

DRS OP-236 Town Clerk e-Rec Process

Frequently Asked Questions

QUESTION: **Am I still able to print a Town Clerk copy for my Assessor and for the public?**

ANSWER: An electronic copy will remain available in the e-REC application. If a hard copy is required, it can be printed out and made available. We do plan to have a file download option with the conveyance information electronic in a future release.

QUESTION: **Will the system force a submitter to enter all of the information for Social Security Numbers/EIN numbers? Will multiple Grantors/Grantees print out on a second, third sheet?**

ANSWER: Yes, for each grantor and grantee, we require that all fields are completed. Multiple grantors will be entered on Schedule A and multiple grantees will be entered on Schedule B. Schedule A and Schedule B can be printed.

QUESTION: **What if the dollar amount on the OP-236 does not match the deed?**

ANSWER: If the amount of consideration on the deed is different than the consideration reported on the OP-236, you cannot refuse to record according to CGS 12-497. Record and process as normal. If the consideration on the deed is greater than the consideration on the OP-236, please make a referral to DRS. Send a copy of the deed, the OP-236, any other related recorded instruments (ex. Mortgage deed or note) and a brief explanation to the Public Services Taxes Unit in the Audit Division at DRS.

QUESTION: **Will this be mandatory or will the paper format still be available?**

ANSWER: The e-REC application is not required **at this time**, it is adding an easy option to efile the OP-236. The paper fillable option will remain an option.

QUESTION: **Will I be able to accept Electronic OP-236 State Conveyance Tax payments if I do not currently accept E-recordings?**

ANSWER: Yes, all you need is access to the internet to participate in the e-REC.

QUESTION: What if the property transacted involves more than 1 town?

ANSWER: The process is the same, a Form OP-236 needs to be filed for each town and the consideration calculated on Form AU-263

QUESTION: Since I cannot record without an OP-236 form what happens if the power goes out?

ANSWER: If a recording needs be completed during a power outage, the submitter may need to file a paper return with a check (if payment is required). In this case, where a paper return is received in place of the electronic filing, when the power is restored, the town clerk can reject the OP-236. The submitter will immediately be notified by email that the electronic OP-236 was rejected.

QUESTION: Is the electronic format only to be used for deeds or will it be used for easements as well?

ANSWER: The Form OP-236 can be used in the e-REC for all applications, just like paper.

QUESTION: What if the deed does not disclose the dollar amount of the sale? Do I have to print the town clerk copy to be able to calculate the town portion of tax due?

ANSWER: The e-REC allows you to view OP-236 online and see the consideration and tax amounts due the state. From that information you should be able to derive the amount of Town tax due.

QUESTION: What if the confirmation number is not accepted when I try to input it into the DRS site? Will there be tech support?

ANSWER: The confirmation number is just one of many searchable fields. You can use grantor name or property description as well to find the return.

QUESTION: Am I still required to send monthly reports to DRS?

ANSWER: No. The e-REC provides confirmation number to the submitter, Town Clerk and DRS. There is no paper that needs to be mailed to DRS after a successful electronic filing of Form OP-236.

QUESTION: Will there be any statistical reports available for a town clerk to print out?

ANSWER: **Example:** monthly tally report, yearly tally report, commercial vs. residential report. The e-REC has a search tool to provide you information on the activity performed for the time span of your choosing. There are no other reports planned at this time.