

# **Current Use Program eCuse Submission**

## **eCuse Program Guide to How to Submit the Annual Agricultural Certification for Land and Buildings**

### **Division of Property Valuation and Review Vermont Department of Taxes**

**Phone:** (802) 828-5860 ext. 1

**Email:** [Tax.CurrentUse@vermont.gov](mailto:Tax.CurrentUse@vermont.gov)

**Current Use Information:** <http://tax.vermont.gov/property-owners/current-use>

**eCuse Web Address:** <https://secure.vermont.gov/TAX/ecuse/home>

**Mailing Address:**

Vermont Department of Taxes  
Current Use Program  
P.O. Box 1499  
Montpelier, VT 05601-1499



## Submitting Your Agricultural Certification Is Easy with eCuse

The Vermont Department of Taxes is pleased to bring to you the eCuse online electronic submission service for the Agricultural Certification. eCuse is the web-based service for Vermont's Current Use Program (Use Value Appraisal). Submitting the certification online brings you a number of benefits such as the following:

- See immediately when the certification has been submitted to the Current Use Program.
- Simply sign the certification using your email addresses. This eliminates the need to pass a piece of paper around for signature, which is time-consuming and may possibly delay submission of your certification.
- With an eCuse account, you have a readily available record of your Agricultural Certification.

## What You'll Need to Start the Process

You will need to gather some information before you start the process:

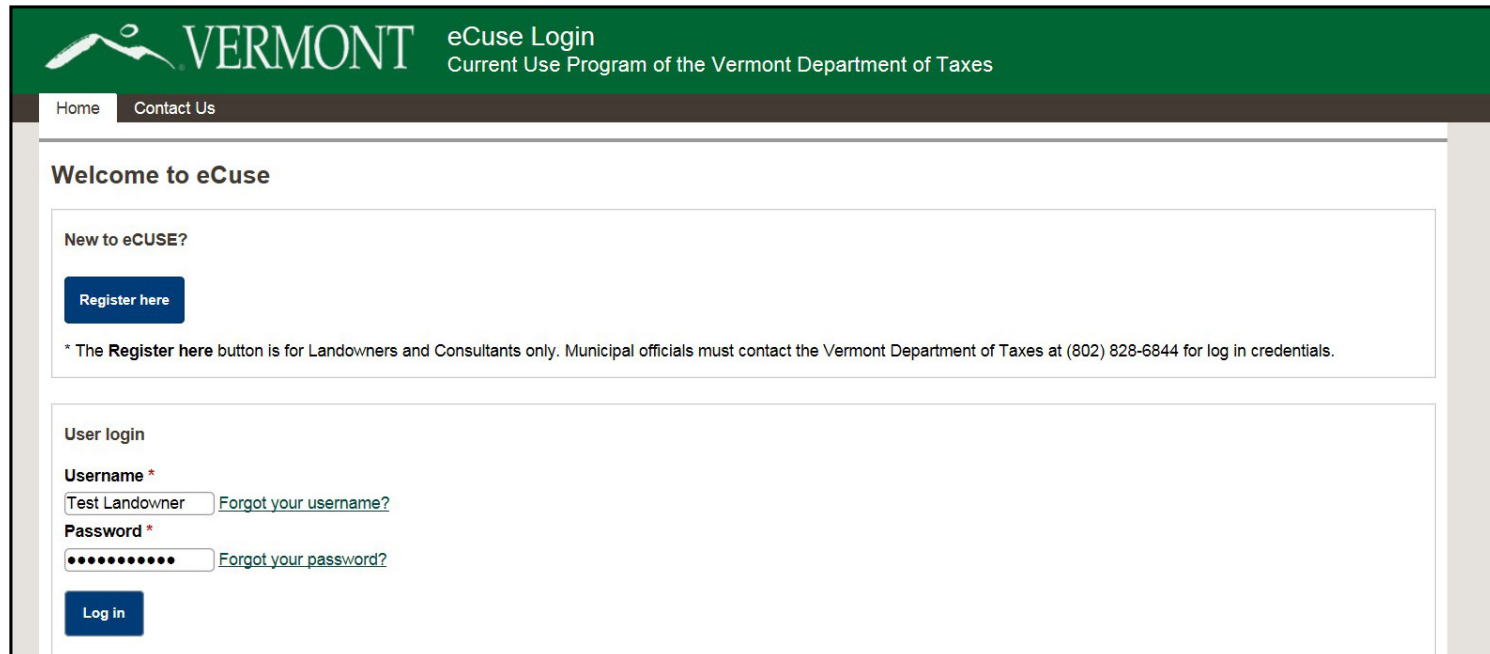
- **The School Property Account Number (SPAN) for each parcel that has agricultural land or buildings enrolled in the Current Use Program.**  
Find the SPAN on your property tax bill or the paper copy of the annual agricultural certification that was mailed to you.
- **The Owner Identification (OID) for each parcel.**  
This can be found next to your name on most mail from the Current Use Program. Typical format is "Smith 99."
- **An email for each owner.**  
Two or more owners cannot have the same email. Each owner must have a separate email address as a means to sign the certification before submitting it.
- **At least one of the owners must have an account in eCuse.**  
To learn how to create an account, see the eCuse Program Guide for Landowners on the Departments website at <https://tax.vermont.gov/sites/tax/files/documents/eCuseProgramGuide.pdf>.

### Enable Javascript for Best Results

Please enable javascript in your browser in order for this site to work as designed. If you do not know how to enable javascript, please visit: <http://www.enable-javascript.com/>.

## Step 1. Log in to eCuse

Log in to eCuse at <https://secure.vermont.gov/TAX/ecuse/> with your username and password.



VERMONT eCuse Login  
Current Use Program of the Vermont Department of Taxes

Home Contact Us

### Welcome to eCuse

New to eCUSE?

[Register here](#)

\* The **Register here** button is for Landowners and Consultants only. Municipal officials must contact the Vermont Department of Taxes at (802) 828-6844 for log in credentials.

User login

Username \*  
 [Forgot your username?](#)

Password \*  
 [Forgot your password?](#)

[Log in](#)

## Step 2. Go to the certification page

Click **here** at the top of the Landowner Dashboard page to go to the Agricultural Certification page.



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Current Use Program of the Vermont Department of Taxes

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### Annual Current Use Eligibility Requirement: Agricultural Land and Buildings Certification

If you active agricultural land or farm buildings enrolled, you can complete your certification [here.](#)

*The Department is currently accepting certifications for the 2020 tax year.*


### Step 3. Find your parcel

Enter the Owner ID and SPAN in the appropriate fields. Click **Search** to find the certification form for this parcel. If you have more than one parcel to certify, you will have to repeat this step for each parcel.

### Here's a tip!



Do not type the information and hit "Enter" on your keyboard. Doing this will return you to the prior page. You must click **Search** at the bottom of the screen to proceed.

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### Use Value Appraisal Program Agricultural Land and Buildings Certification

The Use Value Appraisal Program Agricultural Land and Buildings Certification Form (CU-313) can be completed through this on-line system or by mailing in the paper form. If you submit your form electronically, you should not submit the paper copy.

Please enter your Owner ID. Your Owner ID can be found next to your name on any mailing from the Current Use Program. The Owner ID is formatted to be the first five characters of your last name or company name, a space, and then 2-3 numbers (e.g., Publi 987 or Acme 154).

Please enter the SPAN (School Property Account Number which can be found on your property tax bill or approved current use application) for the parcel you own.

Click on "Select" on the far right column to proceed with the certification for that SPAN.

You must submit a Certification form for EACH parcel you own. If you own other parcels with different people, you will need to enter the OID and associated SPAN for each unique set of owners.

**Owner ID \***  
  
Please enter your Owner ID.

**SPAN \***  
 -  -   
Please enter the SPAN.

SPAN ^	Town	Acres Enrolled	Active Agricultural Acres Enrolled	Farm Buildings Enrolled	Status
0 Record(s) Found					

## Step 4. Open the certification page for your parcel

Your certification will be added to the table at the bottom of the page with a Status of “Ag Cert/Pre-submit.” Click **Select** to open the certification for your parcel.

**SPAN \***  
 -  -   
Please enter the SPAN.

SPAN ▲	Town	Acres Enrolled	Active Agricultural Acres Enrolled	Farm Buildings Enrolled	Status	
003-001- [REDACTED]	Addison	25.3	25.3	0	Ag Cert/Pre-submit	<b>Select</b>

1 Record(s) Found

[Back](#) [Search](#)

## Step 5. Review the information on the Overview Page

Review the eligibility information and other information on the **Overview** page. Click **Next** at the bottom of the page.

## Step 6. Enter the information for all owners

On the **Owners** page, click the **Edit Owner** button on the right side of the screen and enter the primary owner’s name, email, phone number, and country. Click **Next** at the bottom of the screen.

- If the parcel has more than one owner, click **Add New Owner** and enter the owner’s information. Click **Add** at the bottom of the screen for each additional owner. Repeat this step as many times as you need until all owners are entered.

**Reminder:** Each owner must have a unique email address. This is necessary to track the signature process.

- When you are done adding all the owners, click **Next** at the bottom of the screen.

## Step 7. Review the land and building information

Review the agricultural land and building information along with any special enrollment qualifications. If there are any corrections to this information, please note them in the Comments section. In Section C Transfers, you will need to note if any of the land transferred. If some or all of the land has transferred, you will be prompted to enter who received the transferred land and the date of the transfer. When you have completed your review and entered your comments and any transfer information, click **Next**.

## Step 8. Review the completed form

This is your opportunity to review the completed form.

- a. If you marked that all of the land transferred, click **Submit to the Department of Taxes**. This completes the submission process for your Agricultural Certification.
- b. If none of the land was transferred or only a portion of the land transferred, click **Start Signature Process** at the bottom of the screen. eCuse will direct you to a screen with an explanation on how the signature process works. Click **Continue** at the bottom of the screen. An email will be sent to each landowner directing each person or entity on how to sign the certification electronically.

## Step 9. Complete the signature process

Log out of eCuse in order to complete the signature process.



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Current Use Program of the Vermont Department of Taxes

My account Log out

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**Annual Current Use Eligibility Requirement: Agricultural Land and Buildings Certification**  
If you active agricultural land or farm buildings enrolled, you can complete your certification [here](#).  
*The Department is currently accepting certifications for the 2020 tax year.*

## Step 10. Sign the certification

Each owner will receive an email about signing the certification form. The email contains a hyperlink to webpage where the owner may review the information on the certification. Each owner must sign the certification by clicking the **I certify** button on the last page. Once all owners have signed, eCuse will send an email notifying the person who started the form that all owners have signed.

## Step 11. Submit the certification

- The person who started the Agricultural Certification process should log back in to eCuse and click the Agricultural Land and Buildings Certification section. Click **Submit** to open up the certification.

SPAN ▲	Town	Acres Enrolled	Active Agricultural Acres Enrolled	Farm Buildings Enrolled	Status	
003-001	Addison	25.3	25.3	0	Ag Cert/Ready to Submit	<a href="#">Submit</a> <a href="#">Unlock</a>

1 Record(s) Found

[Back](#) [Search](#)

- At the bottom of the page, click **Submit** to send the completed and signed document to the Vermont Department of Taxes.

Certification		
Name:	Certifies:	Signature Date
Test Landowner	Yes	08/28/2019

[Submit](#) [Back](#)

## Step 12. Print the certification

You will be given the option to return to the **Home** page, you may click **Print** to print a copy of the certification. The certification is saved under Submission History for future reference and printing.

Submission Queue		Submission History								
<a href="#">+ Start New Application</a> <a href="#">+ Link My Enrollments</a> <a href="#">+ New Forest Management Activity</a> <a href="#">+ Agricultural Land and Buildings Certification</a>										
SPAN	TOWN	OWNER	ACRES	REFERENCE NUMBER	SUBMISSION STATUS	PREPARED BY	LAST UPDATED	ACTIONS		
003-001	██████	Addison	Landowner, Test	25.30	AGC19-003-001	██████	Ag Cert/Submitted	08/28/2019	<a href="#">View</a>	<a href="#">Print</a>
003-001	██████	Addison	Test, James	210.00	AGC19-003-001	██████	Ag Cert/Submitted	08/27/2019	<a href="#">View</a>	<a href="#">Print</a>