

EFFECTIVE IN 2015

**We will begin scanning barcodes on
RP-5217 forms
for electronic transmission to
NYS ORPTS**

**Handwritten information will
NO LONGER BE ACCEPTED**

****PREPARE EARLY TO AVOID**
UNNECESSARY DOCUMENT
REJECTIONS!!**

**See attachment for more
detailed explanation**



PAUL PIPERATO
County Clerk

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DATE: October 1, 2014

TO: Title Search and Abstract Companies, Title Closers, Attorneys, and any related affiliates

FROM: Jennifer D. Lynch, Land Records Coordinator

RE: RP-5217 PDF forms

Beginning in 2015, we will be putting into operation an electronic SaleScan system. This system will utilize the barcode located on the RP-5217 form, thus enabling the County Clerk's Office to electronically transmit the data contained in the barcode directly to New York State ORPTS.

We will not accept ANY handwritten RP-5217 forms once this system is implemented.

With the exception of sale price and sale contract date or date of sale/transfer (as this information often changes at closing), all established and known information must be filled in prior to the closing. This is the information that will auto-populate once the barcode is scanned. As each form will have it's own unique barcode, you will no longer be able to use reproduced, self-created, blank forms and handwrite or type in the information. RP-5217 forms and their related documents will be rejected for recording if it is determined the barcode information does not correspond with the information on the form itself.

The form must be accessed via the RP-5217-PDF homepage, <http://www.tax.ny.gov/research/assess/rp5217/index.htm>. From this website, you can access the form for download, as well as Adobe installation (if needed), Instructions, FAQs, filing information, Statutes and General Information.

Please begin to prepare for this new system for January 2015. If you currently have forms completed in anticipation of a closing, it is highly suggested that they be recreated using the link above. Please be aware that they may be rejected if submitted after the start date if not completed through the link. You will be notified in the near future of the official start date.