

DANE COUNTY TREASURER ANNUAL TRAINING

TAX BILL CREATION & COLLECTION TUESDAY, OCTOBER 6, 2026



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AGENDA

AM Session

- 9:00: Introductions
Tax Law/Collection Updates (Adam)
- 9:15: 2026 Tax Bill Creation (Sheri)
- 9:45: Local Tax Collection (Sheri)
- 10:15: *15 Minute Break*
- 10:30: Tax Settlement & Beyond (Sheri)
- 11:15: Specials Entry & Address Changes (Peggy)
- 11:45: Notes & Reminders for 2027 (Sheri)
Final Questions & Wrap-Up (Adam)

PM Session

- 1:00: Introductions
Tax Law/Collection Updates (Adam)
- 1:15: Specials Entry & Address Changes (Peggy)
- 1:45: 2026 Tax Bill Creation (Sheri)
- 2:15: Local Tax Collection (Sheri)
- 2:45: *15 Minute Break*
- 3:00: Tax Settlement & Beyond (Sheri)
- 3:45: Notes & Reminders for 2027 (Sheri)
Final Questions & Wrap-Up (Adam)



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TAX LAW/COLLECTION UPDATES

- REMINDER: Tax bills no longer separate out Fire, EMS, and other fees. Those amounts are included in your local levy.
- Lottery credit applications must be "in-hand" by January 31 to be added to the 2026 tax bill
- Local collection through 5 working-days after deadline: February 5
- Payments to/from County = ACH/Wire/LGIP option
- Confidentiality & Refer Public to Access Dane
- USPS does not guarantee postmark at local facility
 - <https://pe.usps.com/text/dmm300/608.htm#11.0>
- 2027 Spring/Fall Training dates (conflicts)



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TAX LAW/COLLECTION UPDATES

COUNTY'S RESPONSE TO SCHOOL VOUCHER REQUESTS:

Goal: To provide information to taxpayers without complicating the tax bill.

Purpose of a Tax Bill:

- How much is to be paid
- When payments are to be made by
- Where/To whom payments should be sent

Issues created by adding to the Tax Bill:

- Insufficient space resulting in smaller font size
- Increased confusion for taxpayers resulting in late/incorrect payments



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TAX BILL CREATION

MAKE SURE YOU HAVE ACCESS TO THE FOLLOWING ACCOUNTS:

- Access Dane
 - Special Charges/Assessment entry
 - Treasurer reports
 - <https://accessdane.danecounty.gov/>
- Municipal Treasurer's Site
 - Mill Rate Worksheet
 - <https://treasurer.danecounty.gov/municipal-treasurer-access>
- My DOR Government Account
 - Statement of Taxes (SOT)
 - Levy Limit Worksheet
 - Tax Incremental Worksheet (if applicable)
 - <https://www.revenue.wi.gov/Pages/Governments/home.aspx>



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TAX BILL CREATION

7 STEPS OF THE TAX BILL CREATION PROCESS:

1. Finalize Statement of Assessment (SOA)
2. Enter Special Charges and Assessments
3. Confirm Specials with Property Listing
4. Update Mill Rate Worksheet
5. Send Documents to County Treasurer
6. Review and Approve Tax Bills for Printing
7. Mail Tax Bills and File DOR Forms



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TAX BILL CREATION

1. FINALIZE STATEMENT OF ASSESSMENT (SOA)

- Dane County Property Listing, Local Assessor, DOR

2. ENTER SPECIAL CHARGES AND ASSESSMENTS

- Except Managed Forest Land (MFL), Lottery Credit Penalty, Ag Conversion, and Farm Drainage

3. CONFIRM SPECIALS WITH PROPERTY LISTING

- You MUST complete this step to begin working on your Mill Rate Worksheet (step 4).



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TAX BILL CREATION

4. UPDATE YOUR MILL RATE WORKSHEET

- Municipal Treasurer's Site
- Documents needed:
 - PC-400 State and County Apportionment Form
 - PI-1508 Tax Levy Certificate
 - Technical College Levy
 - Special Taxing Jurisdiction Levy (sanitary or lake districts)
 - Village of Windsor, Towns of Albion, Dunkirk, and Roxbury ONLY
 - Your Local Levy
- Don't forget to Calculate, Save, and Send to Treasurer
- Print/Save a copy for your records



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TAX BILL CREATION

5. SEND DOCUMENTS TO THE COUNTY TREASURER

- PA-632A Statement of Taxes (SOT) – up to Section E
- PC-202 Tax Incremental Worksheet
- PI-1508 Tax Levy Certificate (signed)
- PA-687 Property Tax Bill Referenda/Resolution Data

6. REVIEW AND APPROVE TAX BILLS FOR PRINTING

- Notify the County Treasurer IMMEDIATELY with concerns

7. MAIL TAX BILLS AND FILE DOR FORMS

- Deadline: Third Monday in December (12/21/2026)



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LOCAL TAX COLLECTION

DECEMBER 2, 2026 – FEBRUARY 5, 2027

- **December 1, 2026** = Lottery Credit entries ONLY
- **December 31, 2026** = Reports to County by 4:00 pm
 - Holiday on New Year's Eve? Send reports as of December 30, 2026
- **December 31 – January 3** = Do not enter any payments!
- **January 4, 2027** = Resume entering payments
 - Please wait to backdate any payments for December 31, 2026 until your settlement report has been reviewed by the County.



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LOCAL TAX COLLECTION

DECEMBER 2, 2026 – FEBRUARY 5, 2027

- **January 13, 2027** = Specials Adjustments Completed
- **January 31, 2027** = 1st Installment due date
 - February 1, 2027 postmark accepted as January
 - [WI §990.001\(4\)\(b\)](#)
- **February 5, 2027** = Reports to County by 6:00 pm
 - Include all payments "in-hand" by 4:00 pm
 - [WI §74.11\(7\)](#)



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LOCAL TAX COLLECTION

GETTING STARTED

- Entrust registration and installing Citrix Workstation
 - Having trouble? HelpDesk@danecounty.gov
- Update email, preferences, and password in LandNav
 - Having trouble? Treasurer.Admin@danecounty.gov
- Set up LandNav Agent
 - Having trouble? Treasurer.Admin@danecounty.gov



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LOCAL TAX COLLECTION

LOTTERY CREDITS

- Local municipalities review applications and enter data into LandNav in December and January ONLY.
 - DOR submissions via email
 - In-Person/Mail to your office
- Enter all additions/removals using December 1, 2026
 - Enter before any payments are applied.
 - If payments were applied, use current date or January 31, 2027 (whichever is earliest).
- **NEW!!** [Lottery Credit Adjustment Worksheet](#)



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LOCAL TAX COLLECTION

SPECIALS ADJUSTMENTS

- The deadline is the Wednesday before MLK Jr Day – January 13, 2027 at 4:00 pm.
- Adjustments after the deadline are reviewed on a case-by-case basis to determine how they will be handled.
- Adjustments resulting in changes to the tax roll need to be reported to the DOR – file an amended SOT.
- [Specials Adjustments Worksheet](#)



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LOCAL TAX COLLECTION

VOID TRACKING – AFTER FEBRUARY SETTLEMENT

- [Tax Void Worksheet](#)
- County does not void the payment; the payment is added as a special and returned to the municipality in September if it is paid by the property owner.
- It's important you communicate with the property owner about the void – see manual.

OVERPAYMENT TRACKING

- We encourage you to track your overpayments during local tax collection.
- No formal document provided by County.



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LOCAL TAX COLLECTION

OMITTED TAXES & CHARGEBACKS

- Work with your assessors.
- Requires adjusting the original tax bill.
- Omitted tax bills can be created in the Municipal Treasurer's Site
- Refer to the manual for additional information, including process summaries provided by the DOR.

SPLIT TAX BILLS

- Work with your assessors.
- Request to split must be made in writing.
- Can be created in in the Municipal Treasurer's Site



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GIMME A
BREAK!

SEE YOU IN 15 MINUTES



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TAX SETTLEMENT & BEYOND

JANUARY SETTLEMENT

- Reports to County by 4:00 pm on December 31, 2026
- Follow instructions in the manual on how to run the report.
- There is NO requirement to enter a tax payment in December if you receive it in January; the postmark does not determine the payment date.
- Resume entering payments on January 4, 2027.
- WATCH YOUR DATES!!!
- Deadline to pay taxing jurisdictions: 01/15/2027



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TAX SETTLEMENT & BEYOND

FEBRUARY SETTLEMENT

- Locals collecting through the 5 working-day period after the due date.
 - February 5, 2027
- Interest & penalty date = January 31, 2027
- Reports to County by 6:00 pm on February 5, 2027
 - Follow instructions in the manual on how to run the report.
- Deadline to pay taxing jurisdictions: **02/22/2027**



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TAX SETTLEMENT & BEYOND

PAYMENTS RECEIVED AFTER FEBRUARY SETTLEMENT

- Stamp/Date the envelope identifying the day your municipality received the payment.
- Endorse the payment over to the County.
- Mail to the County.

LOTTERY CREDIT PAYMENT

- County pays all taxing jurisdictions their share of the Lottery Credit.
- Deadline: **04/15/2027**



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TAX SETTLEMENT & BEYOND

AUGUST SETTLEMENT

- County pays all taxing jurisdictions on your behalf.
- Deadline: **08/20/2027**

SEPTEMBER SPECIALS PAYMENT

- County pays local municipalities for all specials collected from February through August for the current tax year.
 - Less: Ag Conversion, MFL, Farm Drainage, Lottery Credit
Penalty adjustments
- Deadline: **09/15/2027**



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TAX SETTLEMENT & BEYOND

UNCLAIMED FUNDS

- Get started now – deadline will come quickly!
- Submit your [Unclaimed Funds Worksheet](#) to County.
 - Deadline: **01/11/2027**
- Respond to and pay out any claims for 6 months after publication.
- Submit your Unclaimed Funds Worksheet, **LESS** any payments made, with a check for the amount left to County.
 - Don't forget to VOID the checks!
 - Deadline: **09/01/2027**



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TAX SETTLEMENT & BEYOND

DOG LICENSE REPORTS

- [Dog License Worksheet](#) is updated annually.
 - New rates through 2028!
- Submit your Dog License Worksheet to County.
 - Send frequently – don't wait until the last minute!
 - We recommend you send your report every 2-3 months.
- County Clerk Rebate Deadline: **09/10/2027**
 - Watch your email from the County Clerk for additional deadlines.



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SPECIALS ENTRY & ADDRESS CHANGES

W/ PROPERTY LISTING



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NOTES & REMINDERS FOR 2027

- [Municipal Treasurer's website](#) has been updated!
- Download 2023 tax (payable in 2024) reports from Access Dane before they are deleted in mid-November.
- Need an Access Dane login? Contact Peggy with Property Listing at Property.Listing@danecounty.gov.
- Test your Citrix and LandNav login. If you can't log in, contact us ASAP!
- Sign up for the WI DOR notices if you haven't already done so. <https://www.revenue.wi.gov/Pages/HTML/lists.aspx>
- Email Treasurer.Admin@danecounty.gov for EVERYTHING!



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FINAL QUESTIONS & WRAP-UP



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CONTACT INFORMATION

Dane County Treasurer's Office

210 Martin Luther King Jr Blvd, Rm 114

PO Box 1299

Madison, WI 53701-1299

Office: (608) 266-4151

Email: Treasurer.Admin@danecounty.gov

