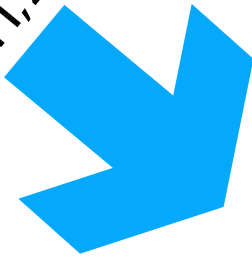


**IMPORTANT  
INFORMATION**

**EFFECTIVE JANUARY 1, 2014**



## **New York State Counties Now Accepting: Revised RP-5217 (Equalization Form)**

The New York State Department of Taxation and Finance has revised the current RP-5217. The new form is a downloadable, bar-coded form. All filers should begin submitting the new PDF version of the RP-5217 form with their deed transaction. The form will need to be created on your computer using the address below in order for the bar code to be generated. Further instructions can be obtained from the State's website address below. Effective January 1, 2014, these counties will begin accepting the new RP-5217-PDF form.

The mandatory counties require the RP-5217 in PDF form only. For the non-mandatory counties, the current 4-part forms will also be accepted but only until January 31, 2014. **Please note that the old 4-part forms will not be accepted after January 31, 2014.**

**This bar-coded RP-5217 form is NOT intended for use as a handwritten or typewriter-entry document and will NOT be accepted with a Deed by the County Clerk as such. The Form MUST be TYPED and Printed on LEGAL SIZE PAPER. The County Clerk's Office will not accept a hand written form printed on Letter Size Paper.**

## **NYS Counties Accepting RP-5217:**

Allegany (MANDATORY)	Cortland	Hamilton (MANDATORY)	Niagara	Rockland (MANDATORY)	Sullivan
Broome	Delaware (MANDATORY)	Herkimer	Oneida	Saratoga	Tioga
Cattaraugus	Dutchess	Jefferson (MANDATORY)	Onondaga (MANDATORY)	Schenectady (MANDATORY)	Tompkins
Cayuga	Erie	Lewis	Ontario	Schoharie	Ulster
Chautauqua	Essex	Livingston (MANDATORY)	Orange (MANDATORY)	Schuyler	Warren
Chemung	Franklin	Madison	Oswego	Seneca	Washington (MANDATORY)
Chenango (MANDATORY)	Fulton	Monroe (MANDATORY)	Otsego	Saint Lawrence	Wayne (MANDATORY)
Clinton	Genesee	Montgomery	Putnam (MANDATORY)	Steuben	Wyoming
Columbia	Greene	Nassau	Rensselaer	Suffolk (MANDATORY)	Yates

Continued on next page...

### **Contact WebTitle Agency:**

**Corporate Headquarters:** 500-A Canal View Boulevard, Rochester, NY 14623

**Downtown Office:** 36 West Main Street, Suite 51, Rochester, NY 14614

**Phone:** (585) 454-4770

**Email:** [orders@webtitle.us](mailto:orders@webtitle.us)

**Fax:** (585) 454-4943

**Toll Free Phone:** (888) 250-9056



**Toll Free Fax:** (888) 250-9057

## **About the New Form:**

### **File Management**

Creating a directory folder and using standard naming conventions to uniquely identify each RP-5217-PDF - Real Property Transfer Report is highly recommended (i.e., My Documents/RP-5217/SmithToJones). Changes to that document can then be made up to the point where the document is printed for signatures prior to the closing and / or deed recording. Please print the form as an 8 ½ x 14 inch legal size document. The signed original RP-5217-PDF must accompany all deeds and correction deeds upon filing with the Recording Officer. A filing fee is also required.

To ensure access of the most current version of the RP-5217-PDF document, it is highly recommended that the user return to this web page each time a new document is created. However, if a user chooses to save a blank RP-5217-PDF to their hard drive or network and use that as their master / shell, they may do so with associated risks of not using the most current version of the form, which may result in form rejection when recording the Deed. If you'd like to receive notification of version changes for the RP-5217-PDF, please provide us with your e-mail address.

### **Barcode**

Please note that the barcode found at the bottom of the form, which captures all data entered by the user, is recalculated each time the information is changed / added / deleted. **The form must be saved each time the document is re-opened and changed in order to capture the changes.** This feature allows data changes to be captured right up to the point where the document is printed for signatures prior to the closing and / or Deed recording. The bar-coded data provides the mechanism to share and transmit data between parties who, in the past, received data via the "four-part" paper copy of the RP-5217. Therefore, it is imperative that the transfer information be complete, accurate and entered from a PC into the document.

**\*IMPORTANT:\*** If you save this form to your computer to use on a regular basis: Each time you begin a new document, you must hit "Clear Form" at the top of the page to generate a new unique barcode.

**For further information on this new form or to begin using the form please use this address:**

<http://www.tax.ny.gov/research/property/assess/rp5217/index.htm>

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