

Current Use Filing Using the NEMRC Grand List Software 2013

Critical Dates for Current Use

March 15: Current Use files sent to towns

July 5: Final date for return of Current Use files from the towns

Overview of Using NEMRC

Property Valuation and Review (PVR) has established an electronic procedure for sharing Current Use data with towns—exchanges of data that will include a minimum of two file imports. The first file imported from PVR will constitute the first exchange. Within the NEMRC system, towns will review all current use parcels and make necessary changes. When finished, the file is exported back to PVR for review and approval of changes.

After review, a second exchange begins when PVR electronically returns the file, indicating that parcels have been certified by the Current Use Program. Towns will import the second exchange and check for any parcels not yet certified. Further changes can be made by the town at this point before sending the reviewed second file back to PVR. This process of exchanging files will continue until all parcels are certified for the current tax year.

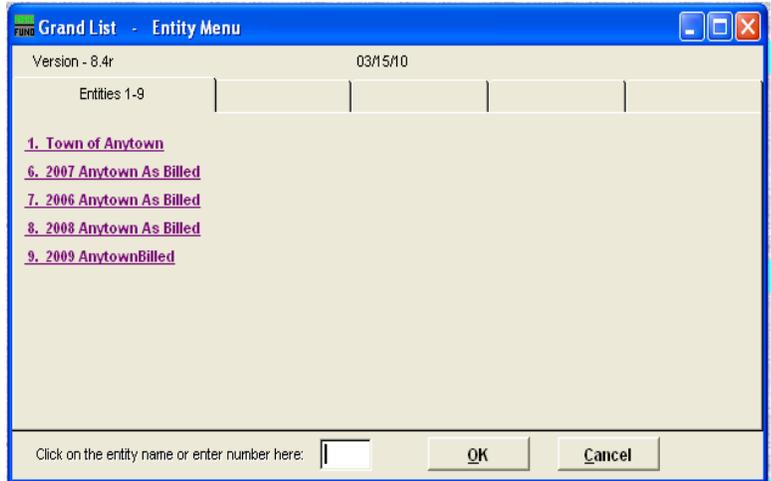
The automated system sends these confirmation emails to whatever email address your town has provided for the purpose of Current Use processing. Usually, this will be the address of the person who downloads and reviews Current Use data. If this person's email address has changed recently, or if you want to confirm the address being used, please email Tax-CurrentUse@state.vt.us.

If your email system automatically blocks messages from unknown senders, please add the State's email domain "@state.vt.us" to your list of trusted domains list.

Instructions

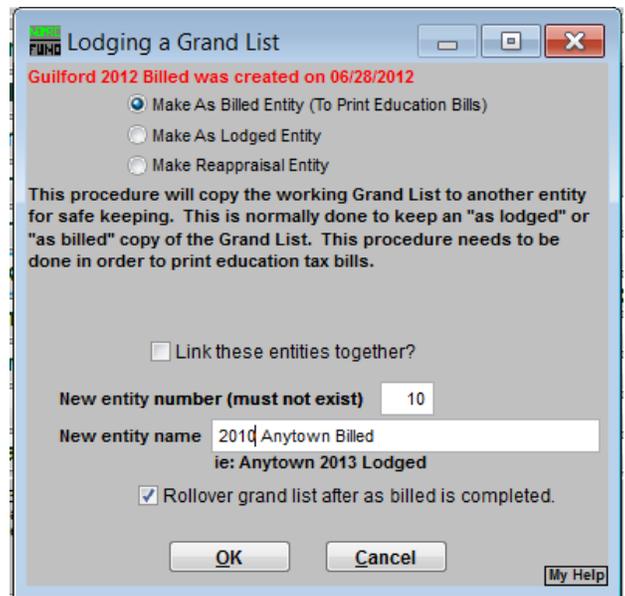
- Do you have a current backup of your data? If not, run a backup of data before attempting this or any other critical process. Follow your usual procedure for backups or call our IT staff at 828-0428 or NEMRC 800-387-1110.
- You must be connected to the internet to download the Current Use files.
- Open the NEMRC program and click on the current working grand list. At the 'Main Menu' if 'U. Live NEMRC Update' is green then you need to update to the most current version of the program first.

You will download your 1st current use file in your Working Grand List. This is usually Entity # 1 on your Entity Menu as seen here.



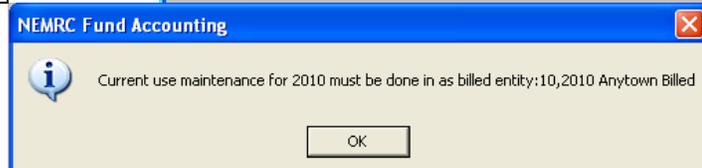
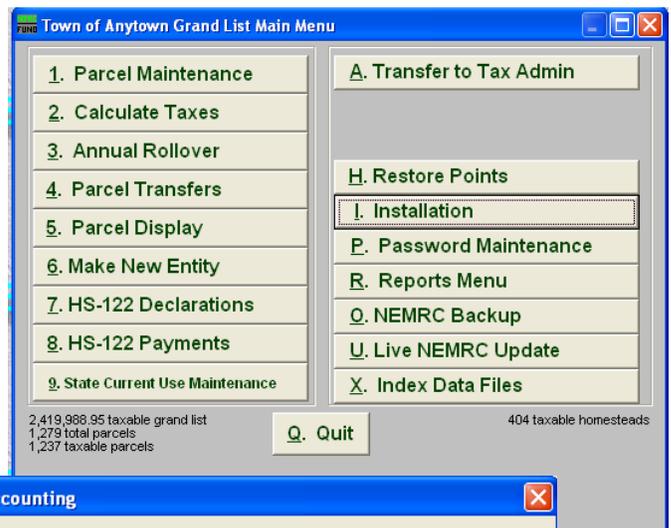
Once you are ready to create an As Billed Grand List (*which is usually not before July if you are unsure contact NEMRC support or Tax IT for assistance*) you will not be able to edit current use in the working grand list until the next year.

This feature was added in 2010 to help prevent end users from sending files from or downloading files to the wrong grand list entity.

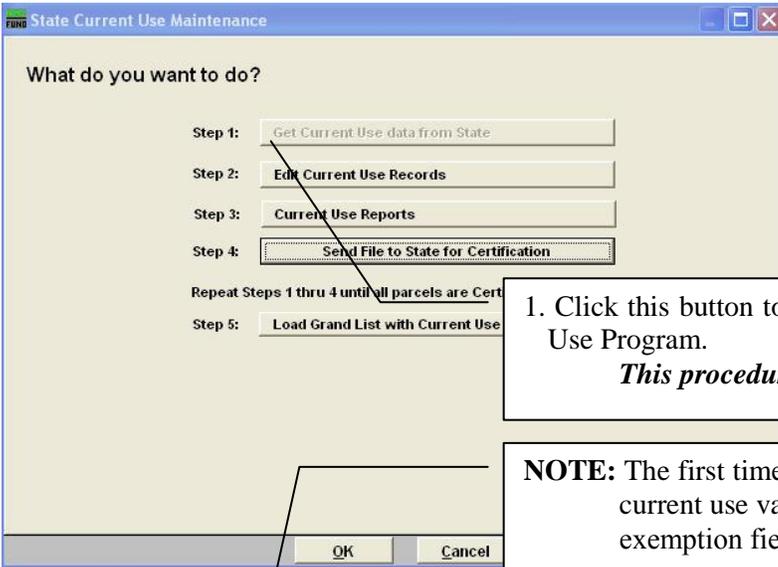
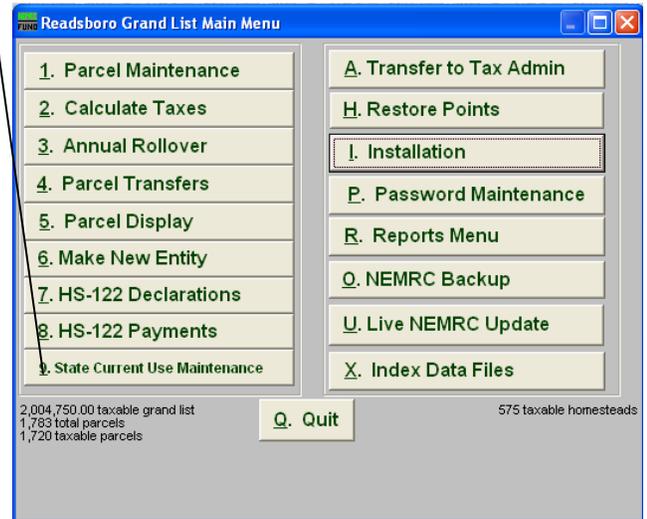


After you create your new As Billed Grand List and you click on the button '9. State Current Use Maintenance' in your working grand list, you will receive a message that informs you any adjustments to Current Use must be done in the appropriate As Billed Grand List.

To edit the Current Use files, simply exit the working grand list and log into the As Billed Grand List for the current grand list year.



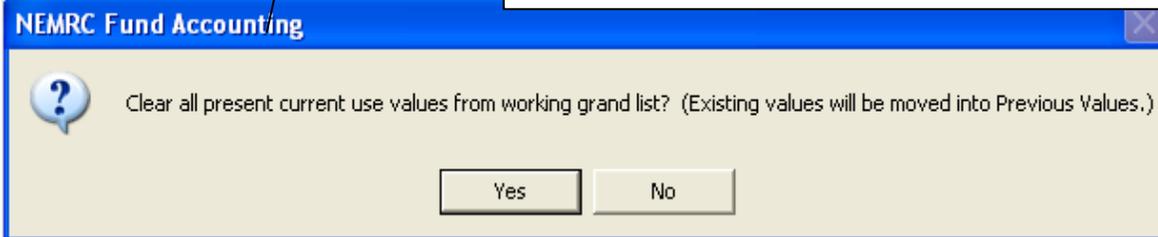
Starting from the **Main Menu** select '**9. State Current Use Maintenance**'. This option will highlight green in color when there are files to be downloaded.



1. Click this button to download your Current Use files from the State Current Use Program.

This procedure requires you to be connected to the internet.

NOTE: The first time you download, the program will prompt you to move the current use values in your working grand list to the previous current use exemption field. Click '**YES**' to continue.



2. Click here to begin editing the list of parcels currently enrolled, including new parcels that met the September 1st deadline for enrollment.

3. Double click on each record or highlight each record then click the 'Edit'.

NOTE: These columns display which parcels are certified and/or validated by the Listers. Uncertified or not validated parcels need to be reviewed further.

Double Click a parcel or select a parcel and press the Edit button

Certified	Validated	Col	Owner ID	CU ID	Town Pid	Span	Name	Address
No		41	1850_01	65	2R07-009-01	132-041-11338	1850 STONEHILL FARM	CAMPOFRANCO, SALVATORE
No		41	narbu 01	66	2R11-028	132-041-10698	NARBUT, JOSEPH & W	1182 FENNORTH DRIVE
No		41	pipki 02	67	2R14-015-	132-041-11238	PIPKINS, ANN B	59 WILLIAMS STREET
No		41	pipki 02	68	1R10-090-	132-041-10781	PIPKINS, ANN B	59 WILLIAMS STREET
No		41	pipki 02	69	2R10-013-	132-041-10778	PIPKINS, ANN B	59 WILLIAMS STREET
No		41	singl 01	70	2R06-082-	132-041-10914	SINGLETON, ROBERT S	2702 BROOK ROAD
No		41	sulli 24	71	1R06-035-	132-041-11094	SULLIVAN, KAREN	5 GLENN CRESCENT
No		41	bidgo 01	3	1R10-030-	132-041-10064	BIDGOOD, PAUL F.	14 FAIRBANKS ST
No		41	bidgo 02	7	1R14-037-	132-041-10066	BIDGOOD, P/P/A/AVG	14 FAIRBANKS ST
No		41	bidgo 03	8	1R14-038-	132-041-10067	BIDGOOD ET AL, PAUL	14 FAIRBANKS ST
No		41	churc 09	3.1	1R02-039-	132-041-10190	CHURCHILL, WINSTON	2838 TWENTY MILE STREAM F
No		41	churc 09	4.1	1R06-042-	132-041-10189	CHURCHILL, WINSTON	2838 TWENTY MILE STREAM F
No		41	clann 01	11	1R02-041-	132-041-10904	CLANNAD PARTNERS,	45 RESEARCH WAY
No		41	coutu 08	40.1	1R06-065-	132-041-10014	COUTU, DAVID J	37 MEEKS POINT ROAD
No		41	gulli 01	1	1R06-064-	132-041-10423	GULLI, NICHOLAS/BAR	182 GULLI RD
No		41	johns 22	13.1	1R06-160-	132-041-10501	JOHNSON, FOSTER & P	PO BOX 254
No		41	marin 03	10	1R06-149-01	132-041-11329	MARINI, JOSEPH A & K	381 WEATHERLY TRAIL
No		41	moran 03	9	1R02-038-	132-041-10684	MORAN FAMILY TRUST	15 SOREL RD
No		41	parri 01	5	1R06-046-	132-041-10753	PARRISH, JAMES	2423 TWENTY MILE STREAM F
No		41	schmi 03	31	1R01-062-	132-041-10877	SCHMIDT, STEWART	PO BOX 122
No		41	schof 02	2	1R06-034-	132-041-10878	SCHUMBERG, ARTHUR	401 CROSS STREET

Find: Name 1 SPAN Parcel ID Return to Use Menu

You can search for a parcel on this screen as well.

4. You are now ready to review this parcel and make necessary changes. NOTE: Fields that are grey cannot be edited by the end user. Please review and edit the following fields: Span #, Homestead Declaration Status, Owner Information, Category, Acres, Values, and other general information.

4A. If a parcel has been transferred, combined, split, or deleted from current use the 'Request Parcel Change' dropdown to identify the type and explain using the 'Town Comment' field. If you notice any information that needs to be changed that is not available for you to edit directly, select 'Other' from the 'Request Parcel Change' dropdown and enter a 'Town Comment'.

VALUES	Total	Homestead	Non-Resident
Dwelling&nonEFB	101890	0	101890
Enrolled Farm Bldg	0	0	0
Excluded Land	87000	0	87000
Enrolled Land	64500	0	64500
Total Listed	253390	0	253390
Use Value	4602	0	4602
Grand List	193492	0	193492
Reduction	59898	0	59898

4B. Automatically Calculated Fields - when acreage or values have changed.

- Use value
- Owner Grand List
- Exempt Reduction

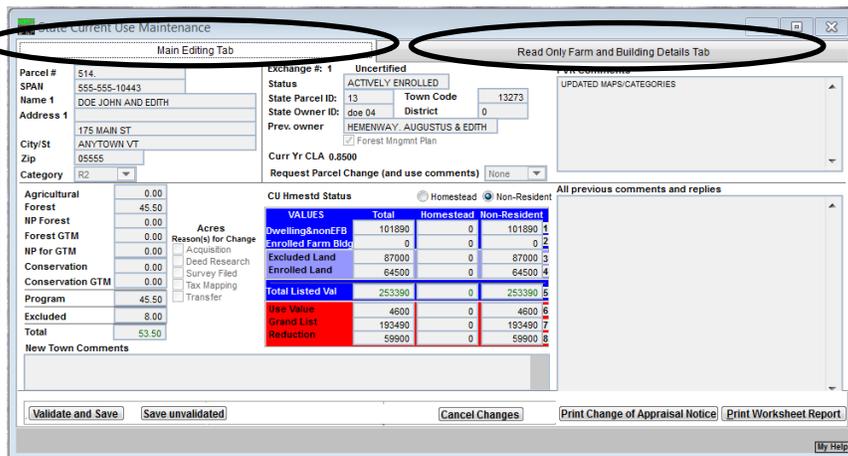
4C. Comment field. This area will display all comments that have been entered by the Listers and the responses by the Current Use Program.

NEW 2013 Change – Building Detail Tab

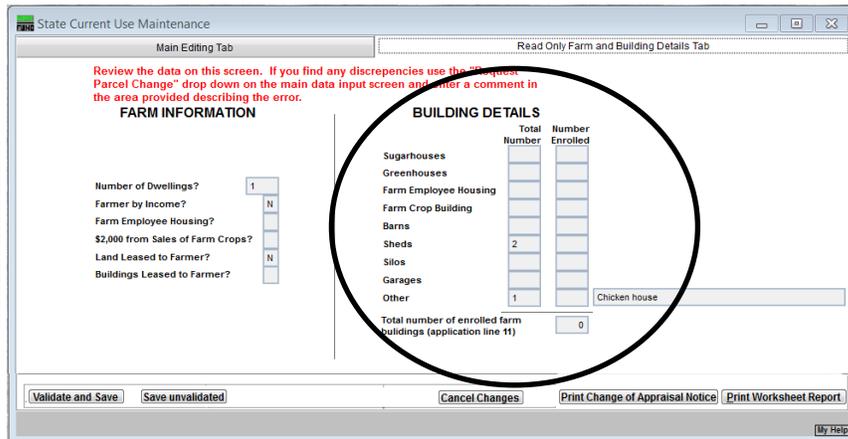
5. The edit screen is now has 2 tabs

- 'Main Editing Tab'
- 'Read Only Farm and Building Details Tab'

6. Once you have edited the appropriate data on the 'Main Editing Tab' you must review the data on the 'Read Only Farm and Building Details Tab' before you can 'Validate and Save' a parcel.



7. Once you are on the new tab Review the two 'Building Detail' columns on the Right. If there is an error in the either of the 2 columns then please alert the Current Use Department following the instructions below.



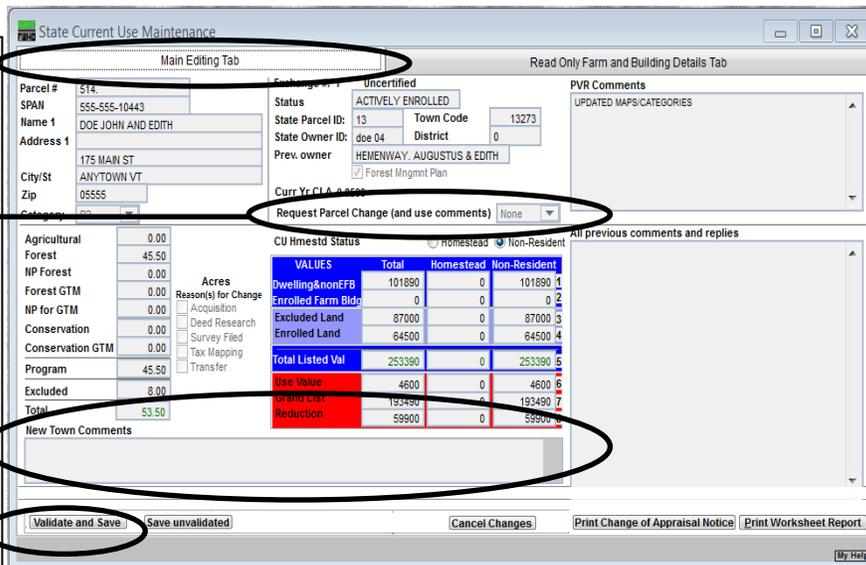
7a. Go back to the 'Main Editing Tab'

7b. Click the Drop Down labeled 'Request Parcel Change'

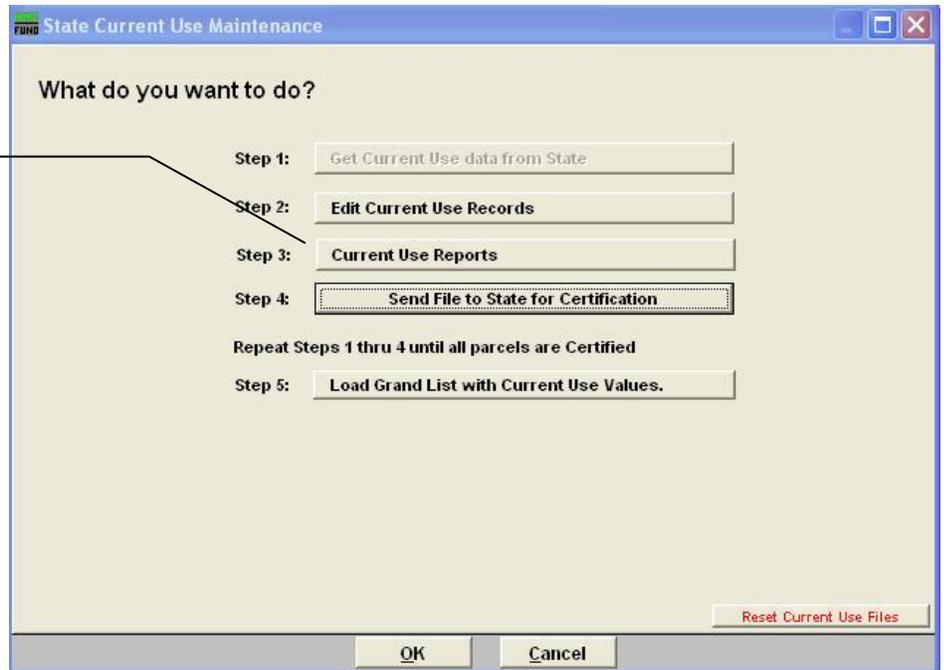
7c. Select 'Other' from the drop down list.

7d. Then enter a comment explaining the error you discovered on the 'Read Only Farm and Building Details Tab' in the 'New Town Comments' space at the bottom of the screen.

7e. Click the 'Validate and Save' button once you are finished.



8. Next select 'Run Reports or Change of Value Notices'



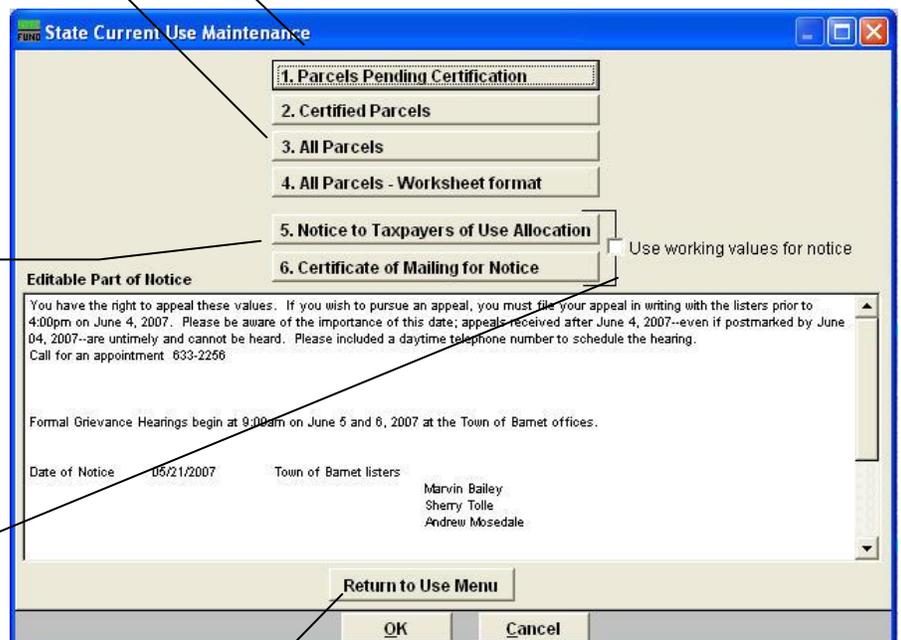
9A Next select one of the following reports for your files.

9B Make sure totals on the last page of this report match the totals on the 'Current Use Report' on the Reports Menu of the grand list. If the reports do not match identify the parcels that are different and make the proper adjustments.

9C Edit the 'Notice to Taxpayers of Use Allocation' in the space provided. Change verbiage, dates, and names as needed. This notice will fold so the Name and address will fit in a standard # 10 envelope.

These are records that have not been certified yet. Sometimes you need to use the CU reduction values before they are certified. In this case place a check in the check box and the non certified values will be printed on your Notices.

9D Click the 'Return to Use Menu' when you are finished printing these reports.

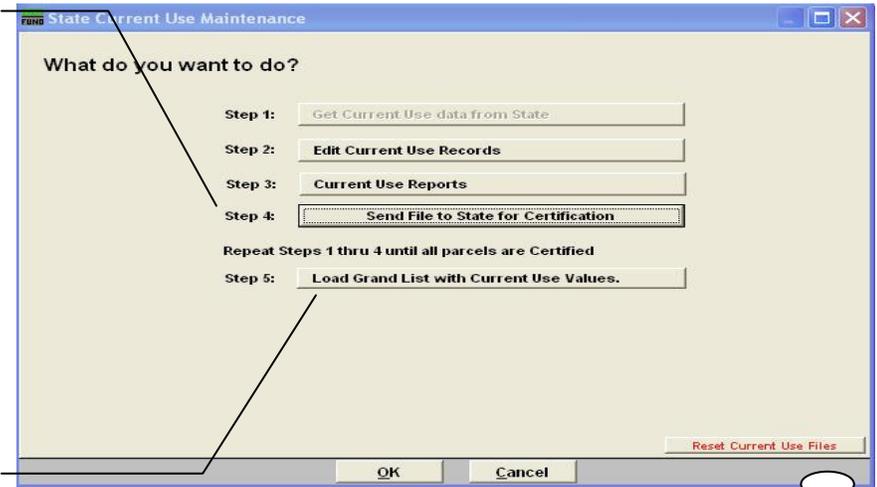


10. 'Send File to State for Certification'

After printing your notices and any reports you can transfer the data to the Current Use Dept for Certification.

This process requires an internet connection

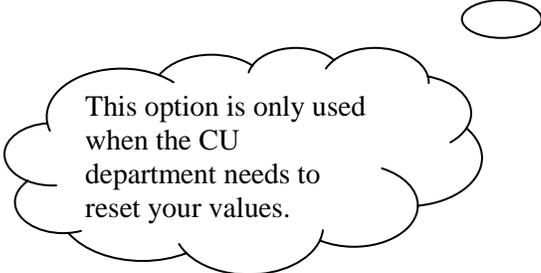
When you send data to the state you will be sending all of your land use parcels and will not be able to edit any until a response is received from the state. Make sure you have edited all of your parcels before doing this process.



11. 'Load Grand List with Land Use Values'

This will transfer your Current Use Exemption values into your working grand list. This should be done every time you send the file to the state. You will see the new values on the 'Value/Exempt' screen on 'Parcel Maint'.

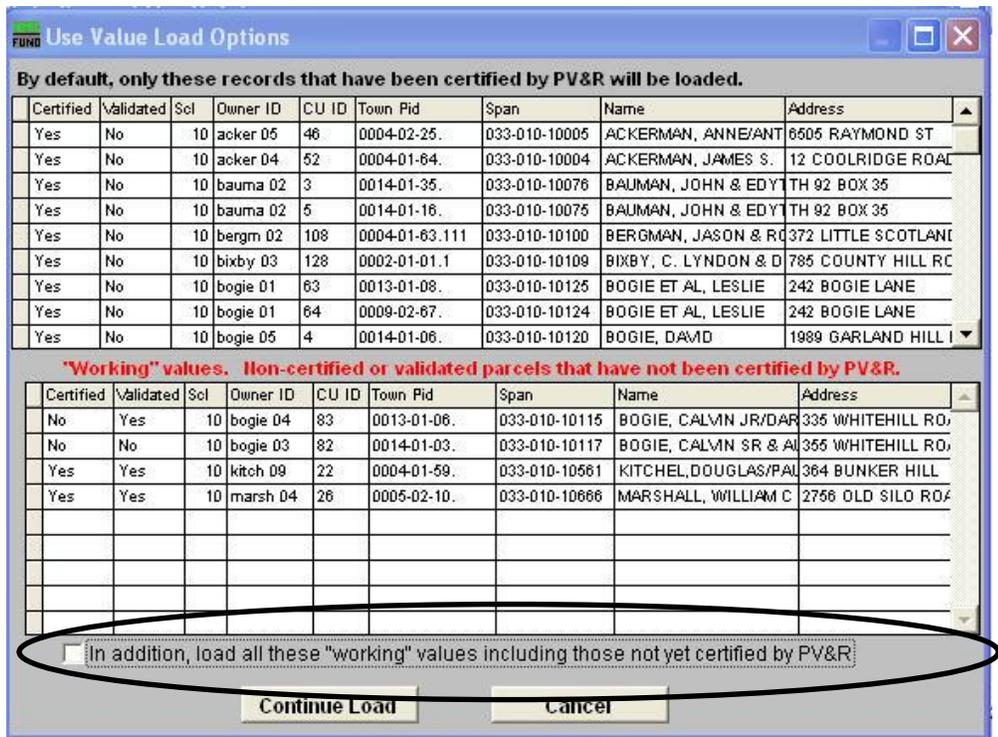
NOTE: You must do this step and make sure your current use values are in place before you can use your Grand List values to set your tax rates.



12A. These parcels are all certified by the CU department and the Current use reduction value will be imported into your grand list.

12B. These are records that have not been certified yet. Sometimes you need to bring the CU reduction value into the grand list before it is certified. In this case place a check in the check box and the non certified values will be imported into your grand list.

It is highly recommended that you load all CU Reduction values as if they were all certified.



Values submitted electronically will be reviewed by the Current Use staff and any changes will receive additional attention. If our files do not agree with town data we may write a letter to the property owner. This will take time and delay the final certification of all the parcels and is the reason we would like to have the data completed early. The final certification process depends on the number of changes made to the data when you submit as well as the number of discrepancies in the valuation.

Once you submit the data the file is closed and will be available to you as “read only”. It remains “read only” until you receive and import the next exchange file from PVR.

- When Current Use has completed its review of your data, you will receive an email notifying you that a new file is available for import. You will then go to ‘**Main Menu**’ of the grand list program and select ‘**9 State Current Use Maintenance**’ and run through the process, editing those parcels that have not yet been certified (if any). After review of uncertified parcels and after making any additional changes, return the file to the Tax Department by selecting the button mentioned in step 4 from above.
- Once the file has been sent to the state, select Step 5 to load the current use data into the grand list.

After you create an As Billed grand list, the As Billed entity must be used if, or when, you send additional current use changes to PVR - and when downloading any new file from PV & R. In other words, after you have done the annual rollover in the working grand list it is no longer used for processing of current use files until you start the next grand list season. Use the As Billed grand list once it is created.

NOTE: If your town completed a town – wide reappraisal your current CLA will be 100.00. Just as with the old paper process, you will need to provide the new values for each parcel. If for any reason you are not reappraising but have received a current CLA of 100%, contact the Current Use Program at 828 – 0428 for instructions on resetting the electronic exchange system and for receiving a new file containing the correct CLA.