

**Dane County Treasurer
Annual Training
Tax Creation and Collection
Wednesday, October 2, 2024**

Presenters and Key Contacts

Adam Gallagher, County Treasurer
608-266-4215

Kay Lund, Deputy Treasurer
608-266-9132

Email Adam and Kay at:
Treasurer.Admin@Danecounty.gov

Steve Cripps,
IT Project Leader
608-266-4267
cripps@danecounty.gov

For Assistance on Local Tax Collection,
Contact: Bob Anderson,
Town of Westport
Phone: 608-444-1182
Email: banderson@townofwestport.org

Property Listing Contacts
Property.Listing@danecounty.gov

Troy Everson, Land Records Administrator
608-261-9750

Peggy Llontop, Land Records Review Analyst
608-266-4120

AGENDA

MORNING	AFTERNOON	
9 am	1 pm	Introductions Presenters and Attendees – Adam Gallagher GCS Update – Adam & Steve Cripps Tax Law Changes – Adam
9:15 am	1:15 pm	Notes and Reminders for 2024 Tax Cycle – Kay 2024 Specials Entry – Troy Everson 2024 Tax Bill Creation
9:45 am	1:45 pm	Local Tax Collection Track Overpayments
10:15 am	2:15 pm	15 Minute Break
10:30 am	2:30 pm	Tax Collection: Settlement
11:45 am	3:45 pm	Final Questions and Wrap-Up – Adam

Updates and Reminders

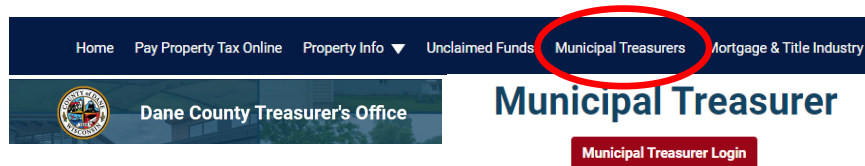
- ◆ No more Personal Property Taxes
- ◆ Judicial Confidentiality (aka “Daniel’s Law”) on public records
- ◆ Last year of local special districts (Fire, EMS, etc.) on the tax bill
- ◆ State Changes to Lottery Credit Forms
- ◆ Use the Local Treasurer Checklist to make sure you do not miss any deadlines.

Updates and Reminders (continued)

◆ Use Treasurer.Admin@danecounty.gov for **EVERYTHING**.

◆ Municipal Treasurer Webpage

<https://treasurer.danecounty.gov/municipal-treasurer-access>



PC-200 Chargeback of Uncollected Net Personal Property Taxes

By April 1, 2025, Municipalities may still file PC-200 forms with all taxing jurisdictions for uncollected 2023 personal property taxes. As opposed to Real Estate Chargebacks, PP Chargebacks can only be requested up to the previous tax year.

This form is filed with Dane County and other related taxing jurisdictions (school districts, tech colleges), not with DOR. Payment is due May 1.

One of the following conditions must apply to the entity that owes the personal property tax: 1) They must have ceased operations, or 2) They must have filed for bankruptcy, or 3) ~~The PP will be removed on the upcoming assessment roll.~~

State Lottery Credit Form Changes

Starting in 2024, the Department of Revenue began taking online applications for lottery credits. Forms used only by the DOR can only be filed online. The LC-100 (add) and the LC-400 (remove) can still be printed and completed **FOR THIS TAX CYCLE.**

New Dane County Lottery Credit Process: Online lottery credit applications received by the state DOR are sent to municipalities and to the County in an email.

Before Local Tax Collection (February through November): Prior to tax bills being created, DOR emailed Lottery Credit forms will be entered by the County. *You can disregard these emails between February and November.* The lottery credits will appear on the tax bills created in December.

Lottery Credit Process (Continued)

During Local Tax Collection (December and January): The DOR will send an email with lottery credit applications weekly (hopefully more often and possibly a DOR portal that can be downloaded).

DOR emailed Lottery Credit forms will be entered **BY THE MUNICIPALITY.** The County will also enter these lottery credits for Municipalities still using GCS. The County will not do a duplicate entry for municipalities in LandNav.

More details on forms mailed to you or the County later.

If you receive a form that is **NOT** your municipality, scan and send it to the County Treasurer **IN A SEPARATE EMAIL.** We will get the form to the correct location.

2024 Tax Collection Reminders and Updates

- ◆ Please send your dog license reports regularly, not just in the beginning of September. And, use the ***NEW*** Dog Cover Sheet with changes requested by the County Clerk and more clear for us to balance.
- ◆ Log into Access Dane to check for any prior year tax documents that have not been saved to your computer files. 2022 tax documents will be removed from Access Dane to make space for 2024.
- ◆ If you mail your own tax bills, you will pick up your printing at Business Communications Services (317 Raemisch Road in Waunakee).

Reminders and Updates (*continued*)

- ◆ Several Municipalities are converting to the LandNav Online Collections program. There are several advantages like the fact that your payments will update to Access Dane and there is no more duplicate entry of lottery credits.
- ◆ Basic Software Terms
 - Legacy Program is the old GCS program.
 - LandNav UAT or QA means the practice program. You won't screw anything up in the "real world."
 - LandNav Production IS the real world. This is where you will start entering tax payments in December.

BEFORE Tax Bill Creation

- ◆ You need to have access to three accounts to create your tax bills:
 - Access Dane – Enter Specials working with County Property Listing
 - Municipal Treasurer’s Site – Create your Mill Rate Worksheet
 - DOR Online Account – File your tax forms (for example, the SOT, Levy Limit Worksheet, etc.)

Section #1 and #2 of the Municipal Treasurer’s Tax Collection Manual provide more details about these accounts and logins.

School District Amounts can be found here:

https://sfs.dpi.wi.gov/safr_ro/default.asp (Last year, DPI had issues with this site)

Tax Bill Creation Steps

- 1) Work with County Property Listing to complete entry of all your Special Assessments and Chargers. *The County enters Agriculture Conversion, Farm Drainage and Lottery Credit Penalty amounts.*
- 2) Gather all your levy documents:
 - ◆ Local Levy based on your municipal budget,
 - ◆ County Apportionment Form (County Treasurer Website when available),
 - ◆ School District Levy and Referenda (from your school district(s),
 - ◆ Technical College Levy (from tech college).

Tax Bill Creation (continued)

3) Once you have confirmed that your specials are balanced with Property Listing, they will send an email that your **Mill Rate Worksheet** has been released

DANE COUNTY
 2021 Millrate Worksheet
 TOWN OF MONTROSE
 TOWN OF MONTROSE
 1341 DIANNE AVENUE
 BELLEVILLE, WI 53508

Add the levy amounts from your SOT to the amount levied column. The rate will auto-fill (Amount Levied divided by the Total Value).



Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
0350	DANE COUNTY	134,118,700	290,300	134,409,000	582,680.28	0.004335128
4144	LOCAL	134,118,700	290,300	134,409,000	428,578.00	0.003188611
0350	BELLEVILLE SCHOOL DIST	105,625,900	290,300	105,916,200	1,438,936.70	0.013585615
4144	OREGON SCHOOL DIST	3,658,500	0	3,658,500	49,410.24	0.013505601
5901	VERONA SCHOOL DIST	24,422,400	0	24,422,400	401,072.00	0.016422301
3934	NEW GLARUS SCHOOL DIST	411,900	0	411,900	6,225.92	0.015115125
0400	MADISON TECH COLLEGE	134,118,700	290,300	134,409,000	140,877.39	0.001048125

Tax Bill Creation (continued)

The County Treasurer will review the levy amounts you enter based on information we receive from the County, Tech Colleges and School Districts. We **DO NOT** have any information on your local levy unless you send us some documentation of that amount.

- 4) Once you have submitted your Mill Rate worksheet, you need to email the documents below to Treasurer.Admin@danecounty.gov
 - ◆ The PA-687 Referenda reporting form.
 - ◆ Your TID worksheet (if you have a TID)
 - ◆ Your Statement of Taxes (SOT) complete through the first line of Section F (this cell auto-fills so you only enter through Section E)

1 of 3. Tax Bill Creation – PA687

Use information from each School District

Important – to ensure this form works properly, save it to your computer before completing the form.

Save Print Clear

Form

Property Tax Bill – Referenda/Resolution Data

PA-687

for 2021 Taxes, Payable 2022

Wisconsin
Dept of Revenue

13-040 (Co-muni Code) Town Village City of Montrose, Dane County

Col. 1 Taxing Jurisdiction	Col. 2 Total Temporary Tax Levy Increase Apportioned to Municipality	Col. 3 Total FINAL Assessed Values (Real Estate and Personal Property) Includes Equated Values of Manufacturing Property	Col. 4 Tax Rate Use 9 Places Beyond Decimal (Col. 2 divided by Col. 3)	Col. 5 Year the Increase No Longer Applies
County Taxes				
Town, Village, City Taxes				
School District Taxes				
Bellville RF-4037	433,268.60	105,916,200	Column 4	2037
Oregon RF-4682	5,860.22	3,658,500	will auto-fill	2038
Verona RF-4208	5,849.00	24,422,400	with a 9 digit	2037
Verona RF-4207	114,478.00	24,422,400	rate	2037
New Glarus RF-5096	2,301.19	411,900		2041
New Glarus RF-3813	89.85	411,900		2031
Technical College Taxes				
		USE SOA for Column 3		

Preparer Information

As the Municipal Clerk, I certify that this form and all attachments are true, correct, and complete to the best of my knowledge and belief.

Name _____ Title _____ Email _____
 Signature _____ Date: mm-dd-yyyy _____ Phone: () _____

Tax Bill Creation – PA687

2021-2022 School Year

year in which the non-permanent referendum to exceed the revenue limit no longer applies.

List of approved 2021-2022 debt and non-recurring operating referenda which will allow the district to exceed its revenue limit on a non-permanent basis.

Municipal Clerk: JENNIFER NOVINSKA
1341 DIANE AVE
BELLEVILLE, WI 53508-9736

Municipality: Town of Montrose
County: Dane County

School District: Belleville (0350)
School District Clerk: Marian Viney

Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-4037	11/8/2016	Issue Debt	2037	\$20,750,000	\$2,187,938.00	19.802599676%	\$433,268.60

year in which the non-permanent referendum to exceed the revenue limit no longer applies.

2021-2022 School Year

List of approved 2021-2022 debt and non-recurring operating referenda which will allow the district to exceed its revenue limit on a non-permanent basis.

Municipal Clerk: JENNIFER NOVINSKA
1341 DIANE AVE
BELLEVILLE, WI 53508-9736

Municipality: Town of Montrose
County: Dane County

School District: Oregon (4144)
School District Clerk: Ahna Bizjak

Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-4682	11/8/2016	Issue Debt	2038	\$44,900,000	\$3,794,943.76	0.154421734%	\$5,860.22

2 of 3. Tax Bill Creation – TID Worksheet

The DOR pre-fills most of this form. You will need to enter your **local levy** which will include any separate Fire and EMS levy. The rest of the form will auto-fill. **Use Column E to fill in your levy amounts on the Mill Rate Worksheet.**

Form PC-202	2021 Tax Increment Worksheet						WI Dept of Revenue
	Col. A Apportioned Levy	Col. B Equalized Value (less TID Value Increment)	Col. C Interim Rate	Col. D Equalized Value (with TID Value Increment)	Col. E Total Levy Amount (use on Mill Rate Worksheet)	Col. F Col. E - A = Tax Increment	
1. County							
DANE	11,271,640.48	3,896,106,100.00	0.002893053	4,176,130,900.00	12,081,768.03	810,127.55	
2. Special Districts (metro, sanitary, lake)							
3. Tax District (town, village, city)							
SUN PRAIRIE	26,576,336.00	3,896,106,100.00	0.006821256	4,176,130,900.00	28,486,457.96	1,910,121.96	
4. School Districts							
SCH D OF SUN PRAIRIE AREA	45,198,805.00	3,892,271,187.00	0.011612450	4,172,295,987.00	48,450,578.53	3,251,773.53	
5. Technical College Districts							
MADISON AREA TECHNICAL COLLEGE MADN	3,143,204.45	3,896,106,100.00	0.000806755	4,176,130,900.00	3,369,114.48	225,910.03	
6. Tax Increment Total	86,189,985.93		86,189,985.93		92,387,919.00	6,197,933.07	

3 of 3. Tax Bill Creation – Statement of Taxes (SOT)

And finally, the SOT. Basically, enter the levy amounts for county, local, school districts and tech colleges. The County has a stupid negative number (Line 4) that reduces the County levy (Line 16). Use the number at the very bottom of the page, Line 35.

Form PA-632a	2021 Statement of Taxes	WI Dept of Revenue
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Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
A. County Taxes		
1.	Portion of state special charges upon county	(6.24)
2.	Portion of county tax levied over entire municipality	582,686.52
3.	Special purpose - county tax levied on part of municipality (ex. children with disabilities education boards)	0.00
4.	Total County Taxes	582,680.28

Use Line 4

Use Line 16

Use Line 35

Tax Bill Creation - SOT

B. Special District Taxes

Currently, T Albion, T Dunkirk, T Roxbury and V Windsor only

SD Code	Account No.	Special District Name	Property Taxes	State Special Charges	Property Taxes with State Special Charges
Total Special District Taxes					

C. Town, Village or City Taxes

District Name	Valuation	General Property Tax Levy	Remarks
1. Other special purpose district taxes			
Fire and EMS Districts on the Tax Bill will cease to exist for the next tax cycle (2025 tax bills). Total local levy will show on the tax bill.			
2. Total tax increment (except county environmental remediation tax increment)			
3. County environmental tax increment			
4. Other state special charges			
5. County special charges			
6. All other town, village or city taxes			
7. Surplus funds applied..... (subtract)			
8. Total Town Village, or City Taxes.....			428,578.00


6. Total Levy

\$7,266,403.00

\$1,438,936.70

CERTIFICATION

I HEREBY CERTIFY the amount shown on Line 6, Column 2, above, to be assessed against the taxable property of that portion of the school district lying within the municipality, as required by s. 120.17 (8). The state superintendent, pursuant to s. 121.06, has certified to me the equalized valuations shown on Line 4, which I have used to determine the portion of the school district levy to be paid by the municipality.

		F Name of School District Belleville (0350)	School District Clerk Marian Viney
M Signature of Notary Public <i>Jennifer Novinska</i>		Signature of School District Clerk <i>Marian Viney</i>	
Signed before me this date 10-25-21		My Commission Expires 3-27-23	

NOTARY SEAL

**Madison Area Technical College
Tax Levy Certification
2021-2022 Fiscal Year**

1. Municipal Clerk:	Jennifer Novinska 1341 Diane Avenue Belleville, WI 53508-9736	2. Municipality:	TOWN OF MONTROSE
		3. County:	DANE
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$99,188,787.104	Portion of Technical College District Within County	\$72,322,114,923
5. Percentage of Entire Technical College District	100.000000%	Portion of Technical College District Within Municipality	\$174,622,200
6. Total Levy	\$80,021,085.00		\$140,877.39

Tax Bill Creation - SOT

Tax Bill Creation - SOT

D. Elementary and Secondary Schools

School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1.		Belleville School District	1,438,936.70
2.		Oregon School District	49,410.24
3.		Verona Area School District	401,072.00
4.		New Glarus School District	6,225.92
Total Elementary and Secondary School Taxes.....			1,895,644.86

E. Technical Colleges

Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1.	0004	MADISON AREA TECHNICAL COLLEGE MADN	140,877.39
Total Technical College Taxes.....			140,877.39

STOP

That's it until after your tax bills are created.

Form PA-632a **2021 Statement of Taxes** WI Dept of Revenue

2021 YEAR 13 CO 070 MUN ACCT NO 0369

F. Total General Property Taxes Apportioned (Total of state, County, Special District, Local, School and Technical College Taxes)

Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected		WI Dept of Revenue
Real Estate Roll	Personal Property Roll	Total
		1,417,870.23

Tax Bill Creation (continued)

- 5) Now the County takes over.
- 6) Soon you will have tax bills to review. It is critical that you check your bills immediately so we can alert BCS if they should delay printing.
 - ◆ Make sure the mailing address is correct.
 - ◆ Make sure the name of your municipality is included in the address. There were issues with this a couple years ago.
 - ◆ Check the percent increases from last year's bills. Was there a reval?
 - ◆ Make sure the referenda shows up on the bill.

The Tax Manual has sample tax creation documents from three municipalities to help you complete these documents. You can use these documents to "practice" creating tax bills.

Tax Bill Creation – The Final Chapter

By the third Monday in December (December 16, 2024):

- ◆ Tax bills must be mailed.
- ◆ Municipalities need to file their online SOT with DOR
- ◆ Email a copy of your SOT to the County Treasurer at Treasurer.Admin@danecounty.gov
- ◆ Email the signed Tax Roll Certificate to the County Treasurer. This form can be found on the DOR website at: <https://www.revenue.wi.gov/DORForms/pa-601.pdf#search=pa%2D601>. DOR does not need a copy.

Tax Bill Creation Filing your SOT

REPORT #: CALTAKESLST
 RUN DATE: 12/03/2021
 RUN TIME: 01:35:57 PM
 PAGE: 2

DANE COUNTY
 2021 PROPERTY TAX CALCULATION
 040 - TOWN OF MONTROSE

	LAND IMPROVE TOTAL	FAIR MARKET	GROSS TAX CREDITS FIRST DOLLAR	LOTTERY CREDIT CLAIMS	SPECIAL ASSESSMENT SPECIAL CHARGES DELINQ CHARGES	FOREST CROP WOODLAND MANAGED OCCUPATIONAL	TOTAL DUE
REAL ESTATE	39,878,900	178,496,900	3,041,347.99 284,366.85 42,300.55	A D K	4,588.74 87,771.00 0.00	0.00 0.00 1,132.39	2,711,419.04
	134,118,700		96,753.68 2,617,926.91	G M	0.00	0.00	
PERSONAL PROPERTY	290,300	375,300	6,432.31 615.51	B E	0.00 0.00	0.00	5,816.80
	0		0.00	H	0.00	0.00	
	290,300		5,816.80	N	0.00	0.00	
TAX ROLL TOTALS	40,169,200	178,872,200	3,047,780.30 284,982.36 42,300.55	C F L	4,588.74 87,771.00 0.00	0.00 0.00 1,132.39	2,717,235.84
	94,239,800		96,753.68 2,623,743.71	J P	0.00	0.00	
	134,409,000						

Statement of Taxes

F. Total General Property Taxes Apportioned (Total of State, County, Special District, Local, School and Technical College Taxes)					3,047,780.53
Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected					
	Real Estate Roll	Personal Property Roll	Total		
1. General property taxes from computerized summary	3,041,347.99 A	6,432.31 B	3,047,780.30 C		
2. School levy tax credit applied (subtract)	284,366.85 D	615.51 E	284,982.36 F		
3. Lottery and gaming credit applied (subtract)	96,753.68 G	0.00 H	96,753.68 J		
4. First dollar credit applied (subtract)	42,300.55 K		42,300.55 L		
5. Net general property taxes to be collected	2,617,926.91 M	5,816.80 N	2,623,743.71 P		
6. Underrun/Overrun					-0.23



Tax Collection: GCS Entry Dec 2, 2024 to Jan 31, 2025

Property Tax payments are entered into Batches in GCS. The number of batches your municipality creates depends on the number of payments entered each day and/or the number of people entering payments.

Best practice is to create a batch for each deposit. You may want to create separate batches if multiple staff are entering batches in one deposit. Your deposit must equal the total of the combined staff batches.

If you are the only person entering payments, you will likely want to create a new batch for each deposit, even if that deposit includes multiple days of payments.

Municipal Tax Collection: GCS Batches

Batch Numbering Notes:

- Do not date payments December 1 (saved for County Lottery Credit entry).
- Close all batches that are exported as part of January Settlement. No January Settlement batches should be dated as paid in January 2025. You can continue to enter December 31 as the date of a payment even after your export for January Settlement
- You may want to create a separate batch for a large check covering multiple parcels.
- Section #4 of the Tax Manual provides tax payment entry tips for municipalities.

Tax Collection: LandNav Entry Dec 2, 2024 to Jan 31, 2025

Property Tax payments are entered into Cash Receipting of Manual Batch Entry in LandNav. Cash Receipting is the best option for recording payments made in person because you can immediately print out a receipt. You may also choose to enter your mailed payments in Cash Receipting.

Manual Batch Entry can be used for entering groups of payments, either the day's mail or for a large number of parcels paid by one mortgage check.

Municipal Tax Collection: LandNav Batches

It is important to understand that LandNav has **TWO** kinds of batches. Cash Receiving Batches (CR Batch) and Manual Entry Batches (Just Batch).

YEAR BATCH	RECEIPT	DATE
2023 320905	1	09/05/2024 625 166252

Using the Manual Batch Entry process does not immediately “POST” the payment and print a receipt. You can enter a pile of payments, run a report to see if it matches your batch total, and make corrections needed. Then, you POST the batch. We will go into more detail about these two types of entry at the computer training.

Municipal Tax Collection: LandNav Batches

Batch Numbering Notes:

- Do not date payments December 1 (saved for County Lottery Credit entry).
- Municipalities can use one batch number per day or one batch number per staff or one batch number per staff per day.
- At the end of the day on Tuesday, December 31*, LandNav Municipalities will send a collections report to the Dane County Treasurer along with a total collections amount. The County will run Settlement Reports on January 1 so municipalities can continue to enter payments after the holiday on January 2. No local tax entries can be entered on January 1 but you can continue to enter payments with a date of December 31.

* Or December 30 for Municipalities that have a Holiday on New Year’s Eve.

Municipal Tax Collection: Lottery Credits

Lottery Credits Added or Removed After Tax Bills are Created

- In December and January, you will receive late lottery credit forms:
 1. Hard copies in your office.
 2. Emailed forms from the state Department of Revenue (DOR) *
 3. Emailed from the County Treasurer
- Before you enter the credit, make sure the parcel does not already have a lottery credit.
- Enter the credit **BEFORE** the tax payment, if possible
- Lottery Credit Forms cannot be entered after January 31.

* Any LC forms sent from DOR will also be sent to the County so you do not need to forward these forms to us for entry into the County tax system.

Municipal Tax Collection: Lottery Credits (GCS)

- Email any hard copy forms you receive in your office to the County Treasurer at Treasurer.Admin@danecounty.gov. Include a copy of the revised tax bill with the form (original goes to the taxpayer).
- The County Treasurer will email you all hard copy or emailed LC Forms received by the County.
- Do NOT enter Lottery Credits into a Batch with no other payments.** Those batches do not export to the County.

Municipal Tax Collection: Lottery Credits (LandNav)

- ❑ Lottery Credits added to 2024 tax bills in LandNav will **ALL** be entered at the municipal level. The County Treasurer will email you all hard copy or emailed LC Forms received by the County.

This is a change from the last tax cycle. Municipalities need to enter these credits to track the changes on your tax roll. Credits entered at the County level were an unknown to the municipality.

- ❑ With LandNav, there is no duplicate entry of lottery credits. The County will not enter these lottery credit forms.
- ❑ Enter all Lottery Credits with a date of **December 1**. See instructions in the Tax Manual for when there is a payment before the lottery credit form is received (can no longer enter the credit with a December 1 date).

Municipal Tax Collection: Overpayment Spreadsheet

The issues with tracking overpayments in the GCS/LandNav tax system are improving but we are still not 100% confident of this reporting.

We encourage you to keep a spreadsheet list of your overpayments that includes the amount, parcel number, name and address for the refund.

The biggest overpayment issues relate to lottery credit overpayments when someone pays their full tax bill and later submits a LC100 form.

We also **STRONGLY** recommend that you do not send out overpayment refunds until after February Settlement.

Municipal Tax Collection: Return Payment Voids (GCS) *

Voids **DO NOT** import into the County tax system. Payments voided before the January export will show as no payment in the County tax system.

If you void a December payment **AFTER** you export data to the County in January, email a Void Form to the County Treasurer. That “negative” amount will be reduced from your February Settlement.

If you void a payment after the February export, you will need to email a void form to the County Treasurer. Those voids will be entered as a Special the total will be returned to the municipality when payment is received.

** LandNav users will not have to complete Void Forms until after January 31*

Tax Collection: Adjusting Specials

Deadline: Friday, January 10, 2025

Before mid-January, Specials can be added, deleted or moved to another parcel. After this deadline, Specials cannot be adjusted because Property Listing has rolled over to the next tax year. After rollover, municipalities will pay the Special to take it off the tax roll and will see the funds as part of February or September Specials Settlement.

If the adjustment changes the total tax roll, you will need to amend your SOT with DOR and send a copy to the County Treasurer.

If a Special is moved from one parcel to another, you do not need to update your SOT and Tax Roll Certificate. There is no change in the bottom line.

Tax Collection: Omits, Splits, Corrections

Sadly, these items have become more common. To create these amended bills, work with your assessor, follow the directions in the tax manual, or contact us. For some questions, we may refer you to DOR since these adjustments are governed by the state more than the County.

Omitted Bills

If the omission is discovered within three years, report the adjustment to the DOR on Form PC-205.

The omitted bill cannot be created until the property owner has had an opportunity to appeal the increase with the Board of Review.

Tax Collection: Omits, Splits, Corrections

To create a corrected tax bill, you will need:

- Any adjusted assessment amounts from your assessor
- The original tax bill for this parcel, if any
- The GCS Statement of Taxes report that the County Treasurer uploaded to your Access Dane account for the tax year affected.

All errors and omissions need to be reported to the DOR in Section J of the SOT. If the adjustment is discovered before February 1, you can still update the current tax year SOT.

Tax Collection: Omits, Splits, Corrections

Split Bills

If a sale involves the split of the property into 2 or more pieces, a local Treasurer may be required to create a split tax bill. Your local assessor will need to get you values for each portion of the split. Use the original tax bill to create the two (or more) new tax bills.

The total of all the newly created tax bills must be exactly the same as the totals on the original bill.

The two or more properties will have separate parcel numbers starting in the next tax year.



Tax Settlements

GCS December Payments Export (January Settlement)

Send your export email to Treasurer.Admin@danecounty.gov
between December 31 and Monday, January 6.

See the step by step instructions in the tax manual

We will send you an email a few days before the export is due. We will need to know 1) Numbers of the Batches Exported and 2) The number of Lottery Credits added/removed during December collections.

Settlement payments are due January 15. Use the report titled JanSet PC500 uploaded to the secure section of Access Dane to determine how much to pay each district.

GCS January Payments Export (February Settlement)

Send your export email between January 31 and
Wednesday, February 5 or contact us with a timeline.

While the process for exporting payments is pretty much the same as January, February Settlement involves far more detail.

Again, we will need to know your export details:

- Batch numbers exported. All Batch numbers must be greater than any Batch numbers in the January Export.
- The export can only be **ONE** zip file, not exported by single batch number.
- Lottery Credit Additions/Removals (about a week before settlement, we will email you to start balancing lottery credit adjustments).
- **NO PAYMENT CAN BE DATED AFTER JANUARY 31.**

LandNav December Payments (January Settlement)

- There is no “**Export**” to the County. Payments entered into the “joint” system with dates December 31 or before will be included in January Settlement. February Settlement is calculated by taking the total collected throughout municipal collections and subtracting the payments made in January Settlement so there will not be duplicate settlement based on the entry date.
- At the end of the day on December 31, email the County Treasurer a Report that shows all the payments received. The report specifications are defined in the Tax Manual. In the email, include a total of your December collections (*obviously this number needs to match the total on the emailed report*). The County will run Settlement documents on January 1 so you can start entering payments again on Thursday, January 2.

LandNav January Payments (February Settlement) Due End of Day Wednesday, February 5

- LandNav users can continue to enter payments until February 5. Payments entered those first three days of February **MUST** still be dated JANUARY 31.
- By the end of the day on Wednesday, February 5, send the County Treasurer a report of the full amount collected during December and January.
- In the email, include the amount collected in January (after January Settlement) and a total of all collections.

February Settlement Documents

Below is a list of all reports that will be uploaded to Access Dane:

- District Summary
- Lottery Credit
- Overpayments
- February Payments
- PC-501 (February payment summary)
- PC-502 (Collection Summary)
- Record of Settlement (Payments due to each taxing district)
- Tax Roll (Parcel by parcel detail)
- Specials Paid
- Sum of Payments

February Settlement DistSum Report

The February Settlement payment to the County may be adjusted for 1) Agricultural Conversion, 2) Managed Forest Payments, 3) Farm Drainage, and 4) Lottery Credit Penalties.

Post February Settlement Documents

Payments received AFTER export: Endorse any checks you receive, date stamp the envelope, and send everything on to the County Treasurer. We recommend that you keep a copy of the check and the envelope in case questions come up later ... and they often do.

REPORT #: SEDISTSMLST
 RUN DATE: 02/11/2021
 RUN TIME: 01:25 PM
 PAGE: 1

DANE COUNTY
 SETTLEMENT DISTRICT SUMMARY REPORT, 2020 TAX ROLL
 CITY OF FITCHBURG

	Levied	----- Paid By Municipality -----		Lottery Credit	Other Paid By County Payment	Amount Due
		January	February			
SCHOOL DISTRICTS						
3269 MADISON METRO SCHOOL DIST	17,131,819.65	6,088,743.39	5,666,850.92	214,914.82	0.00	5,161,310.52
4144 OREGON SCHOOL DIST	5,132,761.47	1,824,211.80	1,657,811.12	64,389.34	0.00	1,546,349.21
5901 VERONA SCHOOL DIST	15,605,513.00	5,546,255.57	5,161,980.31	195,767.65	0.00	4,701,479.47
ALL SCHOOL DISTRICTS TOTAL	37,870,094.12	13,459,240.76	12,526,642.35	475,071.81	0.00	11,409,139.20
TECHNICAL COLLEGE DISTRICTS						
0400 MADISON TECH COLLEGE	2,773,507.70	985,719.97	917,418.87	34,793.03	0.00	835,575.83
ALL TECHNICAL COLLEGES TOTAL	2,773,507.70	985,719.97	917,418.87	34,793.03	0.00	835,575.83
CITY OF FITCHBURG	36,446,504.71	12,853,259.21	12,055,748.48	457,218.20	0.00	10,980,259.82
DANE COUNTY	9,201,746.39	3,270,351.51	3,043,746.99	115,433.84	0.00	2,772,214.05
STATE OF WISCONSIN	0.00	0.00	0.00	0.00	0.00	0.00
*** GRAND TOTALS ***	86,291,852.92	30,668,601.45	28,543,556.69	1,082,511.88	0.00	25,997,182.90

	One Check			Separate Check	
	Total Settle & MFL	20%	Ag Conversion	50%	
C FITCHBURG	3,043,814.31	67.32	3,403.94	1,701.97	

2025 Dog License Tag Reporting Changes

Email all dog reports to us in a **spreadsheet** format at Treasurer.Admin@danecounty.gov

If you are using the Transcendent Dog License Report (or other software), save the report as a CSV/Spreadsheet. The report **MUST** include all the information shown in the County Treasurer Dog Report Template, including the county portion per dog.

We recommend you do not wait to send us all your 2025 dog licenses in September. If corrections are needed, you risk losing the rebate because we cannot balance with your dog reports before the deadline.

2025 Dog Tags

The County Clerk has asked us to provide more information about the dogs added to Kennel Licenses on the Cover Sheet. In addition, puppy tags were calculating incorrectly on the existing Cover Sheet.

ALWAYS use the latest version of the Dog Tag Cover Sheet to report your licenses.

2025 Dane County Dog License Report Cover

Municipality	Contact Name	Contact Email
Regular Tag Numbers	Multi-Dog Tag Numbers	
to	to	
Amount Due to County		
Add number of dogs in each category on the row of tan boxes. Totals will Auto-Calculate		
Neutered Males	UN-Neutered Males	UN-Spayed Females
Spayed Females	UN-Spayed Females	Puppies Neutered/Spayed
		Puppies UN-Neutered/Spayed

Dog License Report

Municipality

(List in Tag Number Order. Do not skip any tag numbers)

Dog License Tag Number	Name of the dog owner	Complete mailing address of the owner	Total amount paid for the license	Amount owed to the County	# of neutered males	# of spayed females	# of UN-neutered males	# of UN-spayed females	# of Puppies Neutered/Spayed	# of Puppies Un-Neutered/Spayed	# of Replacement Tags	Service Dog Exemption *	Kennel Licenses (12 Dogs)	Dogs added to Kennel License	Breed of dog	Color of dog	Rabies Vaccination Expiration Date
TOTAL			-	-	0	0	0	0	0	0	0	0	0	0			

2025 Dane County Dog License Report Cover

Municipality	Contact Name	Contact Email

Regular Tag Numbers	Multi-Dog Tag Numbers			
	to		to	

Amount Due to County

Add number of dogs in each category on the row of tan boxes. Totals will Auto-Calculate

Neutered Males	UN-Neutered Males	Spayed Females	UN-Spayed Females	Puppies Neutered/ Spayed	Puppies UN- Neutered/Spayed
\$ 13.75	\$ 18.75	\$ 13.75	\$ 18.75	\$ 12.25	\$ 14.75
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Kennel Licenses (up to 12 Dogs per License)	Number of Tags Used	Dogs added to Kennel Licenses	Total Kennel Dog Tags Used	Replacement License	Service Dog License
\$ 43.25		\$ 13.75	0	\$0.00	\$0.00
\$ -		\$ -			

Totals

Spayed / Neutered Dog	Unspayed / Unneutered Dogs	Spayed/Neutered Puppies	UnSpay/UnNeuter Puppies
0	0	0	0
\$ -	\$ -	\$ -	\$ -

Number of Kennel Licenses	Extra Dogs in Kennel Licenses	Total Dogs in Report	Total to County
0	0	0	\$ -
\$ -	\$ -		

This Cover Sheet must accompany all dog reports.

Unclaimed Funds

Every two years (odd years) the County Treasurer is required to collect and publish a list of Unclaimed Funds. The fact that this publication hits at the same time as municipal property tax collections seems to show what state government thinks of local government.

But let's not complicate it ... In most cases, you already have these funds recorded where you keep lists of municipal checks that have not been cashed.

Some samples of unclaimed funds:

- | | |
|-----------------------------|---------------------------|
| Cancelled Park Reservations | Property Tax Overpayments |
| Library Refunds | Water Bill Overpayments |
| Mileage Reimbursements | Poll Worker Pay |

Unclaimed Funds Due Friday, January 10

The list due in January is for any checks that have not been cashed before January 1, 2024. Basically, payments that are over a year old and not claimed. Generally, the checks were lost or were mailed to an old address.

The spreadsheet used by the County Treasurer to report these missed payments can be found on your Municipal Treasurer's website.

List of Unclaimed Funds (ALL CAPS, Business Names and Unknown in Last Name Cell)

First Name	Last Name	Street	City	State	Zip	Unclaimed Funds Amount	Nature of Funds	Check/ID #	Check Date	Notes
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It is important to include as much information as you have so that you and the County Treasurer's office can make sure only eligible claimants are paid these funds.

Unclaimed Funds (continued)

Your list should include unclaimed funds of any amount even if the owner of those funds is unknown (generally the result of a police action or lost cash).

After the publication in January and February, claimants will come to your offices to request funds that belong to them. Most of you have a process for distributing these claims but you may also want to check out the County's process. [unclaimed funds | Dane County Treasurer Office](#)

Just a couple of quick notes on the report to the County Treasurer:

- USE ALL CAPITAL LETTERS TO ENTER UNCLAIMED FUNDS
- Business names and Unknown should be entered in the Last Name column, nothing in First Name.
- Municipalities need to file this spreadsheet even if they have no unclaimed funds to report.

**Dane County Treasurer
Annual Training
Tax Creation and Collection
Wrap Up**

- Make sure to complete and email the Tax Prep to BCS and the County Treasurer
- Paper Clips
- Final Questions and Discussion.