# INSTRUCTIONS FOR PT-61 FORM

- GO TO WEBSITE www.gsccca.org
- CLICK ON FILE
- SCROLL DOWN UNTIL YOU SEE – "PT-61 eFiling"
- CLICK ON – "FILE MY PT-61 FORM"
- FILL IN GRANTORS NAME and ADDRESS (the one giving or selling property). The same way name is on prior deed.
- CLICK – "NEXT STEP"
- FILL IN GRANTEE'S NAME and ADDRESS (the one receiving or buying the property.) FILL IN ANY ADDITIONAL BUYERS NAME(S).
- CLICK – "NEXT STEP"
- DATE OF SALE. (The date the deed is signed) AND PROPERTY INFORMATION (land lot & land district, lot # etc.) CLICK ON – "BUYERS INTENDED USE" You will need the map & parcel # for the property (this may be found on your property bill)
- CLICK – "NEXT STEP"
- EXEMPT CODE (drop down menu box) If there was no money exchanged, click – "NONE" or "DEED OF GIFT". Actual value of consideration will be 0. If money was exchanged enter the value and the computer will calculate the REAL ESTATE TRANSFER TAX DUE. ($1.00 per one thousand dollars)
- CLICK – "NEXT STEP"
- PROOF THE INFORMATION ENTERED – IF CORRECT CLICK – "YES" ON THE NEXT THREE QUESTIONS THEN SUBMIT PT -61 FORM.
- **CLICK – "PRINT" - MAKE SURE YOU PRINT OR SAVE BEFORE LEAVING PAGE.**

- THIS WILL BE FILED WITH THE DEED.