

## ASK THE LEAGUE

### *To Whom does the Town Clerk Report Dog Licensing Fees?*

All owners of dogs (including wolf-hybrids) that are six months old or older must license them on or before April 1st every year. So, too, must any person who becomes an owner of a six-month old dog after April 1st or who owns a dog that become six months old after April 1st. 20 V.S.A. §§ 3581, 3582. The licensing fee is \$4.00 for each neutered/spayed dog and \$8.00 for each unneutered dog. These fees are adjusted upward or downward depending on the timely filing for licensure, the number of dogs owned, and whether they are used for farming or breeding. A town may also have its own license fee surcharge of up to \$10.00 to fund its rabies control program. In addition to these basic fees, fee surcharges, and special license fees, the State of Vermont also imposes a mandatory \$1.00 and \$3.00 fee per license to fund its rabies control and spay/neutering programs, respectively.

State law directs clerks receiving such fees to “pay the same into the municipal treasury, within sixty days of the receipt thereof, retaining to their own use \$2.00 for each license or permit, and shall return therewith a sworn statement of the amount of moneys thus received and paid over by them.” 20 V.S.A. § 3588.

The funds not retained by the town clerk (if paid by fees) or the town are paid over to the state. Town clerks must report and forward the state’s share of the dog licensing fees to the State Treasurer.

According to statute,

“The clerks shall forward the fees collected under this subsection to the state treasurer on or before the 15th day of May, September and January of each year, together with an accounting of the licenses sold.” 20 V.S.A. § 3581(f).

These fees must be reported to the state, which can be accomplished by filling out an electronic form at the State Treasurer’s website, [www.vermonttreasurer.gov/sites/treasurer/files/pdf/accounting/AnimalLicenseFeeReturn.pdf](http://www.vermonttreasurer.gov/sites/treasurer/files/pdf/accounting/AnimalLicenseFeeReturn.pdf). The completed form and fees due to the state are then sent to the State Treasurer’s office.

If a town waives the licensing fees for an impounded dog upon a showing of current vaccinations and financial hardship, the state does not receive its portion of the license fee. 20 V.S.A. § 3621(b).

For additional information about these reporting requirements, please contact the State Treasurer’s office at 802-828-2301.

VLCT has developed a Municipal Dog and Wolf-Hybrid Licenses and Fees poster that lists licensing requirements and the fees municipal clerks can charge for dog and wolf-hybrid licenses. You can purchase one online at [www.vlct.org/marketplace/bookstore/posters/municipal-dog-and-wolf-hybrid-licenses-and-fees-2010/](http://www.vlct.org/marketplace/bookstore/posters/municipal-dog-and-wolf-hybrid-licenses-and-fees-2010/).

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