment Type *

Required

Payment Date

Dec-17-2023

Amount *

Required

Confirm Amount *

Required

Cancel

< Previous

Next >

Certification and Summary

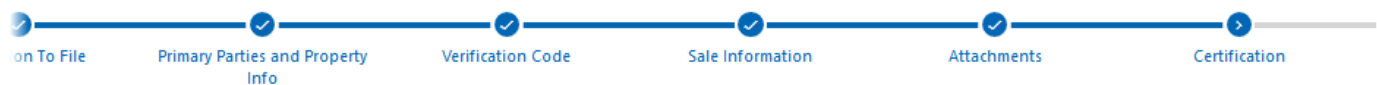
Be sure to read the certification statement and then check the **first box**. Enter your electronic signature and a daytime phone number.

If you are a preparer, check the **second box** too. You will need to complete further information (shown below).

The seller may allow the preparer to discuss the return with the Department of Taxes. If so, check the box at the bottom.

Click **Submit** when done. This submits Form LGT-177 to the Vermont Department of Taxes.

Land Gains Withholding Return (LGT-177)



CERTIFICATION AND SUMMARY

I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

☒ I certify the statement above

Signature of Taxpayer or Authorized Agent

BUYER'S NAME

Date

Dec-17-2023

Daytime Telephone Number

(802) 123-4567

☒ Check here if this return is being completed by a preparer

Preparer's Signature

CHARLES LUU

Preparer's ID Number Type

Social Security #

Preparer's ID Number

***-**-6544

☐ Check here if you are self-employed

Firm EIN

-*4444

Firm Name

REAL ESTATE ATTORNEY BUSINESS, INC

Firm Address

133 STATE STREET, MONTPELIER, VT 05633

☒ May the Department of Taxes discuss this return with the preparer shown?

Cancel

Save Draft

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Submit

10 Confirmation

The Confirmation screen displays information about your submission, along with a verification code to use to access this request later. You can review this submission using your email and verification code only before it has been processed by the Vermont Department of Taxes. Submissions are processed at 4:00 p.m. on business days.

For instructions on how to cancel a submission, [refer to the myVTax Guide: How to Cancel a Submission or Transaction \(https://tax.vermont.gov\)](https://tax.vermont.gov).

You may click **Print** for a copy of Form LGT-177 to print or save for your records (sample below). Do not send the printout to the Department. You will receive an email confirming that the return has been submitted.

Confirmation

Your return request for taxpayer **BUYER'S NAME** and filing period of **Dec-15-2023** has been submitted. Your confirmation number is **1-351-368-704**.

You will have until 4:30 pm to make any edits or to print the return. After that, the return will only be accessible if you have a username and password on [myVTax](#). To access this return before 4:30 PM please use the following:

Email Address: **preparer@abcdef.com**

Verification Code: **q5jgkt**.

Questions or concerns? Contact us:

Vermont Department of Taxes

Call: (802) 828-6851

133 State Street

Or Email: [myVTax Support](#)

Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print

OK

Vermont Department of Taxes 133 State Street Montpelier, VT 05633-1401
Phone: (802) 828-6851

1-351-368-704
Web Request Key

VT Form LGT-177	VERMONT LAND GAINS WITHHOLDING TAX RETURN To be completed by Transferee (Buyer)
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A. TRANSFEROR'S (Seller's) INFORMATION

Entity TRANSFEROR Name OR SELLER'S NAME			Federal ID Number XX-XXX2222	
Individual TRANSFEROR Last Name		First Name	Initial	OR Social Security Number
TRANSFEROR Mailing Address Following Transfer 120 STATE STREET				Daytime Telephone Number (802) 222-3344
Line 2 for Mailing Address Following Transfer (if needed)				For Department Use Only
City MONTPELIER		State VT	ZIP Code 05620	
Foreign Country (if not United States)		Email Address		

After you have printed the return, click **OK** on the Confirmation screen to return to the myVTax home page, or simply close your browser.