

Form HS-122: How to Download and Report to the Vermont Department of Taxes

**A Guide for Municipalities**

**April 2023**

# Section 1: General Information for Taxpayers

## F ORMS

### Form HS-122, Section A

2022 Vermont Homestead Declaration—The homestead declaration filing is required each year for Vermont

residents who own a home and reside in Vermont.

### Form HS-122, Section B

2022 Property Tax Credit Claim—People who are, or believe they may be, eligible for a property tax credit may file this claim each year.

## OBTAINING F ORMS ONLINE

Find Form HS-122 at [tax.vermont.gov/all-forms](http://tax.vermont.gov/all-forms). You may also file electronically by visiting [myvtax.vermont.gov](http://myvtax.vermont.gov/) , go to the “Returns” sections, select “File a Return”, select “Homestead Declaration” and follow the instructions. There will be an option to file only the Homestead Declaration or to proceed to file for a Property Tax Credit.

# Section 2: Information for Town Listers and Assessors

## DO WNLO ADING THE HOMESTEAD DECLARATIONS

The Division of Property Valuation and Review (PVR) will send you an email when the first file is ready. The first homestead download typically becomes available the first half of February. A new file will be ready each Monday if your town has one available.

## DIRECTIONS TO CHECK HS-1 22 FILING

This process should be completed weekly for each download. Please note it is possible to receive these files in the month of December though most will be done by the end of October.

1. Go to **VTPIE through your web browser** as you normally do (it is helpful to save the link, [www.vtpie.org](http://www.vtpie.org), to your favorites to access the site quicker each time (to add a site to your favorites- click on the star to the right of the web address line once you are in the site and you can choose add to favorites- then each time you open your browser you can access it from the favorites drop down). Call VTPIE support. If you cannot remember your password or you are locked out.
2. Do a CAMA/NEMRC upload (see directions or call your CAMA vendor if unclear) Reconcile values to make sure everything is matching as per instructions.
3. Click on **Grand List Management** from the Main Screen.

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1. Click on **Homestead**

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This shows you:

(Total Homesteads Complete/Total Homesteads Received)

1. The list that populates is **Incomplete Homesteads** which need your review. New Homesteads arrive on a weekly basis, every Monday Morning.

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1. Run/view reports as follows: (you may choose to view on screen view and sort in excel or print the PDF)

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1. Process these reports- make changes as needed-
   * **All records**- (PDF) use or run when you want a list of all filings with all data on the filing- you could also choose weekly reports for this. This report is similar to **Successfully downloaded report you had in the past.** This lists all properties for which an HS-122 was received and a match was found to the SPAN. Review this to see if all that filed are residents based on what you know. File back as **NR** if not a resident. If names do not match, check to see if this is an incorrect SPAN (file back as **SP—incorrect SPAN**, and put the correct SPAN for that taxpayer in the comment line). For more information see “Directions to report errors back to the tax department.”
   * **All records-** (excel)- same as above in excel format.
   * **Incomplete records-** this report (in excel format) shows you record you have left to process- you can also see this on your main homestead screen as a list in VTPIE.
   * **Non-filers**- this report shows you (in excel format) those taxpayers that declared last year but have yet to declare this year. This will allow you to provide information back to the tax department as to those taxpayers that have not filed, and you think they should have. (This process for reporting back will be determined soon in VTPIE and reported back after 7/1.
   * **Business / rental comparison**- (PDF) complete – use this report to see all business, rental, or business use of outbuilding filings that you have completed the homestead for. This should reflect those that you have addressed as indicated below and that you have then clicked the complete button on in VTPIE.
   * **Business / rental comparison**- (PDF) incomplete- use this report to see properties where the taxpayer filed business or rental last year and this year the business or rental percentage is different, or business use of outbuilding filing is different (you can also sort by these columns on the main homestead screen in VTPIE). If the percentage is different you should go to your CAMA and change the business or rental percentage to reflect the new filing amount. You would then want to upload CAMA/NEMRC again to VTPIE when you have made all these changes and you will also want to make sure to flag these parcels for grievance as changes to homestead or housesite are grievable items. If you believe the filing is in error, you can file back to the tax department (see filing back to tax department). Once you have addressed these you should go back to your main homestead screen and click complete on these files- they will then show up in the business/rental comparison complete. See Steps below for each.

**Business use**

* + - Review each business percentage that is different and if you agree, apply that percentage to the main building value, and subtract that dollar amount from the homestead and housesite. This dollar amount will then become **Nonhomestead,** and it will be taxed correctly. If you are using MicroSolve, there is a field labeled **%business/rental on the section/Pg 2** tab to enter the percent of business/rental and rerun cost so that the value is automatically deducted from the housesite and homestead. Remember, this refers to percent (%) use within the main dwelling. If the percentage is really high or really low, you may want to call the taxpayer as they may have misunderstood. However, this is not a requirement.
    - If you create a new homestead or housesite or change the values, you must notify the taxpayer and give the taxpayer a chance to file a grievance. Business use of 25% or less of the main dwelling does not need to be deducted from the housesite and homestead value these filings will not show on the reporting (only those over 25% will show) Rental use (any percentage—even under 25%) should be deducted from the housesite and homestead values.
    - If you change/create new values, you will also want to upload your CAMA/NEMRC again to VTPIE to make sure all values are matching.
    - If you believe these percentages to be wrong, use the **NR** code and a short message to code these back to the Department of Taxes (lister response). The Department will follow up with the taxpayer. Since the taxpayer can file a grievance on this item, you should apply a percentage that you believe to be accurate and notify the taxpayer.

**Anytime you create a new homestead or housesite or change the values, you must notify the**

**taxpayer and give them a chance to file a grievance.**

**Business use of the main dwelling of 25% and under does not need to be deducted from the housesite and homestead value- Do not deduct 25% from the number reported to you. If the percentage is reported to you, use the reported percentage as a whole. Under 25% will not be reported.**

**Rental Use-**

* **Rental Use of Property Report:** Review each rental percent difference and, if you agree, apply that percentage to the main building value and subtract that dollar amount from the homestead and housesite. This dollar amount will then become **Nonhomestead**, and they will be taxed correctly.
* If you do not agree, you can assign the percent that you believe is accurate, notify the taxpayer, and then the taxpayer can file a grievance if they disagree. If the percentage is really high or really low, you may want to call the taxpayer, as many have misunderstood (however this is not a requirement).
* If you are using MicroSolve, there is a field labeled **%business/rental on the section/pg2** tab to enter the % business/rental and rerun cost, so that the value is automatically deducted from the housesite and homestead.
  + - Anytime you create a new homestead or housesite or change the values you must notify the taxpayer and give them a chance to file a grievance. If you change create new values, you will also want to upload your CAMA/NEMRC again to VTPIE to make sure all values are matching.
    - If you believe these rental use filings to be wrong, use the **NR** code and a short message to code these back to the Department of Taxes (lister response). The Department will follow up with the taxpayer. Since the taxpayer can file a grievance on this item, you should apply a percentage that you believe to be accurate and notify the taxpayer.

**Rental Use—any percentage, even under 25%—should be deducted from the housesite and homestead values.**

**Business Use of Outbuildings List Report**:

* + - Determine which outbuilding(s) are being used for business and subtract the Entire Assessment (of that building) from the Homestead and Housesite. That dollar amount will become Nonhomestead. If you are using MicroSolve, click No for Homestead/Housesite for that outbuilding ID and rerun cost.
    - If you create a new homestead or housesite, or change the values, you must notify the taxpayer and give them a chance to file a grievance. If you change create new values, you will also want to upload your CAMA/NEMRC again to VTPIE to make sure all values are matching.
    - /NEMRC
    - If you believe these percentages to be wrong, use the **NR** code and a short message to code these back to the Department of Taxes (lister response). The Department will follow up with the taxpayer. Since the taxpayer can file a grievance on this item, you should remove the outbuilding(s) that you believe to be accurate from the homestead and housesite and notify the taxpayer.

Once you have worked through each of these issues you can “complete” these homesteads on the main screen (see directions to “complete homesteads”

* + **Current use enrollments**- (PDF)- complete- this report will show you those parcels that filed a homestead that you have already completed, and they are enrolled in current use.
  + **Current use enrollments**- (PDF)- incomplete- this report will show you those parcels that have filed a homestead that you have not completed yet and they are enrolled in current use. You should then work to complete these homesteads before you proceed to current use and each time you work on current use you should check and complete these homesteads first so that your current use is as accurate as possible and matching the current homestead status.
  + **No Value/Multi Town**- (PDF) complete- this report will show you those parcels that filed a homestead that you have already completed, and they had no homestead value or filed that they had a homestead in multiple towns.
  + **No Value/Multi Town**-(PDF) incomplete-this report will show you parcels where there is a homestead filed but you do not have a homestead/housesite value in your grand list. This is why it is important to do your CAMA/NEMRC upload before you begin this process so that the most up-to-date information is reflected. This means that you do not show a homestead value on the property and the taxpayer has claimed this as homestead property. Check each of these:

**No Value:**

* + - 1. Go into your CAMA system to calculate a homestead and housesite value for parcels on this list. If you create a new homestead or housesite, or change the values, you must notify the taxpayer and give them a chance to file a grievance.
      2. If you believe the homeowners are not Vermont residents or this is not their primary home, code this back to the Department of Taxes as **NR—Not a Primary residence of a Vermont resident**.

If you are unsure whether to add the homestead and housesite value to a property, go ahead and add the homestead and housesite value. The Department will determine final eligibility. Note - To reduce the number of parcels on this list, you should add homestead and housesite values to any parcel that has a dwelling that could be used as a fulltime residence regardless of current occupancy.

* + - 1. Upload CAMA/NEMRC, again, to VTPIE when you have made all necessary changes. You will also want to make sure to flag these parcels for grievance as changes to homestead or housesite are grievable items.
      2. Once you have addressed these you should go back to your main homestead screen and click complete on these files- they will no longer show on this report.

**Multi Town:**

1. The second portion of this report will show you parcels with homesteads in two towns. This may mean the housesite is in your town and you already have it reflect or it may mean they have land in your town that is adjacent to their homestead property in the other town and therefore that land should have a homestead value. You should go into your CAMA and create a homestead and housesite for these parcels after looking at your maps to verify.
2. You would then want to upload CAMA/NEMRC again to VTPIE when you have made all these changes and you will also want to make sure to flag these parcels for grievance as changes to homestead or housesite are grievable items.
3. If you believe this is an error, you can file back to the tax department (see filing back to tax department). Once you have addressed these you should go back to your main homestead screen and click complete on these files- they will then show up in the no value/multi town complete.

* **Owner Name Mismatches** (PDF)- this report will show you the parcels where the name of the HS122 filer does not match the name of your grand list owner. This is why it is important to do your CAMA/NEMRC upload before you begin this process so that the most recent ownership is reflected. If the owners are not correct you should report this information back to the tax department (see filing back to the tax department). Look through this report carefully as the name may be the same but for a small spelling error, maiden name used, hyphenated name etc., if it is the same person, you do not need to do anything.

If names do not match and there is no known match, code back as **NR—Nonhomestead**. Then note in comments that filer is not the legal owner, or code as SP if the filer used the incorrect SPAN and enter the correct SPAN in the Comment section.

* + **SPAN Mismatches** (PDF)- this report will show you the parcels where the SPAN of the HS122 file does not match a SPAN on your grand list owner. This is why it is important to do your CAMA/NEMRC upload before you begin this process so that the most recent SPAN numbers are reflected. If the SPAN is not correct you should report this information back to the tax department (see filing back to the tax department).

Once you have worked through each of these issues you can “complete” these homesteads on the main screen (see directions to “complete homesteads”

The **weekly reports** can be used as a reference for all parcels contained in the filing each week.

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## DIRECTI ONS TO COMPLETE HOMESTEADS

1. **How to COMPLETE a homestead**-

“Completing” a homestead means you have reviewed the filing and have addressed and reported any errors that you know of – **it does not mean you are certifying that the filing is correct**. You should work to report any errors and then complete all homesteads. Changes to the filing can still happen after you have completed a homestead and you can make further Lister Responses, as well. All existing homesteads will need to be completed to transfer information to NEMRC for grand list completion and billing.

**Complete all homesteads each week before you process current use so that your current use files match the homestead status.**

**To complete an individual homestead-** on the main homestead screen find the parcel you want to complete by using the sort function on each header. Once you find the one you want to complete click on that parcel to open it and click the Complete button.

To **complete multiple homesteads**- on the main homestead screen you can use the small box to left of the file you want to select that file and then click the green complete button.

1. Once you have worked through all the filings issues on your reports **the rest of the filings on your home screen can be completed in one of three ways.**
   * You can open the first homestead on the list by clicking on it. Click the complete button, then it will move you through each of the homesteads in the list.
   * You can scroll through the list, file by file, reviewing the name(s) to find any other files that you believe may require a Lister Response. As you move down the list, you may click the checkbox for all you wish to complete and then click the green “Complete Homesteads” button at the top of the screen. You may select up to 100 at a time but batch completing 10-25 works best.
   * You can assume all these homesteads are ‘matched filings’ based on your CAMA/NEMRC upload and select the small box in the upper left corner (to the left of SPAN) that will select all the filings at once and you can click the green “Complete Homesteads” button at the top of the screen. You can select up to 100 at a time. **Please note,** this will not allow you to confirm remaining files that may require a Lister Response.

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You will not be able to transfer the data into NEMRC until all the homesteads in your queue are complete. Once all your filings are complete, Click download to Tax billing (this action will be available soon).

## DIRECTIONS TO REPORT ERRORS BACK TO THE TAX DEPARTMENT (aka. Listers Response)

1. If you need to provide a Lister Response to Taxpayer Services click on the **Lister Response** tab, then click new question, pick from the option that best describes the information you will provide. Be sure to provide a statement that tells Taxpayer Services why you are reporting this filing, click the green save button when you are finished. After finishing your lister response you should still complete the homestead even after providing a lister response. If an updated filing is received, it will replace what you have already completed.

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1. Report back to the state with any issues with notes.
2. Each Lister Response generates a work item for Taxpayer Services to review. They will determine final eligibility. You may see if the response has been addressed by returning to the Lister Response screen.Graphical user interface, text, application, chat or text message

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**REMINDERS –** for the 2023 grand list you will be completing only Homesteads, Current Use (including allocation notices), and Sales Validation in VTPIE. All other routines including tax billing, 411, grand list and grievance will be completed through NEMRC.

All homesteads should be completed each time before you work through your current use filings.

All homesteads will need to be completed before the upload begins from VTPIE to NEMRC for billing and grand list management.

As always, if you have questions about how to do something, or why, call you district advisor. If you have questions about the program or functionality, call Axiomatic.

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**Resources**

**District Advisor Map**

[tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors](http://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors)

**HS-122**

tax.vermont.gov/all-forms

**MYVTAX**

[myvtax.gov](http://myvtax.gov/)

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If you have questions, please contact your district advisor. Locate your district advisor by visiting [https://tax.](https://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors) [vermont.gov/municipal-officials/listers-and-assessors/district-advisors](https://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors), or call (802) 828-6887.