



INSTRUCTIONS FOR PAYMENT OF REAL ESTATE CONVEYANCE TAX FOR AN ACQUIRED REAL ESTATE COMPANY

1. The grantor, transferor, or person making the conveyance is required to file a written notice at least five (5) days prior to the grant, transfer, assignment or conveyance of such transfer or conveyance. Such notification shall include price, terms and conditions of the acquisition, and location of the assets.
2. The grantor, transferor, or person making the conveyance is required to complete and submit Form CVYT-2 along with a copy of the purchase and sales agreement. These documents must be faxed to the Excise Tax section at (401) 574-8914. Please allow 8 – 10 business days to process the Form CVYT-2.
3. Attorney checks or certified bank checks payable to the Rhode Island Division of Taxation will be accepted as forms of payment. Personal checks will not be accepted.
4. The Division of Taxation reserves the right to request additional information as needed.
5. An **appointment** must be made in order to receive the “Certificate of Payment of Tax”. Prior to the issuance of this certificate, a signed Form CVYT-2 and proper payment of tax must be received. Failure to provide any required information will delay the processing of your request.

If there are any questions, please contact the Rhode Island Division of Taxation’s Excise Tax Section at (401) 574-8955