

Local Municipality Process Manual

2026-2027 Tax Year

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Municipal Treasurer Webpages

Dane County Treasurer's Website

The main Municipal Treasurer page is set up in sections, each containing helpful and important documents needed throughout the year.

- Tax Collection Process Help
 - Contains the current tax process manual and checklist along with helpful documents on managing specials and logging into the secure sites.
- Local Treasurer Worksheets
 - Contains current worksheets you'll need to complete at different times throughout the year.
- Training and Presentation Materials
 - Contains current training documents and recordings.
- Apportionment Forms
 - Required for tax bill creation.
- Department of Revenue Information
 - Contains helpful links to several DOR pages.
- Other Resources
 - Contains links to pages for local treasurer and clerk associations.

Municipal Treasurers (and often Clerks) need access to three accounts throughout the property tax creation and collection process.

1. Dane County Treasurer's Secure Site
<https://treasurer.danecounty.gov/municipal-treasurer-access>
2. Access Dane
<https://accessdane.danecounty.gov/>
3. Wisconsin Department of Revenue (DOR)
<https://www.revenue.wi.gov/Pages/Governments/home.aspx>

Municipal Treasurer's Secure Site

The Municipal Treasurer Secure Site can be accessed through the County Treasurer's website.

Site Access

- From the main "Municipal Treasurers" website, click the Municipal Treasurer Login button.
- Enter your Username/Email and Password in the fields provided.
 - If you do not have login credentials, click on the blue help link at the bottom of the screen.



Update Account Information

Review the document located on the Municipal Treasurer webpage titled, "[Dane County Treasurer Login Help](#)."

Main Menu Options

- Once you log in, the Main Menu options will appear at the top of your screen



- The functions you have access to will be available for you to select as a link.
 - If you feel you need access to a particular function, please email treasurer.admin@danecounty.com with your request.

Mill Rate Worksheet (MRW)

This will be discussed in detail under [Tax Calculation](#).

Split Tax Bills

WI §70.323 provides that split tax bills may be requested when a parcel is divided or sold as at least two parcels after January 1st of the taxation year.

Municipalities will work with their local assessor in determining the appropriate values of each parcel resulting from the split.

A few items of note pertaining to split tax bills:

- Any person involved in the split may submit a request in writing to the municipality to split the current tax bill.
- Child parcels involved in a split will not get a separate tax bill for the tax year in which they were split from the parent parcel. They will get their first tax bill for the tax year where they existed on January 1st.
- Do not split bills for any reason other than what is noted above.
 - Ex: A property was sold in June and the new owner wants you to split the bill between the old owner and new, or if there is more than one listed property owner on the bill and one requests the bill to be split between them equally.
- If there is a written agreement detailing who will pay the property taxes during the year of the split, a split tax bill is not required.

Calculating Net Tax Due – Split Tax Bills

When calculating the net tax due for each new split parcel, it is important that the total of the split parcels combined should equal the original bill.

You will need the following items to assist you in calculating the net taxes due:

1. LandNav Report: Statement of Taxes
 - a. To obtain Mill Rate (far right column) and Taxing Jurisdiction (far left column).
2. Original tax bill
 - a. To obtain original assessed value and total tax on the original tax bill.
3. Assessment information from the local assessor on each child parcel.
 - a. To obtain new assessed values of the child parcels.

See the spreadsheet snapshot below showing a simple calculation of a split parcel:

	A	B	C	D	E
1		Assessed Value			
2	Original Parcel	242,600			
3	Split Parcel #1	200,000			
4	Split Parcel #2	42,600			
5	Check Figure	-	=B2-SUM(B3:B4)		
6					
7			=B\$2\$*B9	=B\$3\$*B10	=SUM(E9:E13)
8	Taxing Jurisdiction	Mill Rate	Tax Due: Original Parcel	Tax Due: Split Parcel #1	Tax Due: Split Parcel #2
9	Dane County	0.003436070	833.59	687.21	146.38
10	Town of Perry	0.004279764	1,038.27	855.95	182.32
11	Mount Horeb School District	0.009589659	2,326.45	1,917.93	408.52
12	Madison Technical College	0.000923140	223.95	184.63	39.33
13	State School Tax Credit	(0.001937986)	(470.16)	(387.60)	(82.56)
14			\$ 3,952.11	\$ 3,258.13	\$ 693.98
15	Check Figure	-	=C14-SUM(D14:E14)		

Split Tax Bill Creation

You will create the split tax bills in the Municipal Treasurer's Secure Site using the values provided by the assessor, the original tax bill, Statement of Taxes from the Access Dane site, and the new calculations from the previous section.

- Log into your Municipal Treasurer's Secure Site
- Click on the blue link for Split Tax Bill Creation
- Complete the Split Tax Bill template. Items highlighted in blue will be automatically filled.
 1. Enter the tax year for the split bill.
 2. Enter the legal description for the property.
 - a. This can be found either in LandNav or Access Dane.
 3. Enter the name of the NEW property owner "on behalf of" the old property owner.
 4. Enter the property address.
 5. Enter the billing address for the property owner.
 6. Enter the original parcel number for the property.

Dane County Government Treasurer's Office

City County Building, Room 114
210 Martin Luther King Jr. Blvd
Madison, WI 53703
(608) 266-4151
treasurer@countyofdane.com

Home Mill Rate Split Tax Bill Omitted Tax Bill Update Account Log Out

Split Tax Bill

Warnings

- This is NOT a Split Tax Bill!
- DO NOT pay from this document.
- Local Official: Complete this document and click 'Click For Printable Page' for the Official Document.

STATE OF WISCONSIN Year: 2021 Important: Correspondence should refer to Original Parcel Number. See second page for important information.

PROPERTY TAX BILL FOR:

Municipality: TOWN OF WESTPORT County: DANE COUNTY Legal Desc: Name: Address: Original Parcel #: Drainage Dist. Text:

Assessed Value Land Assessed Value Improvements Total Assessed Value Average Assessment Ratio Net Assessed Value Rate (Does NOT reflect Credits)

Est. Fair Mkt. Land Est. Fair Mkt. Improvements Total Est. Fair Market Check for unpaid taxes School taxes reduced by school levy tax credit

Check here if this parcel is subject to Use Value Assessments. Taxing Jurisdiction Year: Net Tax

7. Enter the correct assessed values for the split land and improvements for each split bill.
8. Enter the correct fair market value for the split land and improvements (not used in calculations).
9. Enter the average assessment ratio.
 - a. This can be found near the top of the original tax bill.
10. Enter the net assessed value rate.
 - a. This is a nine (9) digit number that is found next to the average assessment ratio.

- | | | |
|-------------------------|----|----|
| State of Wisconsin | | 11 |
| Dane County | | 12 |
| TOWN OF WESTPORT | | 12 |
| School District | 15 | 12 |
| Technical College | 15 | 12 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | 13 |
| First Dollar Credit | | 14 |
| Lottery & Gaming Credit | | |
| Net Property Tax | | |

- | | | | |
|---|---|--------------------------|--|
| Make Check Payable To:
<div>TOWN OF WESTPORT</div> <div>16</div>
And Second Installment Payable To:
DANE COUNTY TREASURER

PO Box 1299

Madison, WI 53701-1299 | Full Payment Due On or Before January 31 | Net Property Tax: | |
| | | | |
| | Or First Installment Due On or Before January 31 | | |
| | | | |
| | And Second Installment Due On or Before July 31 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL DUE | | | |
| For Full Payment Pay by January 31st | | | |
| Property Tax Paid | | | |
| Balance Due | | | |
| Date Paid | | | |

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Get Totals

Back To Menu

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Omitted Tax Process

The omitted tax process is outlined in WI §70.44; below is a summary provided by the DOR.



Omitted Taxes Process Summary (sec. 70.44, Wis. Stats.) Wisconsin Department of Revenue (DOR) – January 2026

Roles for Omitted Property Assessment

Step 1–Assessor

- a. Makes note of omitted property on current assessment roll, once for each year of omission (prior two years allowed by law)
- b. As soon as practicable, provides to property owner:
 - » Written notice about the discovery of omitted property
 - » Board of Review (BOR) appeal rights – property owner may appear at next BOR
- c. Refers correction to BOR
 - » BOR determines final omitted value(s)
- d. Adds final value, certified by BOR, to assessment roll and sends an omitted property roll report to the municipal clerk.
For report uses either:
 - » DOR's Form PA-5/659: Omitted Property Roll (revenue.wi.gov/DORForms/pa-5659f.pdf)
 - » Assessment software system generated report

Step 2–Municipal Clerk/Treasurer

- a. Calculates omitted taxes using the proper year's mill rate and enters the tax amount on the omitted property roll report
- b. Issues bill(s) for the omitted tax years to the property owner with the next tax roll
- c. Sends a copy of completed omitted property roll report to the county. Ensures the omitted value is reported on the Statement of Assessment (SOA), Line 23.
- d. Records the omitted tax amounts on the Statement of Taxes (SOT), Section H
- e. Submits Form PC-205: Request for Sharing of Non-manufacturing Omitted Taxes, to DOR by October 1 (only if the tax amount for a single description of property and tax year is \$250 or more)
- f. Attaches a copy of the omitted tax roll to current year assessment roll

Step 3–Wisconsin Department of Revenue

- a. Reviews Form PC-205 and notifies the municipality and other taxing jurisdictions of its determination by November 15
- b. Note: If a request is denied, DOR only notifies the municipality; the municipality does not need to share the collections

Step 4–Municipality

- a. Collects the taxes by collecting the amount:
 - » With the next tax roll using the next tax roll's installment dates, or
 - » Holding the amount in escrow if the property owner prefers to pay before the tax bills are sent
- b. During January or February settlement process – pays the taxing jurisdictions for omitted taxes collected

Step 5–County Treasurer

Reports omitted property taxes from the SOT, Section H on the Tax District Treasurer's Settlement (Form PC-501 or file transfer submission)– for omitted property taxes:

- Collected – report on Line 2, Column C
- Not collected – report on Line 16, Column C

Additional Information

- Review sec. [74.315](#), Wis. Stats. for the laws about this process
- Questions? Contact us at lgs@wisconsin.gov

Calculating Net Tax Due – Omitted Tax Bills

When calculating the omitted tax due for the parcel, you will need the following items:

1. Form PA-5/659 or Assessment software generated report from the assessor.
 - a. To obtain the omitted assessed value of the parcel.
2. Original tax bill for the parcel (if applicable)
3. LandNav Report: Statement of Taxes for the year of omission
 - a. To obtain Mill Rate (far right column) and Taxing Jurisdiction (far left column).

See the spreadsheet snapshot below showing a simple calculation for omitted tax due:

	A	B	C	D	E
1		Assessed Value			
2	Original Bill	42,600			
3	Omitted Value	242,600			
4	Total Amended Value	285,200	=SUM(B2:B3)		
5					
6			=B\$2\$*B9	=B\$3\$*B10	=SUM(E9:E13)
7	Taxing Jurisdiction	Mill Rate for Year of Omission	Tax Due: Original Tax	Tax Due: Omitted Tax	Tax Due: Total Amended Tax
8	Dane County	0.003436070	146.38	833.59	979.97
9	Town of Perry	0.004279764	182.32	1,038.27	1,220.59
10	Mount Horeb School District	0.009589659	408.52	2,326.45	2,734.97
11	Madison Technical College	0.000923140	39.33	223.95	263.28
12	State School Tax Credit	(0.001937986)	(82.56)	(470.16)	(552.71)
13			\$ 693.98	\$ 3,952.11	\$ 4,646.09
14	Check Figure	-	=SUM(C13:D13)-E13		

Omitted Tax Bill Creation

You will create the omitted tax bills in the Municipal Treasurer's Secure Site using the values provided by the assessor, the original tax bill, and the new calculations from the previous section.

- Log into your Municipal Treasurer's Secure Site
- Click on the blue link for Omitted Real Estate Tax Bill Creation
- Complete the Omitted Tax Bill template.

STATE OF WISCONSIN

Year: 2021 1

Important:

- Correspondence should refer to Original Parcel Number
- See second page for important information

Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description

PROPERTY TAX BILL FOR:

Municipality: TOWN OF WESTPORT

County: DANE COUNTY

Name: 3

Address: 4

Legal Desc: 2

Property Address: 5

Original Parcel #: 6

Drainage Dist. Text:

Assessed Value Land 7

Assessed Value Improvements 7

Total Assessed Value

Average Assessment Ratio 9

Net Assessed Value Rate (Does NOT reflect Credits) 10

Est. Fair Mkt. Land 8

Est. Fair Mkt. Improvements 8

Total Est. Fair Market

☐ Check for unpaid taxes

School taxes reduced by school levy tax credit

Check here ☐ if this parcel is subject to Use Value Assessments.

Taxing Jurisdiction

Year:

Net Tax

1. Enter the tax year for the omitted bill.
2. Enter the legal description for the property.
 - a. This can be found either in LandNav or Access Dane.
3. Enter the name of the property owner.
4. Enter the property address.
5. Enter the billing address for the property owner.
6. Enter the parcel number for the property.
7. Enter the corrected full assessed value for the land and improvements.
8. Enter the corrected full fair market value for the land and improvements (not used in calculations).
9. Enter the average assessment ratio.
 - a. This can be found near the top of the original tax bill.
10. Enter the net assessed value rate.
 - a. This is a nine (9) digit number that is found next to the average assessment ratio.

State of Wisconsin		11
Dane County		12
TOWN OF WESTPORT		12
School District	15	12
Technical College	15	12
Total		
First Dollar Credit		13
Lottery & Gaming Credit		14
Net Property Tax		

11. Enter \$0 for the State of Wisconsin
12. Using your omitted bill calculations and Statement of Taxes on Access Dane, enter the tax dollar amounts in the spaces provided.
 - a. Enter the total amount of tax due if this bill was originally issued in December, not just the omitted amount.
13. Enter the First Dollar Credit amount if the parcel has an improvement.
14. Enter the Lottery & Gaming Credit amount if the parcel included the owner's primary residence.
 - a. If there was NOT a Lottery & Gaming Credit but the omitted tax may have been a result of adding a residence to the property, reach out to the property owner with information on how to apply for the credit on future tax bills. The credit will NOT be applied to this omitted tax bill.
15. Enter the name of the School District and Technical College.
16. Select your municipality for Make Check Payable To and enter your mailing address.
 - a. All omitted taxes are payable to the municipality.

b. Omitted taxes for previous years are due by January 31st of the following tax year.

- i. Ex: If you issue an omitted tax bill for the 2024 tax year in June 2026, they will have until January 31, 2027 to pay that amount.

17. Enter the amount that has already been paid on the tax bill for that year.

18. Enter the last date payment was made on the tax bill for that year.

19. Click on the gray Get Totals button on the bottom left.

The screenshot shows a tax bill form with the following fields and annotations:

- Make Check Payable To:** TOWN OF WESTPORT (dropdown menu)
- Full Payment Due On or Before January 31** (blue header)
- Or First Installment Due On or Before January 31** (blue header)
- And Second Installment Due On or Before July 31** (blue header)
- And Second Installment Payable To:** (text field)
- Net Property Tax:** (text field)
- TOTAL DUE For Full Payment Pay by January 31st** (blue header)
- Property Tax Paid** (text field) with red annotation **17**
- Balance Due** (text field) with red annotation **20**
- Date Paid** (text field) with red annotation **18**
- Enter your municipal information here after the bill is printed.** (red text box)
- 19** (red annotation pointing to the **Get Totals** button)
- Get Totals** (gray button)
- Back To Menu** (gray button)

Footer: Dane County Home Page • Treasurer's Office Website • Contact Us

20. The Balance Due will automatically calculate. This should equal the Total Due less Property Tax Paid.

21. At the bottom of the page after clicking Get Totals, click the button to Link to Printable Page.

a. Save the omitted bill to PDF.

b. Print a copy to paper and send it to the taxpayer.

- i. It may be helpful to highlight the Balance Due line and include a letter explaining why they are receiving the bill and when it is due.

Tax Bill Viewer

You can view all bills created by clicking on the blue link for Tax Bill Viewer.

- Click on Select in the Action column for any bills you want to view.
 - This will create a download that you can view, print, or save.
- Send the original bill and split/omitted bills to the County Treasurer:
treasurer.admin@danecounty.gov

Process Documentation

Click on the blue link to Process Documentation and select "This Document."

Always log out of the Municipal Treasurer's Secure Site when you are finished.

Access Dane Website

The local municipal Access Dane login can be accessed through the Access Dane website.

- **Site Access**
 - From the main Access Dane website, click on the red Log In button in the top right.
 - Enter your Username/Email and Password in the fields provided.
 - If you have problems logging in to the site, contact Property Listing via email at property.listing@danecounty.gov.
- **Functions Used in Access Dane**
 1. **Municipality Resources**
 - a. Contains tax documents provided by the County Treasurer and Property Listing.
 - Documents will be removed from the site after two (2) years. It is recommended you download your documents for your records.
 - Documents you will find are:
 - December Tax Bill Creation
 - January Settlement
 - February Settlement
 - This will include totals for the April Lottery Credit payment and August Settlement payment.
 - September Specials Payment
 - End of Year Write-Off and Specials Balances
 2. **Specials**
 - a. Allows users to edit and manage special assessments and charges on tax bills.

If you cannot find the information you are looking for on your Access Dane website, contact the County Treasurer via email at treasurer.admin@danecounty.gov.

Wisconsin Department of Revenue (DOR) Website

You are required to complete and submit various forms throughout the year to the DOR by using your My DOR Government Account. Assistance logging in and using this account should be directed to the DOR at otas@wisconsin.gov.

- **Helpful Links and Forms**
 - Common Forms:
 - <https://www.revenue.wi.gov/Pages/Form/govtvc-Home.aspx>
 - Filing Deadlines:
 - <https://www.revenue.wi.gov/Documents/muni-filing-timeline-resources.pdf>
 - Local Government Calendar (2026)
 - <https://www.revenue.wi.gov/DORReports/tvccal.pdf>
 - Sign up for Email Updates:
 - <https://www.revenue.wi.gov/Pages/HTML/lists.aspx>

Tax Calculation

Step 1: Finalize Statement of Assessment (SOA)

Dane County Property Listing will work with you, your local assessor, and the DOR to finalize any updates to your SOA.

Step 2: Enter Special Charges and Assessments

Enter all of your special charges and assessments in your Access Dane organization website.

- **Note:** Dane County manages entry of charges for Lottery Credit Penalties, Agricultural Conversion, Farm Drainage, and Property Assessed Clean Energy (PACE).
- **Note:** Assessor enters Managed Forest Land (MFL) and Property Listing verifies them with the DNR website listing.

Step 3: Confirm Specials with Property Listing

Property Listing will work with local municipalities to ensure all specials are entered correctly in Access Dane. Once specials are confirmed, Property Listing will release your Mill Rate Worksheet on the Municipal Treasurer's Secure Site.

Step 4: Update your Mill Rate Worksheet

Log into your Municipal Treasurer's Secure Site and click on the blue link for Mill Rate Worksheet View and follow the steps below to verify, update, and submit your Mill Rate Worksheet.

Mill Rate Worksheet Process

- Verify the following information is correct. If the values are not correct, contact property.listing@danecounty.gov.
 - Municipality name and address
 - PP Value, Amount Levied, and Rate are ZERO.
 - Taxing District Values
 - Special Values
 - If you had adjustments to specials last year, it is recommended you check those parcels to make sure the adjustments flowed through properly. It is also a good idea to check those specific bills once they are generated to ensure accuracy.
 - Woodland (Forest Crop/MFL) Values
 - Click the Back to Menu button at the bottom
- Once back at the main menu in the Municipal Treasurer's Secure Site, click on the link for Mill Rate Worksheet Update.
 - You will need the following documents to assist you in entering the Amount Levied Rates in the boxes provided:
 - PC-400 State and County Apportionment Form
 - This will be uploaded to the Municipal Treasurer's website in November

- PI-1508 Tax Levy Certificate
 - This will be available on the Department of Instruction's (DPI) website
- Technical College Levy
 - You will most likely have to reach out to them to obtain this.
- Special Taxing Jurisdiction Levy (sanitary or lake districts)
 - **ONLY** for Town of Albion, Dunkirk, and Roxbury and Village of Windsor
- Your Local Levy
 - If you have a TID, you will need data from Column E on form PC-202.

*** **NOTE:** As of the 2025 tax year, special non-taxing jurisdictions (Fire Districts, etc) will no longer have their own levy amount. Include their levy in the Local levy. ***

- After entering the Amount Levied values, click Calculate & Save at the bottom of the screen. All rates will automatically calculate using the information entered.
- After calculating, type your name and phone number in the boxes provided.
- Click the Send to Treasurer button.
 - The completed Mill Rate Worksheet will automatically be sent to the County Treasurer – no need to send a copy via email.
- The completed Mill Rate Worksheet will appear on the next screen.
 - Print this for your records.

DANE COUNTY 2025 Millrate Worksheet TOWN OF WESTPORT						
TOWN OF WESTPORT 5387 MARY LAKE RD WAUNAKEE, WI 53597						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	1,573,984,100	0	1,573,984,100	4,522,895.60	0.002873533
	LOCAL	1,573,984,100	0	1,573,984,100	3,406,034.00	0.002163957
3269	MADISON METRO SCHOOL DIST	0	0	0	0.00	0.000000000
3549	MID-CR PLAINS SCHOOL DIST	340,228,500	0	340,228,500	3,022,502.03	0.008883741
6181	WAUNAKEE SCHOOL DIST	1,233,755,600	0	1,233,755,600	10,799,619.14	0.008753451
3301-F	WAUNAKEE FIRE	0	0	0	0.00	0.000000000
3302-F	MIDDLETON FIRE	573,310,300	0	573,310,300	0.00	0.000000000
33FP-O	FIRE PROTECTION DIST	0	0	0	0.00	0.000000000
0400	MADISON TECH COLLEGE	1,573,984,100	0	1,573,984,100	962,552.06	0.000611539
Description	RE Value	PP Value	Total Value			
STATE SCHOOL CREDIT	1,573,984,100	0	1,573,984,100			
Code	Description	Count	Total			
A90	PRIVATE SEPTIC MAINTENANCE	403	4,980.00			
C50	TRASH P/U	1,667	348,500.00			
D08	DELINQUENT UTILITIES	99	34,399.73			
Category	Count	Total				
TOTAL SPECIAL ASSESSMENTS	403	4980.00				
TOTAL SPECIAL CHARGES	1667	348500.00				
TOTAL DELINQUENT UTILITIES	99	34399.73				
Code	Description	Amount	Acres	Total		
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00		
W2	PRIVATE FOREST CROP POST 71	3.600	0.000	0.00		
W3	PRIVATE FOREST CROP SPECIAL	0.200	0.000	0.00		
W4	COUNTY FOREST CROP	0.000	0.000	0.00		
W5	MFL OPEN AFTER 2004	1.900	0.000	0.00		
W6	MFL CLOSED AFTER 2004	9.490	12.000	113.88		
W7	MFL OPEN BEFORE 2005	0.720	0.000	0.00		
W8	MFL CLOSED BEFORE 2005	1.680	0.000	0.00		
W9	MFL CLOSED PRE-2005 MINING	7.370	0.000	0.00		
				Total:	12.600	113.88
Description	Real Estate	Personal Property				
TOTAL NUMBER OF PROPERTIES:	2,988	0				
Submitted By: Bob	Phone: (608) 849-4372					
Date & Time Submitted: 11/25/2025 9:53:50 AM						
Signature:	Date:					

View Completed Mill Rate Worksheet

Once you submit your Mill Rate Worksheet, you will be able to view it at any time by clicking on Mill Rate Worksheet View on the main Municipal Treasurer's Secure Site homepage.

However, you will not be able to update any values after submission.

- If you need to make a correction, contact treasurer.admin@danecounty.gov to request your mill rate worksheet be unlocked.
 - You will receive a response indicating your Mill Rate Worksheet has been unlocked and re-set for you to make corrections.
 - You will have to log out of the Municipal Treasurer's Secure Site and log back in to gain access to the form.

Step 5: Send Documents to the County Treasurer

The County Treasurer cannot create your tax bills without the following documents. Please send them via email at treasurer.admin@danecounty.gov:

- [PA-632A Statement of Taxes \(SOT\)](#)
 - You will go to the WI DOR website and fill out the SOT only through **Section E**.
 - You will not be able to submit the SOT to the DOR until your tax bills are created and you have the rest of the information filled in.
- PC-202 Tax Incremental Worksheet
 - You will go to the WI DOR website and fill out this form.
 - Most of the information is pre-filled for you. You only have to fill in your local levy information, which includes the following items from your SOT:
 - Other special purpose district taxes (Line C1)
 - Other state special charges (Line C4)
 - County special charges (Line C5)
 - All other town, village, or city taxes (Line C6)
- PI-1508 Tax Levy Certificate (signed)
 - You will find this on the WI Department of Public Instruction (DPI) site.
- PA-687 Property Tax Bill Referenda/Resolution Data

Step 6: Review and Approve Tax Bills for Printing

The County Treasurer will upload the tax bills to your Access Dane organization webpage once they have been calculated and created.

- **PLEASE** review the tax bills for accuracy. Some things you can look for are:
 - Correct municipality mailing/contact information
 - Correct assessed values
 - Check bills that went up or down through the omitted or chargeback process.
 - Check bills that you know had improvements added or removed.
 - Correct mill rate
 - Installments are calculating correctly

- Check bills under \$100 to make sure they don't have a second installment.
- Lottery Credit adjustments
 - Check bills that had lottery credits added or removed last year.
- Correct specials
- Correct calculations – spot-check several bills
- Check the percentage increase/decrease from the prior year is appropriate.
 - Did your municipality go through a revaluation causing significant differences?
- Notify the County Treasurer via email at treasurer.admin@danecounty.gov **IMMEDIATELY** if you have any concerns. This will stop the bills from being sent to the printer and we will look into any potential errors.

Step 7: Mail Tax Bills and File DOR Forms

Tax bills take one (1) to three (3) days to print. You will receive notification from Business Communication Solutions (BCS) when they are ready for pick-up (if you are mailing them on your own).

DEADLINE: 12/21/2026 (third Monday in December)

- Tax bills **MUST** be in the mail
- File forms with the DOR:
 - SL-202M Municipal Levy Limit Worksheet
 - PC-202 Tax Increment Worksheet
 - PA-632A Statement of Taxes (SOT)
- Send a copy of the completed PC-202 and PA-632A to the County Treasurer via email at treasurer.admin@danecounty.gov.

Filling Out Tax Forms

PA-632a: Statement of Taxes (SOT)

Required Documents

You will need various documents to complete form PC-632a Statement of Taxes (SOT).

- PC-400 State and County Apportionment Form
 - This will be uploaded to the Municipal Treasurer's website in November
- Mill Rate Worksheet
- LandNav Bill Calculation Reports
 - Located on your Access Dane account

Filling out your Statement of Taxes (SOT)

The following guidelines will be in order as they appear on the Statement of Taxes. Some of this information will automatically populate when you are filling in the form using the DOR E-File site.

- **Municipality Information**

- A. Enter your County and Municipal code
 - a. <https://www.revenue.wi.gov/DOR%20Publications/municode.pdf>
- B. Enter County, Muni Type, and Municipality information
- C. Enter your DOR Account Number
- D. Enter the Report Type
 - a. This will always be ORIGINAL when you first submit the SOT.

- **Preparer Information**

- E. Enter the Name of the person preparing the form (usually the Clerk/Treasurer)
- F. Enter the Title of the person preparing the form
- G. Enter the Email of the person preparing the form
- H. Enter the Phone Number of the person preparing the form

Form PA-632a	2025 Statement of Taxes		WI Dept of Revenue	
A Co-muni Code 13008	B County DANE Muni Type TOWN Municipality BLOOMING GROVE	C Account Number 0339	D Report Type ORIGINAL	
Preparer Information				
Name John Wright E		Title Clerk/Treasurer F		Comments
Email bgadmin@blmgrove.com G		Phone (608) 223-1104 H		

- **Section A: County Taxes**

- A1 = Line A1:3 on PC-400
- A2 = Line A2:14 on PC-400
- A3 = Lines A3:15-19 on PC-400
- A4 = Line A3:20 on PC-400
- This amount should match the Dane County Amount Levied column on the MRW

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
A. County Taxes		
1.	Portion of state special charges upon county	14.66
2.	Portion of county tax levied over entire municipality	772,621.23
3.	Special purpose - county tax levied on part of municipality (ex: children with disabilities education boards)	0.00
4.	Total County Taxes	772,635.89

Form PC-400	State and County Apportionment Form	WI Dept of Revenue
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Year 2025	CoMuni Code 13008	Account Number 0339	TOWN OF BLOOMING GROVE
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A. COUNTY TAXES (Apportioned TID OUT)	
A1. Portion of state special charges on county:	
1. Charitable and penal	\$14.66
2. Other state special charges	\$0.00
3. SUBTOTAL - Section A1 (enter on Statement of Taxes (SOT), Line A1)	\$14.66
A2. Other county taxes levied on entire town, village or city	
4. Health	\$57,004.28
5. Library (sec. 43.12, Wis. Stats.)	\$79,728.81
6. County Bridge Aid (sec. 82.08(2), Wis. Stats.)	\$6,810.52
7. Sanitation	
8. Children with Disabilities Education Boards (on entire town, village or city) (sec.121.135, Wis. Stats.)	
9. Property taxes charged back (sec. 74.41 & 74.42, Wis. Stats.)	
10. Countywide emergency medical system (sec. 256.35, Wis. Stats.)	
11. Other (describe) :	
12. All other county taxes (levied on every town, village, and city)	\$629,077.62
13. County Sales Tax Credit	
14. SUBTOTAL - Section A2 Taxes to be levied on entire municipality (enter on SOT, Line A2)	\$772,621.23
A3. County taxes levied on part of town, village or city (enter on SOT, line A3)	
15. Children with Disabilities Education Boards	\$0.00
16.	
17.	
18.	
19.	
20. TOTAL NET COUNTY TAXES (sum of Secs. A1-A3) (for county tax rate)	\$772,635.89

DANE COUNTY 2025 Millrate Worksheet TOWN OF BLOOMING GROVE						
TOWN OF BLOOMING GROVE 1880 S STOUGHTON RD MADISON, WI 53716						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	249,912,100	0	249,912,100	772,635.89	0.003091631
	LOCAL	249,912,100	0	249,912,100	100,000.00	0.000400141
3269	MADISON METRO SCHOOL DIST	153,248,800	0	153,248,800	1,705,931.07	0.011131774
3381	MCFARLAND SCHOOL DIST	79,495,300	0	79,495,300	775,715.44	0.009758004
3675	MONONA GROVE SCHOOL DIST	5,681,300	0	5,681,300	63,298.02	0.011141468
4144	OREGON SCHOOL DIST	11,486,700	0	11,486,700	117,125.76	0.010196641
5656	SUN PRAIRIE SCHOOL DIST	0	0	0	0.00	0.000000000
0400	MADISON TECH COLLEGE	249,912,100	0	249,912,100	164,430.53	0.000657953

• **Section B: Special District Taxes**

I. Enter the Special District code

a. <https://www.revenue.wi.gov/DOR%20Publications/taxdist.pdf>

J. Enter the DOR Account Number

- K. Enter the Special District Name
- L. Enter the Property Tax amount
- M. Enter the State Special Charges amount (if any)
- N. Enter the total of the Property Tax and State Special Charges

B. Special District Taxes					
SD Code	Account No.	Special District Name	Property Taxes	State Special Charges	Property Taxes with State Special Charges
135150	0071	MADISON METRO SEWER DISTRICT	0.00	0.00	0.00
Total Special District Taxes			0.00	0.00	0.00

• **Section C: Town, Village or City Taxes**

- C1 = \$0.00
 - You will include any non-taxing special jurisdictions in your local taxes on line C6
- C2 = Line 6F on PC-202
- C6 = Your local levy PLUS any non-taxing special district levy amounts
 - This amount should match the Local Amount Levied column on the MRW

C. Town, Village or City Taxes	
1. Other special purpose district taxes	0.00
2. Total tax increment (except county environmental remediation tax increment)	0.00
3. County environmental tax increment	0.00
4. Other state special charges	0.00
5. County special charges	0.00
6. All other town, village or city taxes	100,000.00
7. Surplus funds applied	0.00
8. Total Town Village, or City Taxes	100,000.00

DANE COUNTY 2025 Millrate Worksheet TOWN OF BLOOMING GROVE						
TOWN OF BLOOMING GROVE 1880 S STOUGHTON RD MADISON, WI 53716						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	249,912,100	0	249,912,100	772,635.89	0.003091631
	LOCAL	249,912,100	0	249,912,100	100,000.00	0.000400141
3269	MADISON METRO SCHOOL DIST	153,248,800	0	153,248,800	1,705,931.07	0.011131774
3381	MC FARLAND SCHOOL DIST	79,495,300	0	79,495,300	775,715.44	0.009758004
3675	MONONA GROVE SCHOOL DIST	5,681,300	0	5,681,300	63,298.02	0.011141468
4144	OREGON SCHOOL DIST	11,486,700	0	11,486,700	117,125.76	0.010196641
5656	SUN PRAIRIE SCHOOL DIST	0	0	0	0.00	0.000000000
0400	MADISON TECH COLLEGE	249,912,100	0	249,912,100	164,430.53	0.000657953

- C8 = Sum of all entries in Section C

• **Section D: Elementary and Secondary Schools**

- O. Enter the School District code
 - a. <https://www.revenue.wi.gov/DOR%20Publications/taxdist.pdf>
- P. Enter the School District Account Number (same link as above)

Q. Enter the School District Name

R. Enter the Amounts Apportioned by Taxing Jurisdictions

a. This amount should match the School District Amount Levied column on the MRW

D. Elementary and Secondary Schools				
	School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1.	Q 133269	P 0086	SCH D OF MADISON METROPOLITAN Q	R 1,705,931.07
2.	133381	0088	SCH D OF MCFARLAND	775,715.44
3.	135656	0094	SCH D OF SUN PRAIRIE AREA	0.00
4.	133675	0090	SCH D OF MONONA GROVE	63,298.02
5.	134144	0092	SCH D OF OREGON	117,125.76
Total Elementary and Secondary School Taxes				2,662,070.29

DANE COUNTY 2025 Millrate Worksheet TOWN OF BLOOMING GROVE						
TOWN OF BLOOMING GROVE 1880 S STOUGHTON RD MADISON, WI 53716						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	249,912,100	0	249,912,100	772,635.89	0.003091631
	LOCAL	249,912,100	0	249,912,100	100,000.00	0.000400141
3269	MADISON METRO SCHOOL DIST	153,248,800	0	153,248,800	1,705,931.07	0.011131774
3381	MCFARLAND SCHOOL DIST	79,495,300	0	79,495,300	775,715.44	0.009758004
3675	MONONA GROVE SCHOOL DIST	5,681,300	0	5,681,300	63,298.02	0.011141468
4144	OREGON SCHOOL DIST	11,486,700	0	11,486,700	117,125.76	0.010196641
5656	SUN PRAIRIE SCHOOL DIST	0	0	0	0.00	0.000000000
0400	MADISON TECH COLLEGE	249,912,100	0	249,912,100	164,430.53	0.000657953

• **Section E: Technical Colleges**

S. Enter the Tech College Code

a. <https://www.revenue.wi.gov/DOR%20Publications/taxdist.pdf>

T. Enter the Tech College Account Number (same link as above)

U. Enter the Tech College Name

V. Enter the Amounts Apportioned by Taxing Jurisdictions

a. This amount should match the Tech College Amount Levied column on the MRW

E. Technical Colleges				
	Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1.	S 0400	T 0004	MADISON AREA TECHNICAL COLLEGE MADN U	V 164,430.53
Total Technical College Taxes				164,430.53

DANE COUNTY 2025 Millrate Worksheet TOWN OF BLOOMING GROVE						
TOWN OF BLOOMING GROVE 1880 S STOUGHTON RD MADISON, WI 53716						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	249,912,100	0	249,912,100	772,635.89	0.003091631
	LOCAL	249,912,100	0	249,912,100	100,000.00	0.000400141
3269	MADISON METRO SCHOOL DIST	153,248,800	0	153,248,800	1,705,931.07	0.011131774
3381	MCFARLAND SCHOOL DIST	79,495,300	0	79,495,300	775,715.44	0.009758004
3675	MONONA GROVE SCHOOL DIST	5,681,300	0	5,681,300	63,298.02	0.011141468
4144	OREGON SCHOOL DIST	11,486,700	0	11,486,700	117,125.76	0.010196641
5656	SUN PRAIRIE SCHOOL DIST	0	0	0	0.00	0.000000000
0400	MADISON TECH COLLEGE	249,912,100	0	249,912,100	164,430.53	0.000657953

• **Section F: Total General Property Taxes Apportioned**

W. This amount will automatically calculate and should match the sum of the Amount Levied column on the MRW

*** **NOTE:** This is where you would stop during tax calculation. Save the form and send to the County Treasurer via email at treasurer.admin@danecounty.gov.

Information to complete and submit the SOT to the DOR will be provided by the County via Access Dane once tax bills are calculated. ***

- F1 = Gross Tax on the Property Tax Calculation report (Access Dane)
- F2 = Credits on the Property Tax Calculation report (Access Dane)
- F3 = Lottery Credit on the Property Tax Calculation report (Access Dane)
- F4 = First Dollar on the Property Tax Calculation report (Access Dane)
- F5 = Net Tax on the Property Tax Calculation report (Access Dane)
- F6 = Overrun/Underrun on the Statement of Taxes (Access Dane)
 - This amount will automatically calculate.

F. Total General Property Taxes Apportioned (Total of State, County, Special District, Local, School and Technical College Taxes)							W 3,699,136.71
Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected							
	Real Estate Roll						
1. General property taxes from computerized summary	3,699,136.86						
2. School levy tax credit applied (subtract)	490,525.25						
3. Lottery and gaming credit applied (subtract)	133,732.54						
4. First dollar credit applied (subtract)	57,660.73						
5. Net general property tax collections	3,017,218.34						
6. Underrun/Overrun							0.15

DANE COUNTY 2025 PROPERTY TAX CALCULATION 008 - TOWN OF BLOOMING GROVE								REPORT #: CALTAXESLST RUN DATE: 11/26/2025 RUN TIME: 09:43:05 AM PAGE: 2
	LAND IMPROVE TOTAL	FAIR MARKET	GROSS TAX CREDITS FIRST DOLLAR GROSS - CREDITS LOTTERY CREDIT NET TAX	LOTTERY CREDIT CLAIMS	SPECIAL ASSMNT SPECIAL CHRGES DELINQ CHRGES	FOREST CROP WOODLAND MANAGED OCCUPATIONAL	TOTAL DUE	
REAL ESTATE	62,009,700 187,902,400 249,912,100	274,618,200	3,699,136.86 490,525.25 57,660.73 3,150,950.88 133,732.54 3,017,218.34	506	5,312.24 112,970.16 29,135.07	0.00 0.00 0.00 0.00	3,164,635.81	

DANE COUNTY PROPERTY ASSESSMENT AND TAXATION SYSTEM 2025 STATEMENT OF TAXES 008 - TOWN OF BLOOMING GROVE								REPORT #: STOTAXESLST RUN DATE: 11/26/2025 RUN TIME: 11:09:38 AM PAGE:
TREASURER TOWN OF BLOOMING GROVE 1880 S STOUTINGTON RD MADISON WI 53716				PLAN: 2025 RI FULL: 01/31/2026 1: 01/31/2026		PATIO: 0.9103 2: 07/31/2026		
CODE	DISTRICT DESCRIPTION	R.E. VALUE P.P. VALUE	TOTAL VALUE	R.E. AMOUNT P.P. AMOUNT	AMOUNT TO COLLECT	*AMOUNT* *LEVIED*	OVERRUN UNDERRUN	RATE
	DANE COUNTY	249,912,100 0	249,912,100	772,636.11 0.00	772,636.11	772,636.89	0.22	0.003091631
	TOWN OF BLOOMING GROVE	249,912,100 0	249,912,100	100,000.02 0.00	100,000.02	100,000.00	0.02	0.000400141
3269	MADISON METRO SCHOOL DIST	153,248,800 0	153,248,800	1,705,931.07 0.00	1,705,931.07	1,705,931.07	0.00	0.011131774
3381	MCFARLAND SCHOOL DIST	79,495,300 0	79,495,300	775,715.42 0.00	775,715.42	775,715.44	-0.02	0.009758004
3675	MONONA GROVE SCHOOL DIST	5,681,300 0	5,681,300	63,298.03 0.00	63,298.03	63,298.02	0.01	0.01141468
4144	OREGON SCHOOL DIST	11,486,700 0	11,486,700	117,125.77 0.00	117,125.77	117,125.76	0.01	0.010196641
5656	SUN PRAIRIE SCHOOL DIST	0 0	0	0.00 0.00	0.00	0.00	0.00	0.000000000
0400	MADISON TECH COLLEGE	249,912,100 0	249,912,100	164,430.44 0.00	164,430.44	164,430.53	-0.09	0.000657953
	TOTAL GENERAL			3,699,136.86 0.00	3,699,136.86	3,699,136.71	0.15	0.046377612

- **Section G: Special Assessments and Charges**

All Special Assessments and Charges that were used to calculate your tax bills should be included in Section G on your SOT. If there is not a line for your particular special, click the PLUS sign on the E-File form to add a row for additional charges.

You can find the totals listed on the Special Taxes Payments and Balances report (Access Dane). You will enter the amounts in the Balance Due column from the report to the appropriate columns in the SOT form on the E-File site.

The Total Special Assessments and Charges will automatically calculate and should match the total on the Special Taxes Payments and Balances Report from Access Dane.

See the example below for reference.

G. Special Assessments and Charges

Special Assessments	For the Municipality	Municipality Acting as Agent for:		Total
		Enterprise / Utility	Other	
1. Water main and lateral Installations				0.00
2. Sewer main and lateral installations				0.00
3. Street improvements (ex: sidewalks, storm sewers, seal coating)				0.00
4. Street light installation				0.00
5. Greenbelts				0.00
6. Drain ditch and watercourse (sec. 88.42 & 88.43)				0.00
7. Other - Madison Street Improvements		1,976.24		1,976.24
8. Other - A90 Private Septic		3,336.00		3,336.00

Special Charges	For the Municipality	Municipality Acting as Agent for:		Total
		Enterprise / Utility	Other	
1. Weeds, tree planting, removal				0.00
2. Snow removal, plowing				0.00
3. Refuse and garbage collection	84,751.92			84,751.92
4. Grading, gravel, culvert, fencing				0.00
5. Fencing				0.00
6. Fire calls				0.00
7. Recycling	28,218.24			28,218.24
8. Delinquent utility charges				0.00
9. Lottery credit audit				0.00
10. Other - Madison Water/Sewer (delinquent)		29,135.07		29,135.07
Total Special Assessments and Charges	112,970.16	34,447.31	0.00	147,417.47

DANE COUNTY
2025 SPECIAL TAXES PAYMENTS AND BALANCES REPORT
008 - TOWN OF BLOOMING GROVE

REPORT #: SPTPAYBLST
RUN DATE: 11/26/2025
RUN TIME: 11:08:12 AM
PAGE: 36

	TAX AMOUNT	AMOUNT PAID	BALANCE DUE	VALUATION
Special Assessments:				
A02 LEE SOUTH	0.00	0.00	0.00	0
A03 SIG COURT	0.00	0.00	0.00	0
A04 RETHKE AVE	0.00	0.00	0.00	0
A05 MILWAUKEE ST LIGHT IMP DIST	0.00	0.00	0.00	0
A06 MILWAUKEE ST SIDEWALK DIST	0.00	0.00	0.00	0
A07 MADISON STREET IMPROVEMENTS	1,976.24	0.00	1,976.24	3,065,800
A90 PRIVATE SEPTIC MAINTENANCE	3,336.00	0.00	3,336.00	115,176,300
A91 FARM DRAINAGE	0.00	0.00	0.00	0
TOTALS:	5,312.24	0.00	5,312.24	118,242,100
Special Charges:				
C01 SPECIAL TOWN CHARGES	0.00	0.00	0.00	0
C02 FIRE REINSECTIONS	0.00	0.00	0.00	0
C03 PROP MAINT PAID BY BL GROVE	0.00	0.00	0.00	0
C50 TRASH P/U	84,751.92	0.00	84,751.92	201,173,300
C60 RECYCLING	28,218.24	0.00	28,218.24	201,173,300
C90 PRIVATE SEPTIC MAINTENANCE	0.00	0.00	0.00	0
C91 MUNI REQ NSF AFTER FEBSEIT	0.00	0.00	0.00	0
C92 MUNI ENTRY ERROR CORRECTION	0.00	0.00	0.00	0
C93 PACE CHARGE	0.00	0.00	0.00	0
C97 MFL WITHDRAWAL	0.00	0.00	0.00	0
C98 LOTTERY CREDIT PENALTY	0.00	0.00	0.00	0
C99 AG CONVERSION CHARGE	0.00	0.00	0.00	0
TOTALS:	112,970.16	0.00	112,970.16	402,346,600
Delinquent Charges:				
D04 GALL GARDN	0.00	0.00	0.00	0
D05 MAD WATER	0.00	0.00	0.00	0
D06 WAUNONA	0.00	0.00	0.00	0
D07 MADISON WATER MAIN	0.00	0.00	0.00	0
D08 WAUNONA SANITARY DISTRICT	0.00	0.00	0.00	0
D09 MADISON WATER/SEWER	29,135.07	0.00	29,135.07	11,873,100
D10 REGAS RD SEWER DISTRICT CHARGE	0.00	0.00	0.00	0
TOTALS:	29,135.07	0.00	29,135.07	11,873,100
Private Forest Crop:				
W1 PRIVATE FOREST CROP PRE 72	0.00	0.00	0.00	0
W2 PRIVATE FOREST CROP POST 71	0.00	0.00	0.00	0
W3 PRIVATE FOREST CROP SPECIAL	0.00	0.00	0.00	0
TOTALS:	0.00	0.00	0.00	0
Woodland Tax Law:				
TOTALS:	0.00	0.00	0.00	0
Managed Forest Lands:				
W5 MFL OPEN AFTER 2004	0.00	0.00	0.00	0
W6 MFL CLOSED AFTER 2004	0.00	0.00	0.00	0
W7 MFL OPEN BEFORE 2005	0.00	0.00	0.00	0
W8 MFL CLOSED BEFORE 2005	0.00	0.00	0.00	0
W9 MFL CLOSED PRE-2005 MINING	0.00	0.00	0.00	0
TOTALS:	0.00	0.00	0.00	0
Occupational:				
O1 MINK FARM	0.00	0.00	0.00	0
O2A COAL DOCKS	0.00	0.00	0.00	0
O2B COAL DOCKS	0.00	0.00	0.00	0
O4A GRAIN ELEVATORS & WAREHOUSES	0.00	0.00	0.00	0
O4B GRAIN ELEVATORS & WAREHOUSES	0.00	0.00	0.00	0
O5 PETROLEUM REFINERIES	0.00	0.00	0.00	0
O6 IRON ORE CONCENT.	0.00	0.00	0.00	0
TOTALS:	0.00	0.00	0.00	0
MUNICIPALITY TOTAL:	147,417.47	0.00	147,417.47	532,461,800

- **Section H: Omitted Property Taxes**

You will find this amount on Form PA-5/659 or Assessment software generated report provided to you by your assessor, the same one you used to create the omitted tax bills after Board of Review.

Enter the “Grand Total” amount in column (h) on the last page (you’ll have to add values together if you have more than 2 pages).

- **Section I: Sec. 70.43 Corrections (aka Chargebacks)**

You will find this amount on Form PA-5/661 or Assessment software generated report provided to you by your assessor, the same one you used to create the corrected tax bills after Board of Review.

Enter the “Grand Total” amount in column (g) on the last page (you’ll have to add values together if you have more than 2 pages).

- **Section J: Private Forest Crop Taxes**

Not used in Dane County – leave this blank.

- **Section K: Managed Forest Land Taxes**

You will find this information on the Statement of Taxes report in Access Dane. Enter the amount in the Total column on the report into the appropriate lines on the SOT form. The total will automatically calculate and should match the total on the report.

CODE	DESCRIPTION	ACRES	TOTAL
W1	PRIVATE FOREST CROP PRE 72	0.10/ACRE	0.00
W2	PRIVATE FOREST CROP POST 71	3.60/ACRE	0.00
W3	PRIVATE FOREST CROP SPECIAL	0.20/ACRE	0.00
W4	COUNTY FOREST CROP	0.000	0.00
W5	MFL OPEN AFTER 2004	1.90/ACRE	0.00
W6	MFL CLOSED AFTER 2004	9.49/ACRE	0.00
W7	MFL OPEN BEFORE 2005	0.72/ACRE	0.00
W8	MFL CLOSED BEFORE 2005	1.68/ACRE	0.00
W9	MFL CLOSED PRE-2005 MINING	7.37/ACRE	0.00
	TOTAL	0.000	0.00

K. Managed Forest Land Taxes				
	Acres	Rate per Acre	Total	Adjusted Total
1. Code 7 - open before 2005	0.00	0.72	0.00	
2. Code 8 - closed before 2005	0.00	1.68	0.00	
3. Code 5 - open after 2004	0.00	1.90	0.00	
4. Code 6 - closed after 2004	0.00	9.49	0.00	
5. Code 9 - closed before 2005 (ferrous mining)	0.00	7.37	0.00	
Total Managed Forest Land Taxes			0.00	

- **Section L: Occupational Taxes**

Not used in Dane County – leave this blank.

- **Section M: Aggregate Amount of Taxes**

This value automatically calculates. To verify you have the correct value, add the following totals from the Property Tax Calculation report from Access Dane.

- Gross Tax + Total Specials and Charges + MFL

Saving and Submitting your Statement of Taxes (SOT)

Once everything balances, you can review the Signature Statement on the SOT and submit to the DOR using the E-File web portal.

Save a copy of the final SOT and send it, along with the Tax Roll Certificate, to the County Treasurer via email at Treasurer.Admin@danecounty.gov.

PA-601: Tax Roll Certificate

After you submit your Statement of Taxes (SOT) to the DOR and save a copy to be sent to the County Treasurer, you will complete the Tax Roll Certificate using DOR Form PA-601:

<https://www.revenue.wi.gov/DORForms/pa-601f.pdf>

The Tax Roll Certificate is a form that does NOT need to be submitted to the DOR; it only needs to be sent to the County Treasurer.

Since you've verified your Statement of Taxes (SOT) with the tax calculation reports, you can just use your SOT to complete the Tax Roll Certificate.

TAX ROLL CERTIFICATE FOR TAXES LEVIED <u>2025</u> , COLLECTIBLE <u>2026</u>		
S. 70.65(3)		
I am <u>John Wright</u> , Clerk of the ☒ Town ☐ Village ☐ City of <u>Blooming Grove</u> , (name) (live name)		
<u>Dane</u> County, and I certify that the information and taxes to be collected as summarized below are contained in this (county)		
tax roll and are correct to the best of my knowledge.		
1. NET GENERAL REAL ESTATE TAXES	F5	3,017,218.34
2. NET GENERAL PERSONAL PROPERTY TAXES		0.00
3. SCHOOL LEVY TAX CREDITS APPLIED TO TAX ROLL	F2	490,525.25
4. LOTTERY AND GAMING CREDITS CLAIMED	F3	133,732.54
5. FIRST DOLLAR CREDITS APPLIED TO TAX ROLL	F4	57,660.73
6. SUBTOTAL — GROSS GENERAL PROPERTY TAXES		3,699,136.86
(Must agree with the total Column Line F-1 on the Statement of Taxes) (Total of Lines 1-5)		
7. SPECIAL ASSESSMENTS	SUM G1:G8	5,312.24
8. SPECIAL CHARGES	SUM G1:G9	112,970.16
9. DELINQUENT UTILITY CHARGES	G10	29,135.07
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes)	SUM K1:K5	0.00
11. OCCUPATIONAL TAXES		0.00
12. OMITTED PROPERTY TAXES	H1	0.00
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS	I1	0.00
TOTAL TAXES LEVIED ON THIS TAX ROLL		3,846,554.33
(Must agree with Line M on the Statement of Taxes) (Total of Lines 6-13)		

Sign and date the form at the bottom and send to the County Treasurer along with your SOT via email at treasurer.admin@danecounty.gov.

PC-202: Tax Increment Worksheet

This form is only required if your municipality has a Tax Incremental District (TID). The form is completed and filed with the DOR using their E-File portal.

Most of the information on the form will be automatically populated; the only information you will need is your local levy from the Statement of Taxes, line C6.

C. Town, Village or City Taxes	
1. Other special purpose district taxes	0.00
2. Total tax increment (except county environmental remediation tax increment)	519,585.90
3. County environmental tax increment	0.00
4. Other state special charges	0.00
5. County special charges	0.00
6. All other town, village or city taxes	1,845,250.06
7. Surplus funds applied	0.00
8. Total Town Village, or City Taxes	2,364,835.96

Form PC-202	2025 Tax Increment Worksheet				WI Dept of Revenue			
Report Type	Co-muni Code 13111	County DANE Muni Type VILLAGE Municipality CAMBRIDGE	Account No. 0374	Total Equalized TID Value Increment 30,028,600	This worksheet is for all TIDs in this municipality			
Taxing Jurisdiction	Col. A Apportioned Levy /	Col. B Equalized Value (less TID Value Increment)	Col. C =	Col. D Interim Rate X	Col. E Equalized Value (with TID Value Increment)	Col. F =	Col. G Total Levy Amount (use on Mill Rate Worksheet)	Col. H Col. E - A = Tax Increment
1. County								
DANE	\$738,368.06 /	294,400,500.00	=	0.002501246 X	324,429,100.00	=	\$811,476.99	\$75,108.93
2. Special Districts (metro, sanitary, lake)								
3. Tax District (town, village, city)								
CAMBRIDGE	\$1,845,250.06 /	294,400,500.00	=	0.006267822 X	324,429,100.00	=	\$2,033,463.85	\$188,213.79
4. School Districts								
SCH D OF CAMBRIDGE	\$2,335,928.69 /	294,400,500.00	=	0.007934520 X	324,429,100.00	=	\$2,674,199.18	\$238,262.49
5. Technical College Districts								
MADISON AREA TECHNICAL COLLEGE MADN	\$176,478.66 /	294,400,500.00	=	0.000599451 X	324,429,100.00	=	\$194,479.35	\$18,000.69
6. Tax Increment Total								
	\$5,094,023.47						\$5,613,609.37	\$519,585.90

Double check amounts on the Tax Increment Worksheet match other prepared tax papers.

- Column A: Apportioned Levy
 - County = Line A4 on SOT
 - School District = Section D on SOT
 - Technical College = Line E1 on SOT
- Column E: Total Levy Amount
 - Amount Levied column on MRW
- Column F: Tax Increment
 - Line C2 on SOT

PA-687: Property Tax Bill – Referenda/Resolution Data

This form is only required if the county, municipality, school district, or technical college has an active referendum. Referendums are temporary increases in the tax levy and are calculated based upon the proportional percentage of your municipality within their boundaries.

You can find the form here: <https://www.revenue.wi.gov/DORForms/pa-687.pdf>

This form is not E-Filed with the DOR; it is only sent to the County Treasurer via email at treasurer.admin@danecounty.gov.

Required Forms

You will need the following forms to complete the PA-687:

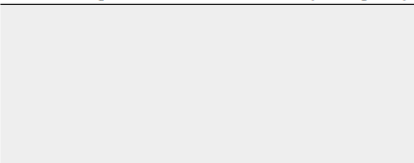
- PI-1508 Tax Levy Certification (from the WI DPI website)
- PA-521C Statement of Assessment (SOA)
 - This is provided by Property Listing in October/November before tax calculation.
- Local Referendum passing the temporary increase in the tax levy (if applicable)
- Documents from the Technical College of the referendum (if applicable)
- Document from the County of the referendum (if applicable)

The most frequent items you will enter on the PA-687 are for school district referendums. Referendums from the other taxing jurisdictions are uncommon. As such, the instructions below will be ONLY for school district referendum entries.

Form PA-687	Property Tax Bill – Referenda/Resolution Data for <u>2025</u> Taxes, Payable <u>2026</u>			Wisconsin Dept of Revenue
General Information Under state law (sec. 74.09(3)(b), Wis. Stats.), if a county, municipality, school district or technical college approves a temporary property tax levy increase by referendum or if a town with a population less than 3,000 approves the increase by resolution at a town meeting, you must display the following information on the current year property tax bill: • Total amount of the temporary levy increase imposed in the current year • Total amount of increase applied to the property • Year the increase no longer applies		Form Information Use this form to compile the required information related to the current year's temporary property tax levy increases. Provide your County Treasurer or Real Property Lister with this information for placement on the property tax bill. • Columns 1, 2 and 5 are displayed on the property tax bill • Column 4 is used to calculate the amount of the increase applied to each property Note: You must report each referendum or temporary tax levy increase separately. Include the temporary tax levy increases approved after December 31, 2014 and applied in the current year.		
03 – 060 ☒ Town ☐ Village ☐ City of <u>Vermont</u> , <u>Dane</u> County (Co-muni Code)				
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 (.031675523) (Col. 2 divided by Col. 3)	Col. 5 Year the Increase No Longer Applies
County Taxes				
NONE				
Town, Village, City Taxes				
NONE				
School District Taxes				
WISCONSIN HEIGHTS (0469)	215,265.41	111,487,100	0.001930855	2040
WISCONSIN HEIGHTS (0469)	464,693.02	111,487,100	0.004168133	2027
MOUNT HOREB (3794)	77,733.51	75,503,900	0.001029530	2038
MOUNT HOREB (3794)	135,911.07	75,503,900	0.001800054	2046
Technical College Taxes				

Column 1: Taxing Jurisdiction

Enter the name of the school district along with their 4-digit code. This information is found on the first page of the PI-1508 for the school district, in the Certification section.

 Wisconsin Department of Public Instruction PI-1508 TAX LEVY CERTIFICATION ss. 24.71, 120.17(8)		Instructions: This form must be signed in the presence of a notary public, and delivered to the clerk of each municipality having territory within the school district on or before November 10 (Ref Wisconsin Statute s.120.12(3))	
2025-2026 School Year			
① Municipal Clerk: T O KATIE ZELLE 4017 COUNTY HWY JJ BLACK EARTH, WI 53515		② Municipality: Town of Vermont ③ County: Dane	
The levy is distributed using the same percentage as the equalized valuation.		Entire School District Column 1 Portion of School District Lying Within Municipality Column 2	
④ Equalized Valuation (TID Out) Tax Apportionment (October Certification)		\$1,294,331,538.00	
⑤ Percent of Entire School District		100.000000%	
⑥ Total Levy		\$1,763,113.87	
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. 120.06, 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.			
		Name of School District	
		School District Clerk	
		Wisconsin Heights School District (0469)	
		Angela Wolf	
		Signature of School District Clerk	
		Signature of Notary Public	
		Signed before me this date	
		My Commission Expires	
NOTARY SEAL			

You may need to enter more than one line for each school district, depending on how many referendums are active. If you look at the third page on the PI-1508, you will see all the active referendums for that school district that pertain to your municipality.

 Wisconsin Department of Public Instruction PI-1508 TAX LEVY CERTIFICATION ss. 24.71, 120.17(8)		Per §74.09(3)(db) a school board is required to separately report any tax levies that exceed its annual revenue limit as a result of a successful referendum to exceed the limit on a non-permanent basis. State law requires the levies associated with all debt and non-recurring operation referendums passed after December 31, 2014 to be listed separately. The property tax bill must also include the year in which the non-permanent referendum to exceed the revenue limit no longer applies.					
2025-2026 School Year							
List of approved 2025-2026 debt and non-recurring operating referenda which will allow the district to exceed its revenue limit on a non-permanent basis.							
Municipal Clerk: KATIE ZELLE 4017 COUNTY HWY JJ BLACK EARTH, WI 53515		Municipality: Town of Vermont County: Dane		School District: Wisconsin Heights School District (0469) School District Clerk: Angela Wolf			
Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2025-2026 Levy Amount due to Referendum	Percent of Entire School District	2025-2026 Amount due to Referendum for Taxation District
RF-5042	11/03/2020	Issue Debt	2040	\$27,000,000.00	\$1,482,375.00	14.521657%	\$215,265.41
RF-5831	04/02/2024	Non-Recurring Referendum	2027	\$12,800,000.00	\$3,200,000.00	14.521657%	\$464,693.02

Enter the amount of the amount due for each Referenda ID on their own line. This information is found in the last column on the PI-1508.

Enter the total assessed values for each school district. This information is found on page three of the PA-521c, column F.

SCHOOL DISTRICTS

2025

13

060

0364

YEAR

CO

MUN

ACCT NO

Line No.	Enter 6-digit School District Code (Col. A)	Account Number (Col. B)	School District Name (Col. C)	Locally Assessed Value of Real Estate (Col. D)	Mfg Value of Real Estate (Col. E)	Merged Value of Real Estate (Col. F)
A. SCHOOL DISTRICTS (K-8 and K-12)						
36	130469	0082	SCH D OF WISCONSIN HEIGHTS (BLK EARTH)	111,487,100		111,487,100
37	133794	0091	SCH D OF MOUNT HOREB AREA	75,503,900		75,503,900

This column will automatically calculate for you.

Enter the year located on the third page of the PI-1508.

Enter your information in the bottom section, save, and send to the County Treasurer via email at treasurer.admin@danecounty.gov.

Sec. 70.43 Corrections (aka Chargebacks) Process

The chargeback tax process is outlined in WI §70.43; below is a summary provided by the DOR.



Chargeback Process Summary (sec. 70.43, Wis. Stats.) Wisconsin Department of Revenue (DOR) – January 2026

Roles for Corrections of Errors by Assessors

Step 1–Assessor

- a. Discovers palpable error in real estate or personal property assessment in current year's assessment roll
- b. Makes note on current assessment roll
- c. Provides to property owner:
 - » Written notice of the correction
 - » Board of Review (BOR) appeal rights
- d. Refers correction to BOR
- e. Fills out Form PA-5/661: Correction of Errors by Assessor – only if correction is certified by BOR
 - » Uses DOR's PA-5/661 form (revenue.wi.gov/DORForms/pa-5661f.pdf) or an assessment software system generated report
 - » Sends copy to municipal clerk

Step 2–Municipal Clerk/Treasurer

- a. Calculates refund of assessor's correction using the proper year's mill rate and fills in refund amount on Form PA-5/661
- b. Issues corrected tax bill to property owner
- c. Refunds or rescinds taxes if property owner is:
 - » Paid in full – issues a refund
 - » Not paid in full – only pays amount of corrected bill and the balance is rescinded (forgiven)**Note:** If taxes are rescinded, the municipality must cover the difference by paying the outstanding balance to the county
- d. Settles in full with other taxing jurisdictions
- e. Sends a copy of completed correction of errors report to the county. Ensures the value reduction is reported on the Statement of Assessment (SOA), Line 23.
- f. Submits Form PC-201: Request for Chargeback of Rescinded or Refunded Taxes, to DOR by October 1 (only if the tax amount for a single description of property and tax year is \$250 or more)
- g. Records the refunded/rescinded amount or amount due on the Statement of Taxes (SOT), Section I
- h. Attaches a copy of Form PA-5/661 to current year assessment roll

Step 3–Wisconsin Department of Revenue

- a. Reviews Form PC-201 to confirm/determine amount of rescinded or refunded taxes by November 15
- b. Sends determination letter to municipal clerk and each affected taxing jurisdiction
- c. **Note:** Taxing jurisdictions must pay the municipality by February 15 of the following year

Step 4–County Treasurer

- a. Reports sec. [70.43](#) property tax refunds or additional property taxes collected from SOT, Section I on the Tax District Treasurer's Settlement (Form PC-501 or file transfer submission)
- b. Reports this value on Line 2 or Line 16, Column C

Additional Information

- Review sec. [74.41](#), Wis. Stats. for the laws on this process
- For other types of value reductions, different statutes apply:
 - » Delayed action of reviewing authority – sec. [70.511](#)
 - » Recovery of unlawful taxes – sec. [74.35](#)
 - » Claim on excess assessment – sec. [74.37](#)
 - » **Note:** The chargeback process is the same for municipalities where these other statutes apply – they issue refunds and file PC-201 forms, however, they do not report the value change from a prior year on the SOA or the tax amount on the SOT or Treasurer's Settlement
- **Questions?** Contact us at lgs@wisconsin.gov

LandNav: Tax Collection

LandNav is the tax collection software used in Dane County. Local municipalities will be responsible for collecting tax payments from December through the end of the five-day grace period in February. Below are guidelines for getting started in LandNav and using various areas within the LandNav program.

Entrust Self-Registration and Installing Citrix Workstation

Municipalities will access LandNav using a secure, virtual desktop environment, called Citrix. Citrix uses a multi-factor authentication program called Entrust to provide digital security to the Citrix Workspace environment.

You will be sent an email from Dane County Help Desk containing two PDF documents:

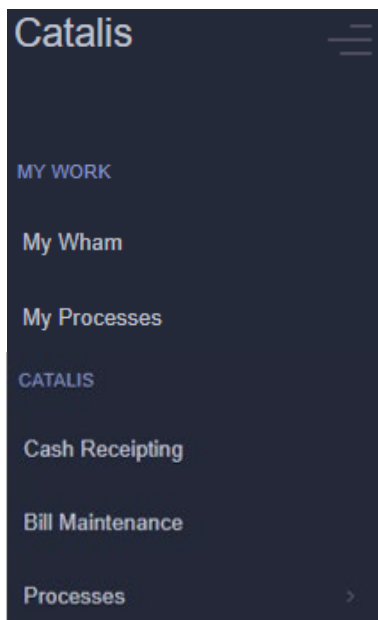
- **LandNav Manual:** This document can be useful but will not go as in depth as this manual will go regarding operating within LandNav.
- **Citrix Entrust LandNav Setup:** Use this document to set up your Entrust Self-Registration account and installing Citrix

If you have any questions setting up your Entrust or Citrix accounts, please contact the Dane County Help Desk via email at HelpDesk@danecounty.gov.

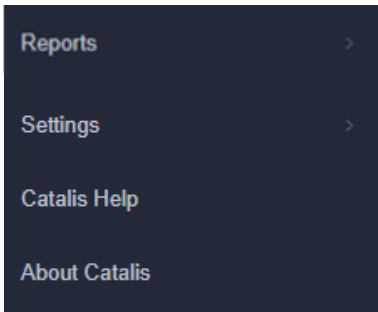
LandNav Menu Navigation

The LandNav Navigation menu is located on the left side of your screen once you are logged in. If you do not see it, click on the three (3) horizontal lines in the top left next to “My Profile” to open your menu.

Below is a brief summary of the different categories you will see in the menu.



- **Catalis:** LandNav is a product provided by the company Catalis.
- **My Wham:** If you have been assigned any tasks or messages, they are going to show up here. Not used by local municipalities.
- **My Processes:** Any processes that you have ran will display here for thirty (30) days.
- **Cash Receipting:** This is one area where you can receipt tax payments.
- **Bill Maintenance:** This is where you search for parcels to obtain various points of information contained in their record.
- **Processes:** Processes is where you will find the other area where you can receipt tax payments as well as other helpful processes. You can “Favorite” a process by clicking the star next to the name.



- **Reports:** This is where you will go to run your regular tax collection reports as well as the reports required for settlement. You can “Favorite” a report by clicking the star next to the name.
- **Settings:** You will not have access to the controls under the Settings menu. If you want to review the list and request access to a setting, please contact us via email at Treasurer.Admin@danecounty.gov.
- **Catalis Help:** Contains various help links.
- **About Catalis:** Information about the program and contact information for Catalis.

Updating Email and Preferences

You can update your name, email address, or the font text size by clicking on either the person icon at the bottom of your menu or the “Welcome” link at the top of the menu.

When the tax bills are created for the current tax year, update your password in the LandNav (Production) application. You do not need to update the password in LandNav QA.

After obtaining your profile information, click on the Reset Password button. You will be asked to enter your Current Password and your New Password. Please make sure the required criteria are met before clicking on the Save button.

A form titled 'My Profile' with three input fields: 'First Name *' containing 'SHERI', 'Last Name *' containing 'ROHR', and 'Email *' containing 'TREASURER.ADMIN@DANECOUNTY.GOV'. At the bottom are three buttons: 'Save' (blue), 'Cancel' (grey), and 'Reset Password' (red).A form titled 'Reset Password' with three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. To the right of these fields is a list of criteria: 'Password must fulfill the following criteria:' followed by six items, each with a red 'X' icon: 'Contains a lowercase letter', 'Contains an uppercase letter', 'Contains a number', 'Contains a special character', 'Minimum 8 characters', and 'Passwords Match'. At the bottom are 'Save' (blue) and 'Cancel' (grey) buttons.

Tax Payment Entry: Cash Receipting vs Batch Payments

There are two different methods tax payments can be receipted in LandNav:

- Cash Receipting
- Batch Payments

There are pros and cons to each method, as well as best practice uses to use one over the other. You should be familiar with entering tax payments using BOTH methods.

Cash Receipting

Pros

- Receipts can be printed immediately after taking payment.
- Multiple parcels can be added when there is one check being presented for payment.
- It's faster for counter payments.

Cons

- Payment posts immediately in LandNav and will show up on Access Dane overnight.
- You can't search by bill number AND parcel number; only by bill number.
- LandNav Agent must be operational to enter payments and print receipts.
- Entry errors cannot be corrected without voiding the payment and starting over.
- You can only enter in one batch at a time.
- Overpayments and amounts due can happen – this is NOT okay.
- Multiple parcel payment entry is limited – too many parcels can cause the payment to fail (Ex: Corelogic, Wells Fargo, etc)

Batch Payments

Pros

- Payments are not posted immediately after entry.
- Payments are balanced with the total checks amount, allowing for corrections to be made prior to posting.
- Batch numbers are created by YOU and can be as unique as you'd like.
- You can enter in as many batches as you'd like at the same time.
 - Batch 121226C (Corelogic)
 - Batch 121226O (Overpayments)
 - Batch 121226 (Regular payments)

Cons

- You must have the parcel number to enter payments.
- Does not automatically print a receipt after posting.
- Does not show installment splits.
- Multiple parcels cannot be entered all at the same time when one big check is being presented for payment – you must enter payments one at a time.

Example of scenarios when you would likely use one method over the other:

Cash Receipting

1. Cash Payments
2. If payer wants a receipt immediately

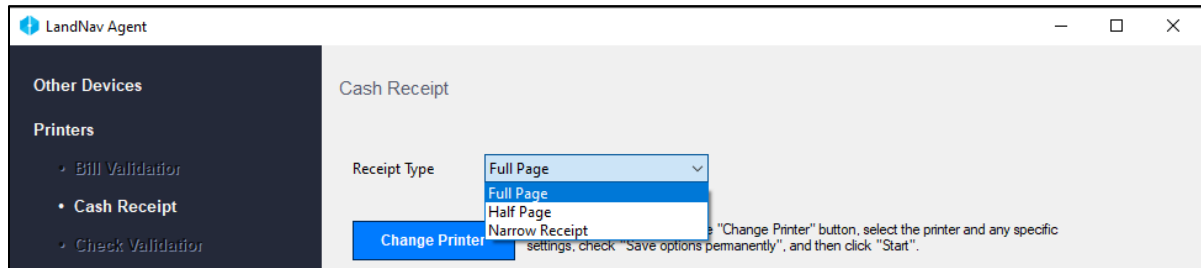
Batch Payments

1. Overpayments
2. Large multi-parcel checks

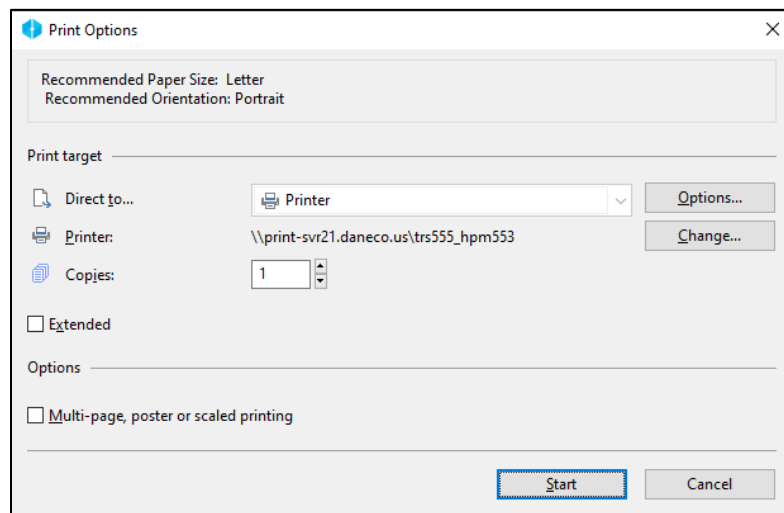
LandNav Agent Set Up

You need to make sure your Agent is set up and operational before you enter any payments in the Cash Receipting module. Below are step-by-step instructions on how to set up your Agent.

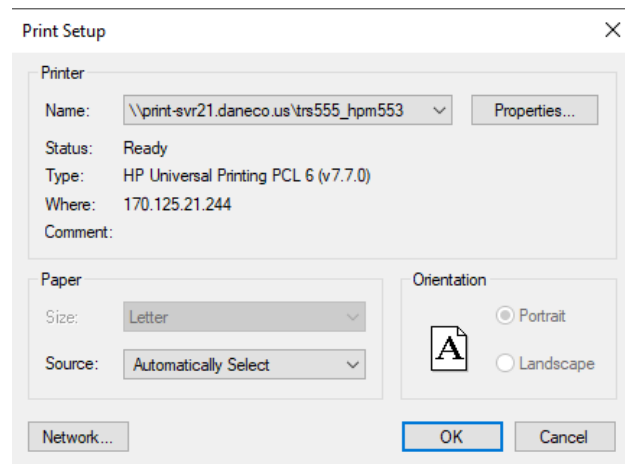
- Log into LandNav QA
- The LandNav Agent program will appear.
- Set up your Cash Receipt
 1. Select your Receipt Type from the drown down arrow.



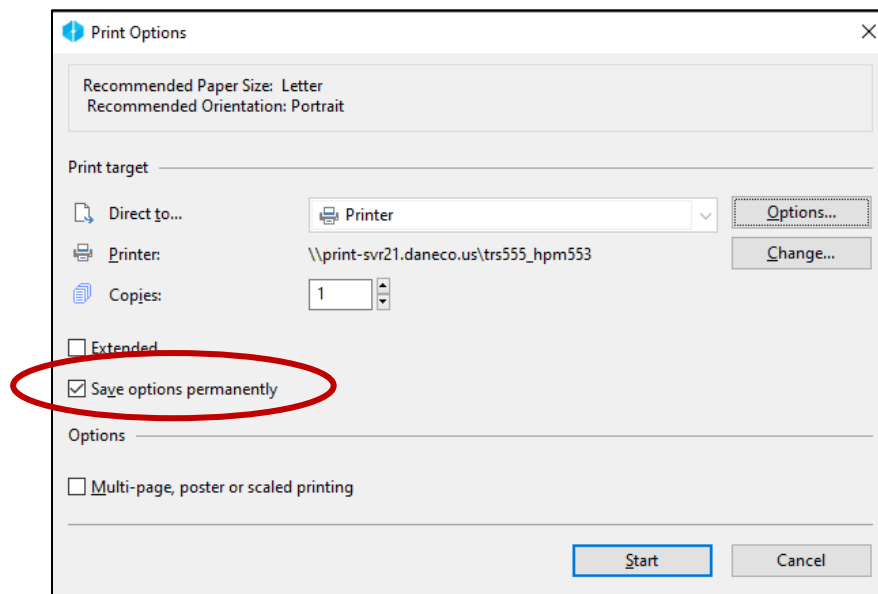
2. Click on the blue Change Printer button to be taken to the Printer Options menu.



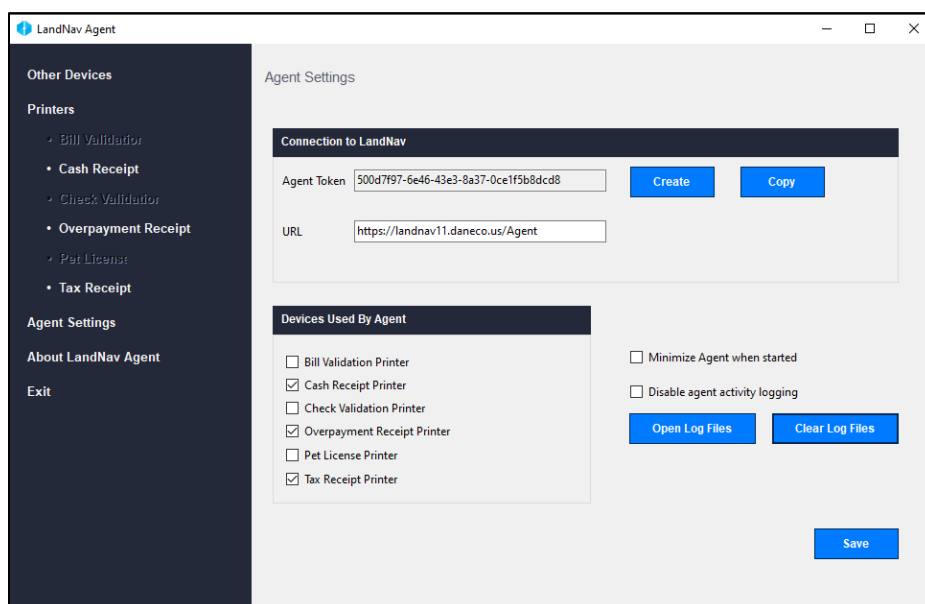
3. Click on the Change button to view the Print Options screen.



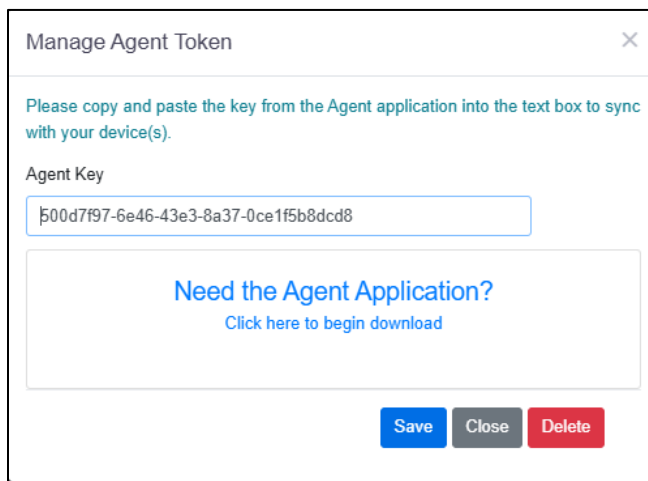
4. Select your preferred printer, then click OK.
5. Back in the Print Options menu, check the box to Save options permanently, then click Start.



- a. **NOTE:** If you select Preview instead of Printer, you will be able to view the receipts and will have the option to print, like normal.
 - b. **NOTE:** LandNav Agent settings are unique to the user – so you will have to set this up for each user that will be entering tax payments in Cash Receipting.
- Set up your Tax Receipt: use the same process above as you did for Cash Receipt.
 - Set up your Agent Settings
 1. Click on the blue Create button
 2. Click on the blue Save button
 3. In the Saved Agent Settings scree, click OK to continue.
 4. Click on the blue Copy button to copy the Agent Token to the clipboard.



5. Click Exit to close out of the LandNav Agent.
 - a. This is the ONLY time you will ever close the Agent.
- Close out of LandNav QA then re-open.
 - This will re-launch the Agent. Do not close the Agent.
- Click on Cash Receipting
 - At the top of the right of the screen, you will see a gear a message in **RED** font indicating your “**Agent Token is not available.**”
 - Click on the small gear icon to the right of this message to open the Manage Agent Token screen.
 1. This screen should be blank. If it has data in the Agent Key field, click the red Delete button.
 - Paste the Agent Token you previously copied into the Agent Key field.
 - Click on the blue Save button.



Manage Agent Token

Please copy and paste the key from the Agent application into the text box to sync with your device(s).

Agent Key

500d7f97-6e46-43e3-8a37-0ce1f5b8dcd8

Need the Agent Application?
[Click here to begin download](#)

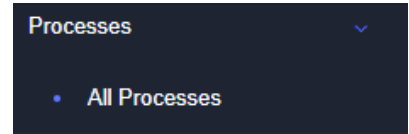
Save Close Delete

- The message that was previously in red font will change to **GREEN** and indicate “**Agent Connection Available.**”

Creating a Cash Receipting Batch

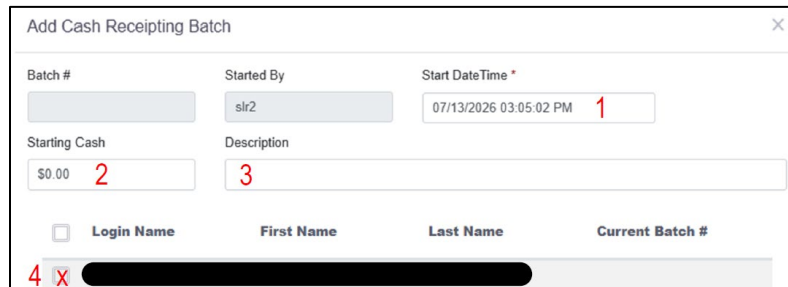
After you've successfully set up your Agent, you will need to create a Cash Receipting batch before you begin entering tax payments.

Log into LandNav (Production) and click on Processes > All Processes



Enter "Maintain Cash Receipting Batches" in the Search Name field, then click on the process in the Search Results.

Click on the blue + sign in the Cash Receipting Batches table, below the Search section, to create a new cash receipting batch and the Add Cash Receipting Batch window will appear.

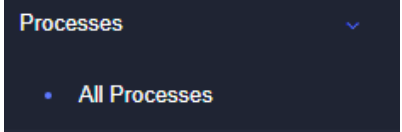
A screenshot of a web form titled 'Add Cash Receipting Batch'. The form has several fields: 'Batch #' (empty), 'Started By' (containing 'slr2'), 'Start DateTime *' (containing '07/13/2026 03:05:02 PM' with a red '1' next to it), 'Starting Cash' (containing '\$0.00' with a red '2' next to it), and 'Description' (containing '3' with a red '3' next to it). At the bottom, there is a table with columns 'Login Name', 'First Name', 'Last Name', and 'Current Batch #'. The first row has a red '4' and a red 'X' next to a blacked-out name.

1. The Start Date Time field will automatically default to the date you are creating the batch; however, it can be changed if necessary.
2. Starting Cash should always be \$0.00 as it does not apply to our procedure.
3. You can enter a Description to identify your Cash Receipting Batch. This is not necessary but may be useful if you choose to use a different Cash Receipting Batch for each day. You could enter standard verbiage such as "12/26/26 BATCH 1," for example.
4. Select the user who will be using the batch. Though you can add multiple people to the same batch, it is not recommended for auditing purposes.
5. Click Save

Closing a Cash Receipting Batch

If your municipality decides to use multiple batches during the tax collection season, you will have to close the previous batch assigned to staff in order for them to be added to a new batch. Remember, you can only be assigned to ONE Cash Receipting batch at a time.

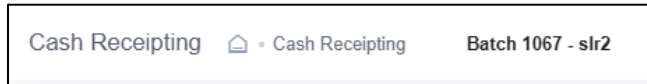
Log into LandNav (Production) and click on Processes > All Processes



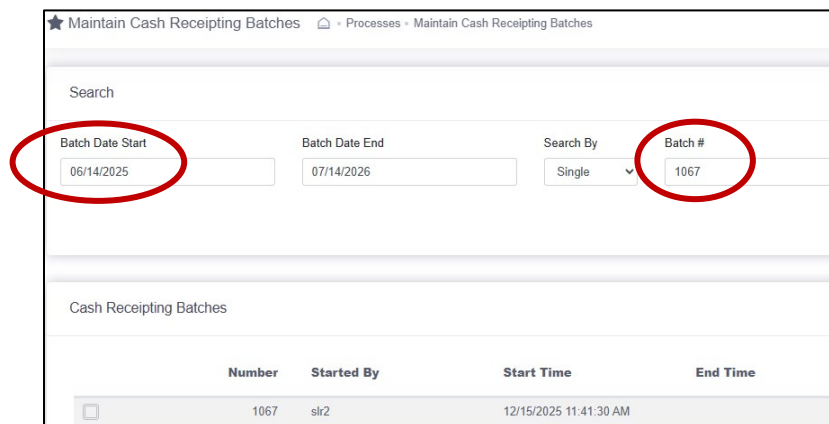
Enter “Maintain Cash Receipting Batches” in the Search Name field, then click on the process in the Search Results.

Using the Search fields at the top, enter data that will help you locate your batch, click Search. The alternate option is to just scroll through the batches to find the one you want to close.

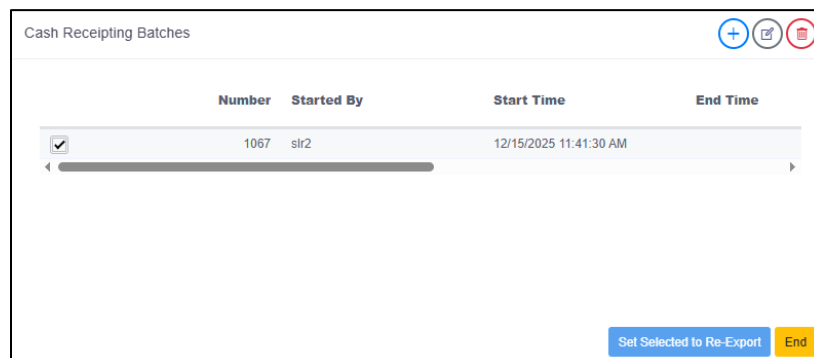
- It is easiest to have the user look to see what batch they are currently in and then search by that batch number.
 - To do this, click on Cash Receipting in the left menu. At the top of the screen, the current batch and user will be listed.



- The Batch Start/End Dates will always default to the previous month. The image below shows a modified Batch Start Date and Batch # was added.

A screenshot of the 'Maintain Cash Receipting Batches' search interface. At the top, it says '★ Maintain Cash Receipting Batches' and 'Processes - Maintain Cash Receipting Batches'. Below is a 'Search' section with four input fields: 'Batch Date Start' (containing '06/14/2025'), 'Batch Date End' (containing '07/14/2026'), 'Search By' (a dropdown menu set to 'Single'), and 'Batch #' (containing '1067'). The 'Batch Date Start' and 'Batch #' fields are circled in red. Below the search fields is a table titled 'Cash Receipting Batches' with columns 'Number', 'Started By', 'Start Time', and 'End Time'. The table has one row with the values '1067', 'slr2', and '12/15/2025 11:41:30 AM'. There is a checkbox to the left of the first row.

When you locate the batch you want to close, check the box to the left of the line and click the End button.

A screenshot of the 'Cash Receipting Batches' table. The table has columns 'Number', 'Started By', 'Start Time', and 'End Time'. The first row is highlighted and has a checkbox checked. The values in the first row are '1067', 'slr2', and '12/15/2025 11:41:30 AM'. At the bottom right of the table, there are two buttons: 'Set Selected to Re-Export' and 'End'.

Tax Payment Entry: Cash Receipting

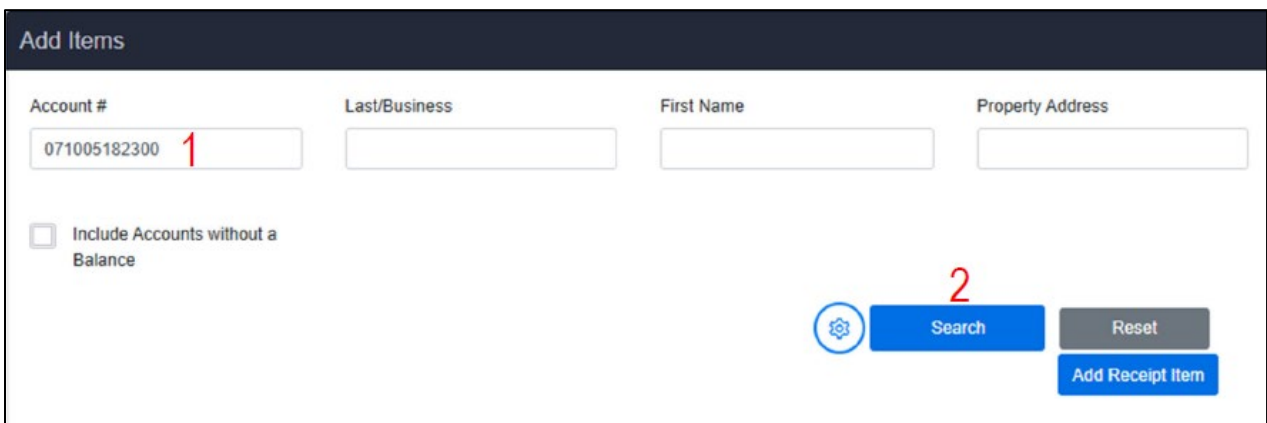
For those who take payments over the counter, Cash Receipting may be your primary method of recording payments in LandNav. The benefits of using Cash Receipting over Batch Payments in this case is you have the ability to print a payment receipt for the customer, as the payment posts immediately. (**NOTE**: Receipts are not available until a payment is posted.)

The following are instructions on how to a regular payment using the Cash Receipting module.

Click on Cash Receipting in the left menu pane to access the module.

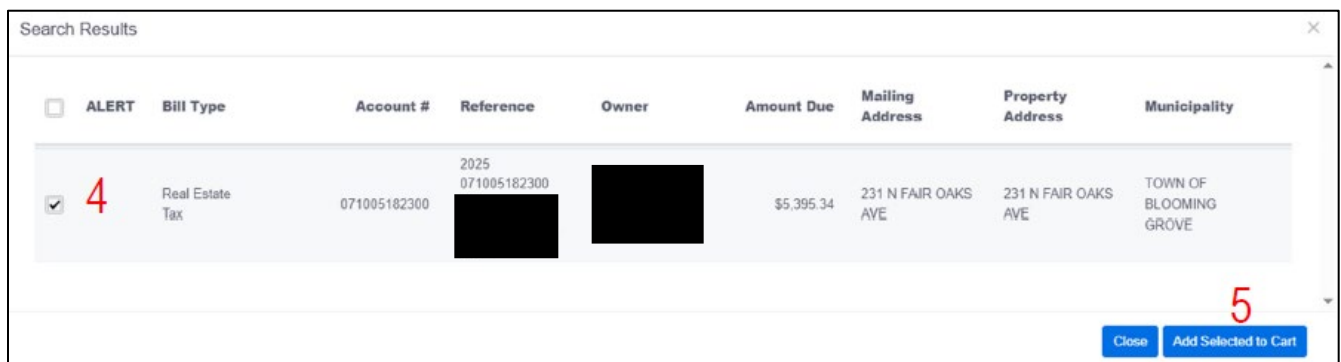
- Add Items

1. Enter the BILL NUMBER in the Account # field.
 - a. If your municipality would like to use the parcel number instead, please contact the County Treasurer at treasurer.admin@danecounty.gov.
2. Click Search



- Search Results

3. Review the results to ensure the correct property appears.
4. Check the box next to the bill you want to add the bill to your cart.
 - a. There will be a separate line for each co-owner listed on the parcel. You only have to check ONE box to add the cart.
5. Click Add Selected to Cart



- Transaction

6. For the very **FIRST** payment of the day, the Payment Date will automatically default to the last day the user entered a payment using Cash Receipting. Change the Payment Date to **TODAY**.
 - a. **Do not backdate your payments!** The only times you will be allowed to backdate your payments is entering Lottery Credits and after January settlement. You will you be able to enter any payments received in December with a December date, even though you are entering them in January.
7. Municipalities do not have to worry about the Interest/Penalty Date. This can be any date in December and January. **Do not use a date past January 31st.**
8. Enter the number of receipts you want to print after the transaction is posted.
9. Edit the Received Of information, if necessary.
 - a. **NOTE:** You are **not** required to keep track of who paid a tax bill.

- Cart: The amount in the Payment box will default to the total amount due.
10. **Installment Payment:** Check the box on the left and click the Installment button at the bottom of the page.

11. **Full Payment:** Proceed to Tender Payment.
12. **Any Other Amount:** Enter the amount of the payment in the Payment box.

- **NOTE:** **AT NO TIME** will you need to open items in the Cart when processing a payment!

- Tender Payment
 13. Select the Tender type from the drop-down menu.
 14. **DO NOT CHANGE THE AMOUNT!** This automatically calculates based upon what you have in the cart.
 15. Enter the check number, if applicable.
 16. The Reference field is not required; however, you may put notes here if you'd like. Keep in mind, this prints on the receipt.
 17. Click on Add Payment

Tender Payment

Tender

CHECK 13

Amount *

\$5,395.34 14

Check # *

123 15

Bank

BANK

Reference

PD BY OWNER 16

17

Add Payment

- Payments
 18. Verify the amount added in the Tender Payment section flowed through to the Payments section.

Payments			
☐	Tender	Amount	Reference
☐	CHECK - 123	\$5,395.34	PD BY OWNER
			Bank Code
			001 - BANK

- Overpayments
 19. Verify there are no overpayments listed.
 - a. Entering [Overpayments](#) will be covered later in the manual.
- Account Totals
 20. Verify that the amounts for "Payments" match the "Tendered Payments," resulting in a \$0.00 "Transaction Amount Due."
 21. Click Checkout

Account Totals	
Payments	\$5,395.34
Tendered Payments	\$5,395.34
Transaction Amount Due	\$0.00
21 Close Checkout	

Entering Multiple Payments for ONE Parcel

When you receive multiple payments for one parcel (ex. two checks, cash & check), enter each payment separately, checking out after each payment. LandNav doesn't always record these transactions correctly if you enter them both at the same time: it will show a balance due AND an overpayment for the same amount.

Pro Tip: If you have a personal check and a mortgage check, enter the mortgage check FIRST because it's less likely to bounce. That way, if the personal check bounces, you don't have to void BOTH transactions.

Entering ONE Payment for Multiple Parcels

Though you are able to enter these through Cash Receipting, we find it is easier to enter them through [Batch Payments](#) instead – especially the very large checks like Corelogic/Cotality.

- Batch Payments allows you to balance the batch BEFORE posting allowing the user to correct a mistake without voiding the transaction.
- If an overpayment is entered in Cash Receipting on one of these large checks, LandNav often allocates the overpayment to the LAST parcel that was added to the Cart. However, it applies the overpayment to ALL parcels in the cart on the back end; you will not see it when you are entering the payment. Below is an example of what it looks like on the back end.
 - If this happens, you will be contacted to correct the error (aka void and re-enter).

Transaction Number	Parcel Number	Municipality Description	User	Transaction Date	Transaction Overpayment	Total Due
5360						
	0710-171-6685-0	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	2824.59
	0710-174-0252-2	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	3917.82
	0710-184-6704-1	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	4533.71
	0710-202-0210-7	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	4759.86
	0710-202-0331-1	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	3570.99
	0710-202-0474-9	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	5280.10
	0710-204-0022-3	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	4264.65
	0710-204-2247-8	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	6032.76
	0710-213-5610-2	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	2715.54
	0710-214-3848-7	CITY OF MONONA	258bsb1	2/6/2026 11:32:30 AM	7300.03	2775.43

If the payment covers a smaller number of parcels AND if there is not an overpayment, you will follow procedures for [Add Items](#) and [Search Results](#) above until you have all parcels in your Cart. You can then move on with Transaction through Checkout procedures.

- Pay close attention to the Cart's Payment field making sure it equals the amount you want to apply to the parcel.

Overpayments

An overpayment occurs when you receive a payment that is MORE than the total amount due on the parcel.

If the payment is more than the first installment, but not more than the balance due on the parcel, the overage will go directly toward the second installment. The only exception to this is when a taxpayer comes in and pays their first installment in cash where you would give cash back.

Payment is more than the Balance Due – Refund Check will be Issued: In the example below, the balance due is \$5,395.34 and \$6,000.00 is being paid. You will follow procedures for [Add Items](#) and [Search Results](#) above to add the parcel to your Cart.

- Transaction

You are **not** required to keep track of who paid a tax bill. However, editing the Received Of section is helpful if your policy sends refunds for overpayments to the payer vs the property owner.

1. Click the Edit button

The screenshot shows a 'Transaction' form. It has several input fields: 'Payment Date' (07/16/2026), 'Interest/Penalty Date' (07/16/2026), 'Receipt Copies' (0), 'Tax Receipt Copies' (0), 'Pet License Copies' (1), and 'Received Of' (231 N FAIR OAKS AVE, MADISON WI 53714). There is a blue 'Edit' button next to the 'Received Of' field. At the bottom, there is a 'Running Total' of \$5,395.34 and a blue 'Start Amount' button. Red X marks are drawn over the 'Receipt Copies', 'Tax Receipt Copies', 'Pet License Copies', and 'Start Amount' fields.

2. The Received Of section will pop up on your screen.

The screenshot shows a 'Received Of' form. It has a 'Search Frequent Payer' section at the top. Below that, there is a 'Received Of' section with fields for 'Attention' (TAXPAYER), 'Title' (DR), 'First Name' (JOHN), 'Middle Name', 'Last Name' (DOE), 'Extension', 'Extra Address (non-deliverable, reference only)', 'House #', 'Suffix', 'Prefix Dir.', 'Street Name/PO Box', 'Street Type' (ST), 'Suffix Dir.', 'Unit Type', 'Unit #', 'City' (ANYTOWN), 'State' (WI), 'Zip Code' (12345), 'Zip Code Ex.', 'Country Code', 'Phone', and 'Email'. There are red circles and labels: '2a' is a red circle around the 'Search Frequent Payer' button, '2b' is a red circle around the 'Last Name' field, and '2c' is a red circle around the 'Continue' and 'Cancel' buttons at the bottom right.

a. Adding a Frequent Payer

Frequent Payers could be helpful if you notice one particular payer tends to send overpayments.

- i. Click on the + button
- ii. Click Search
- iii. This will add a button at the bottom of the Received Of section to “Add Frequent Payer and Continue”

Add Frequent Payer and Continue

Continue

Cancel

b. Enter information in Received Of Section: The only required field is the Last Name of the payer. However, if you’re using this section, you should enter the mailing information provided on the check.

- i. If you want to add this as a Frequent Payer, click the “Add Frequent Payer and Continue” button.
- ii. The next time you have an overpayment from that Payer, you will click on the + sign in the Search Frequent Payer section and type in their information and click Search.
- iii. Click on the line and it will automatically pop down in the Received Of section

Search Frequent Payer

Last Name
DOE

First Name
JOHN

Middle Name

Extension

Search Reset

Name
DR JOHN DOE

Address
123 N MAIN ST

City/State/Zip
ANYTOWN WI 12345

c. Click Continue

3. You will notice that the Received Of box now shows the information you added.

Transaction

Payment Date
07/16/2026

Interest/Penalty Date
07/16/2026

Receipt Copies
0

Tax Receipt Copies
0

Pet License Copies
1

Received Of
DR JOHN DOE
TAXPAYER
123 N MAIN ST
ANYTOWN WI 12345

Edit

Running Total
\$5,395.34

Start Amount

- In the Cart section, enter the amount of the total payment in the Payment field. In this example, you would enter \$6,000.00 in the field. Press Tab to lock in the payment.

Once you press Tab, the Payment field will update to the total amount due on the parcel and the Overpayment field will automatically calculate the amount of the overpayment.

Bill Type	Status	Reference	Balance	Payment	Overpayment
☐ Real Estate Tax	Delinquent	2025 071005182300	\$0.00	\$5,395.34	\$604.66

- The Tender Payment section will automatically show the total amount you entered in the Payment field in your Cart.
 - a. Fill in the Check # field
 - b. Type "OVERPAYMENT" in the Reference field
 - c. Click the Add Payment button.

Tender Payment

Tender: CHECK Amount: \$6,000.00 Check #: 123 Bank: BANK Reference: OVERPAYMENT

Add Payment

- The Tender Payment information will then appear in the Payments section.
- The Overpayments section will also show the overpayment information.
 - a. If you updated the Received Of information in a previous step, select the line by checking the box to the left of the data.
 - b. Select the Use Transaction Received Of option under the Set Received of Information field.

Overpayments

Bill Type	Reference	Received Of	Overpayment
☒ Real Estate Tax	2025 071005182300		\$604.66

Overpayment Action: USE SYSTEM SETTINGS

Set Received of Information: Use Transaction Received Of

Apply

- c. Click Apply and the Received Of field will update.

Overpayments

☐ Bill Type	Reference	Received Of	Overpayment
☐ Real Estate Tax	2025 071005182300	DR JOHN DOE	\$604.66

Overpayment Action *

Set Received of Information

USE SYSTEM SETTINGS

Select

Apply

- The Account Totals section will show the total Payments, Tendered Payments, and the Transaction Amount Due (this should always be \$0.00). Click Checkout.
- Your receipt will show the Transaction amount, Overpayment amount, and your payment notes entered in the Tender Payments section.

2025 Real Estate Property Tax Receipt

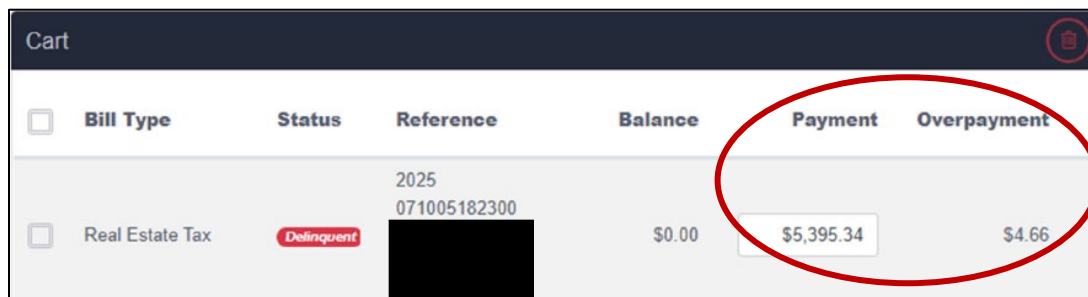
07/16/2026 02:19:21 PM

Tax District: TOWN OF BLOOMING GROVE	Property Address: 231 N FAIR OAKS AVE
County: DANE COUNTY	Section/Town/Range: 05-07N-10E NE NE
Parcel #: 0710-051-8230-0	Volume/Page: 5867733 5867730 2961304
Alt. Parcel #:	Acres: 0.000
Plat: MB-METES AND BOUNDS	Block/Condo Bldg:
Legal Description:	
SEC 5-7-10 PRT E1/2 NE1/4 BEG 33 FT E & 165 FT S OF INTERS R R SELY R/W & FAIR OAKS AVE E R/W TH S 135 FT TH N52DEG4MINE 223.87 FT TH S89DEG9MINW 176.59 FT TO POB	
Bill #: 80378	
Total Land	Total Improve
96,200	282,300
Total Value	Ratio
378,500	0.9103
Est. Fair Market Value	
415,800	
Payment	
Date Paid: 07/16/2026	Prior Tax Balance: 4,949.85
Interest/Penalty Date: 07/16/2026	Tax Amount Paid: 4,949.85
Receipt #: 315724	New Tax Balance: 0.00
Gen. Property Tax: 4,949.85	Interest: Jul 2026 0.00
Special Assessment: 0.00	Penalty: Jul 2026 0.00
Special Charges: 0.00	New Balance Due: 0.00
Delinquent Utility Charges: 0.00	
Private Forest Crop Taxes: 0.00	
Woodland Tax Law Taxes: 0.00	
Managed Forest Land Taxes: 0.00	
Interest: Jul 2026 296.99	
Penalty: Jul 2026 148.50	
Other Charges: 0.00	
Total Amount Paid: 5,395.34	
CP Batch #: 1067	Transaction #: 262145
Transaction Cash: 0.00	
Transaction Check: 6,000.00	
Transaction Other: 0.00	
Transaction Overpayment: 604.66	
Payment Note:	
OVERPAYMENT, CK # 123	
If Paid By Check, Tax Receipt Is Not Valid Until Check Has Cleared All Banks.	

Payment is more than the Balance Due – **Cash Back** will be Given: In the example below, the balance due is \$5,395.34 and \$5,400.00 is being paid. You will follow procedures for [Add Items](#), [Search Results](#), and [Transaction](#) above to add the parcel to your Cart.

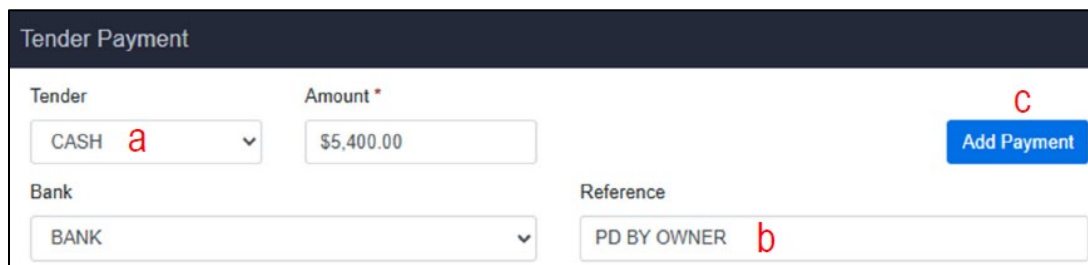
- In the Cart section, enter the amount of the total payment in the Payment field. In this example, you would enter \$5,400.00 in the field. Press Tab to lock in the payment.

Once you press Tab, the Payment field will update to the total amount due on the parcel and the Overpayment field will automatically calculate the cash back amount.



☐	Bill Type	Status	Reference	Balance	Payment	Overpayment
☐	Real Estate Tax	Delinquent	2025 071005182300	\$0.00	\$5,395.34	\$4.66

- The Tender Payment section will automatically show the total amount you entered in the Payment field in your Cart.
 - a. Select Cash in the Tender field dropdown menu.
 - b. The Reference field is not required; however, you may put notes here if you'd like. Keep in mind, this prints on the receipt.
 - c. Click the Add Payment button.



Tender Payment	
Tender	Amount *
CASH a	\$5,400.00
Bank	Reference
BANK	PD BY OWNER b
C Add Payment	

- The Tender Payment information will then appear in the Payments section.
- The Overpayments section will also show the overpayment information.
 - a. Select the line by checking the box to the left of the data.
 - b. Select the Refund Cash option in the Overpayment Action field dropdown.
 - c. Select the appropriate option under the Set Received of Information.
 - This will be Use Owner Information unless you've updated the Received Of information in the Transaction section.
 - d. Click Apply

Overpayments			
☐ Bill Type	Reference	Received Of	Overpayment
☒ Real Estate Tax	2025 071005182300		\$4.66

Overpayment Action * Set Received of Information

REFUND CASH **b** Use Owner Information **C** **Apply**

- The Account Totals section will show the total Payments, Tendered Payments, and the Transaction Amount Due (this should always be \$0.00). Click Checkout.
- You will see a Success popup after you click Checkout. The popup will show you the Change Due for the transaction. Click Close.
- Your receipt will show the Transaction amount, Transaction change, and your payment notes entered in the Tender Payments section.

2025 Real Estate Property Tax Receipt					07/16/2026 02:15:46 PM
Tax District:	TOWN OF BLOOMING GROVE		Property Address:	231 N FAIR OAKS AVE	
County:	DANE COUNTY		Section/Town/Range:	05-07N-10E NE NE	
Parcel #:	0710-051-8230-0		Volume/Page:	5867733 5867730 2961304	
Alt. Parcel #:			Acres:	0.000	
Plat:	MB-METES AND BOUNDS		Block/Condo Bldg:		
Legal Description:	SEC 5-7-10 PRT E1/2 NE1/4 BEG 33 FT E & 165 FT S OF INTERS R R SELY R/W & FAIR OAKS AVE E R/W TH S 135 FT TH N52DEG4MINE 223.87 FT TH S89DEG9MINW 176.59 FT TO POB				
Bill #:	80378				
Total Land	96,200	Total Improve	282,300	Total Value	378,500
				Ratio	0.9103
				Est. Fair Market Value	415,800
Payment			Balance		
Date Paid:	07/16/2026		Prior Tax Balance:	4,949.85	
Interest/Penalty Date:	07/16/2026		Tax Amount Paid:	4,949.85	
Receipt #:	315722		New Tax Balance:	0.00	
Gen. Property Tax:	4,949.85		Interest:	Jul 2026	0.00
Special Assessment:	0.00		Penalty:	Jul 2026	0.00
Special Charges:	0.00		New Balance Due:	0.00	
Delinquent Utility Charges:	0.00				
Private Forest Crop Taxes:	0.00				
Woodland Tax Law Taxes:	0.00				
Managed Forest Land Taxes:	0.00				
Interest:	Jul 2026	296.99	Payment Note:	PD BY OWNER	
Penalty:	Jul 2026	148.50			
Other Charges:	0.00				
Total Amount Paid:	5,395.34				
CR Batch #:	1307	Transaction #:	262141		
Transaction Cash:	5,400.00				
Transaction Check:	0.00				
Transaction Other:	0.00				
Transaction Change:	4.66				
If Paid By Check, Tax Receipt Is Not Valid Until Check Has Cleared All Banks.					

Tax Payment Entry: Batch Payments

Batch Payments is another way to enter tax payments. This method works best for large multi-parcel checks, overpayments, and payments received via mail. This is also the only method you can use if you want to import payments into LandNav. The **biggest advantage** of using this method is having the ability to review and correct your entries BEFORE they are posted, rather than having to void and re-enter the payment if a mistake is made.

Creating and Tracking Batch Numbers

When using Batch Payments, you will have to create a batch number before entering your payments. Batch numbers can be unique to your municipality, but it is recommended that you keep a log of used batch numbers and maybe a description of what they contain in case you need to go back to research. As an example, Dane County uses the following tracking sequence:

- Employee Number + Type of Entry + Date = **321220**
 - Employee Number
 - All employees are assigned a number to identify their batches
 - Kay's employee number is **3**
 - Type of Entry
 - There are 2 types of entry: 1 = Imported, **2** = Manual Entry
 - She is manually entering a batch
 - Today is **December 20th**

Entering a Payment using Batch Payment

This process will be done for EACH parcel you want to pay; you cannot enter multiple parcels. Click on Processes in the left menu pane. Either search or scroll down the Search Results and locate Batch Payments. Click the star next to the process to make it a “favorite.”

- Click on the Manually Enter Batch Payment button

The screenshot shows the Catalis web application interface. At the top, there's a breadcrumb trail: "Batch Payments > Processes > Batch Payments". Below this, there are five buttons: "Import Batch Payments", "Import Batch Payments from RCT", "Import Errors", "Display Batch Totals", and "Post Batch Payments". A search bar is present with the following fields: "Property Type" (dropdown menu showing "Real Estate"), "Batch #" (dropdown menu), "Property #" (text input), and "Municipality #" (dropdown menu). A "Search" button is located below these fields. At the bottom, there's a "Search Results" section. In the bottom right corner of the search results area, the button "Manually Enter Batch Payment" is circled in red. To its right are two icons: a red circle with a white 'X' and a green circle with a white download arrow.

- When the Manually Enter Batch Payment screen pops up, there are several fields you will need to fill in.
 - Batch Payments currently does not have the ability to enter payments by bill number. Enter the parcel # in the Property Number field.
 - Enter the batch number you created in the Batch # field.
 - The Tax Year will always default to the current tax year.
 - Enter the Payment Date.
 - Enter the Int-Pen Date (should not be after January 31st).
 - Enter the Receipt #. You should always use 1 when starting a new batch.
 - The Municipality radial will automatically be selected for you.
 - Click on the Continue button.

- Parcel # Section: Verify the information in this section, making sure you selected the correct parcel.
- 20xx Taxes Section: This section is for informational purposes only. You will not be able to edit anything in this section.
 - You may want to use this information to determine what is owed

	Net after Lot.	Paid	Owe	BC
Property Tax	\$4,949.85	\$0.00	\$4,949.85	D
Special Assessments	\$0.00	\$0.00	\$0.00	N
Special Charges	\$0.00	\$0.00	\$0.00	N
Delinquent Charges	\$0.00	\$0.00	\$0.00	
Private Forest Crop	\$0.00	\$0.00	\$0.00	
Woodland Tax Law	\$0.00	\$0.00	\$0.00	
Managed Forest Land	\$0.00	\$0.00	\$0.00	
Property Tax Interest			\$0.00	\$296.99
Special Taxes Interest			\$0.00	\$0.00
Property Tax Penalty			\$0.00	\$148.50
Special Taxes Penalty			\$0.00	\$0.00
Other Charge	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$4,949.85	\$0.00	\$5,395.34	
Over-Payment		\$0.00		

- **Payment Section:** This is where you will enter your payment information.
 1. As a local municipality, you will only use Tax as the Type.
 2. You do not need to enter anything in the Pay Amount column. This will automatically distribute the payment accurately among all applicable fields.
 3. Enter any pertinent information in the Notes field. Keep in mind, this prints on the receipt.
 - a. Ex: Check number, Name of Payer, Overpayment, Name/Initials of Staff, etc.
 4. If the payment equals the total amount of the bill, click on Full.
 5. If the payment equals the first installment amount of the bill, click on Installment.
 6. If the payment is something else, enter the amount in the Total field and click on Partial.
 - a. If the amount is MORE than what is due on the total bill, there will be a value in the Over-Payment field. In the example below, \$6,000.00 was entered in the Total field then Partial was clicked.

The screenshot shows a 'Payment' form with the following elements and annotations:

- Type:** A dropdown menu with 'Tax' selected. A red '1' is next to it.
- Pay Amount:** A column of input fields for various charges. 'Property Tax' is \$4,949.85, 'Property Tax Interest' is \$296.99, 'Property Tax Penalty' is \$148.50, and 'TOTAL' is \$5,395.34. 'Over-Payment' is \$604.66.
- BC:** Two dropdown menus, both set to 'N'.
- Batch #:** 310720
- Receipt #:** 1
- Lottery Claims:** 0
- Payment Date:** 07/20/2026
- Int-Pen Date:** 07/20/2026
- Notes:** A text area containing 'PD BY JOHN DOE' and 'CHK 123'. A red '3' is next to the text.
- Action Buttons:** 'Full' (labeled with red '4'), 'Partial' (labeled with red '6'), 'Installment' (labeled with red '5'), and 'Lottery'.

7. Review the payment information and click Add on the bottom left of the screen.

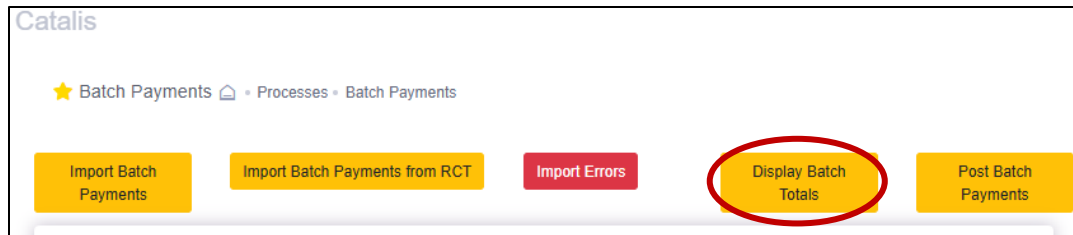
This close-up shows the bottom section of the form:

- Other Charge:** \$0.00
- TOTAL:** \$4,949.85
- Over-Payment:** \$0.00
- Buttons:** A blue 'Add' button (circled in red) and a grey 'Cancel' button.

Display Batch Totals

When you are done entering all payments in your batch, add up all of the checks/cash you have in hand for that batch. You can run the Display Batch Totals to confirm the payments entered match what you have on hand before any payment is posted.

- Click on Display Batch Totals at the top of your screen.



- Select the Batch # and Municipality by clicking on the down arrows in each field, then click Calculate on the right.

The screenshot shows the 'Display Batch Totals' form. It has a search bar at the top. Below it, there are two dropdown menus: 'Batch #' and 'Municipality'. The 'Batch #' dropdown is open, showing a list of options with '072362' selected. The 'Municipality' dropdown is closed, showing 'Please Select'.

- The Search Results will show you two total columns: Real Estate and Personal Property. There should be nothing in your Personal Property totals.
 - Verify the totals match what you have on hand. If you have overpayments, you will have to add the TOTAL line to the Overpayments line to get the overall total.

Real Estate Totals	
Count	191
Property Tax	1062313.33
Special Taxes Penalty	6.24
Lottery Credit	0
TOTAL	1063099.45
Overpayments	0.03

- You can go one step further and run the [Payments by Selection Criteria](#) report for unposted payments to ensure the batch totals balance with your payments/deposit.

Searching Batch Payments

If your totals do not match, you can modify or delete a payment. Follow the steps below to search for payments entered in your batch.

- Click in the Batch # field in the Search section and select the batch containing the payment. Then click Search.

Search

Property Type
Real Estate

Property #

Batch #
072362

Search

- Click on the payment you would like to view.
 - Payments will automatically be listed in Receipt # order. You can filter your results by clicking on the bold headers above the results.

Search Results

Manually Enter Batch Payment

☐	Property #	Year	Batch #	Municipality	Payment Date	Receipt #	Amount
☐	0506-214-8000-4	2025	072362	044	07/23/2026	1	1878.81
☐	0506-311-8670-6	2025	072362	044	07/23/2026	2	1953.45
☐	0508-273-5612-5	2025	072362	106	07/23/2026	3	2790.39

- Clicking on the payment will take you to the Edit Batch Payment screen, which is identical to the screen where you originally entered the payment.
 - If no modifications are made, click the Cancel button.
 - If you modify the payment, click the Update button.
 - If you want to delete the payment, click the Delete button. Alternatively, you can delete payments directly from the Search Results by checking the box next to the payment and clicking on the trash can (screenshot above).

Woodland Tax Law	\$0.00	\$0.00	\$0.00
Managed Forest Land	\$0.00	\$0.00	\$0.00
Property Tax Interest		\$0.00	\$0.00
Special Taxes Interest		\$0.00	\$0.00
Property Tax Penalty		\$0.00	\$0.00
Special Taxes Penalty		\$0.00	\$0.00
Other Charge	\$0.00	\$0.00	\$0.00
TOTAL	\$3,760.62	\$1,890.81	\$1,878.81
Over-Payment		\$0.00	

Update Cancel

Woodland Tax Law \$0.00
Managed Forest Land \$0.00
Property Tax Interest \$0.00
Special Taxes Interest \$0.00
Property Tax Penalty \$0.00
Special Taxes Penalty \$0.00
Other Charge \$0.00
TOTAL \$1,878.81
Over-Payment \$0.00

Full Partial
Lottery Installment

Delete

Importing Batch Payments

Importing payments into LandNav are done through Batch Payments.

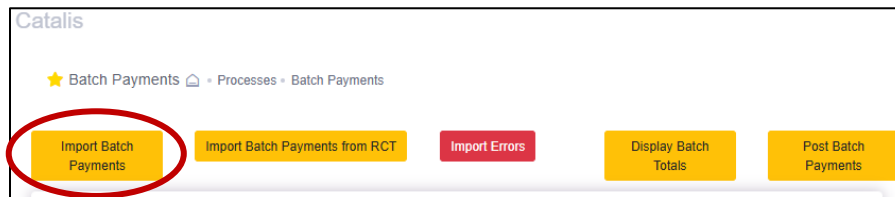
- Import File Format

Regardless of how the tax payment data is obtained, it needs to be in a certain format in order for it to properly import into LandNav. The Dane County Treasurer uses a .txt file with the following format:

310216051107220052	20252026021600001500000035.3620260216
310216051107220072	20252026021600001600000035.3620260216
310216051107220092	20252026021600001700000035.3620260216

BATCH #
PARCEL #
(14 SPACES)
TAX YEAR
TODAY'S DATE
(ENTER ZEROS TO MAKE 14 CHARACTERS FROM THE PERIOD)
TRANSACTION #
AMOUNT PAID
PENALTY & INTEREST DATE

- Click on Import Batch Payments at the top of your screen.



1. Click the Choose File button and navigate to your import file.
2. Click the down arrow and select Format 2 for the Payment File Type.
3. The Type of File being Imported should say Fixed Width.
4. The Payment Source is Municipality Payments.
5. Click the Import button on the right of your screen.

A screenshot of the "Import Batch Payment" form. It has several fields and dropdown menus. Red numbers 1 through 4 are placed next to specific elements: 1 points to the "Choose File" button; 2 points to the "Payment File Type" dropdown menu which is set to "Format 2"; 3 points to the "Type of File being Imported" dropdown menu which is set to "Fixed Width"; 4 points to the "Specify the Payment Source" dropdown menu which is set to "Municipality Payments".

6. Verify the Batch # is accurate.
 - a. Dane County's procedure splits out previous year and current year taxes into two separate batches. You most likely will only have one line in the screenshot below.
7. Verify the Payment Date is accurate.
8. Verify the Interest/Penalty Date is NOT after January 31st.
9. Click Continue

Override Interest and Penalty Date

While reading the payment file, the program found payments with the following batch numbers and dates. You may override the interest/penalty date for the payments that have these batch numbers and dates. When you click continue, the temporarily stored data file payments will be updated with any overridden interest/penalty dates.

Batch #	Payment Date (yyyyymmdd)	Interest/Penalty Date (yyyyymmdd)	Use Payment Date as Interest and Penalty Date
070162	20260701	20260629	☐
070163	20260701	20260629	☐

Continue Cancel

10. Enter a Description for your import. ("IMPORT" is just fine.)
11. Click Save, then Close.

Success

Your import has been added to the queue!

Would you like to specify a description to help identify this item in the queue?

Description *

10

11 Save Close

- Once the file has been imported, you will see a number "1" next to My Processes in the left menu pane. Click on My Processes.
- The Search Results will show a green "Complete" note in the Status column on the far right.
- If there is an "Error" note instead, follow the instructions below to clear the errors.

Process	Description	Requested By	Requested Date/Time	Completed Date/Time	Status
Import Format 2 Tax Payments Process	IMPORT	ROHR, SHERI	7/23/2026 1:22:02 PM	7/23/2026 1:23:06 PM	Error

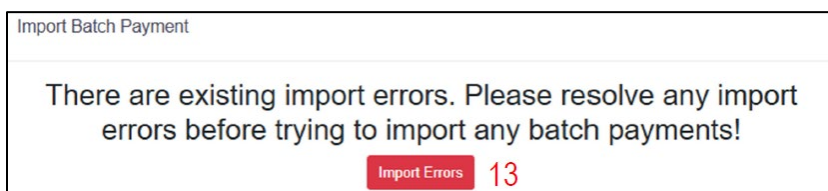
12. Go back to Batch Payments and click on Import Batch Payments.

Catalis

★ Batch Payments > Processes > Batch Payments

Import Batch Payments Import Batch Payments from RCT Import Errors Display Batch Totals Post Batch Payments

13. When you click on this, you will get the following message. Click on Import Errors.



14. Click on the error line.

Import Errors ☐ Include unprocessed payments with no error message

☐	Batch #	Municipality	Parcel/Property #	Error
☐	070162	282	081118201112	DUPLICATE PAYMENT FOUND FOR THE PROPERTY FOR THE GIVEN TAX YEAR
☐	070163	286	060815220676	DUPLICATE PAYMENT FOUND FOR THE PROPERTY FOR THE GIVEN TAX YEAR
☐	070163	282	081105436185	DUPLICATE PAYMENT FOUND FOR THE PROPERTY FOR THE GIVEN TAX YEAR

Done

15. Review the information in the Edit Import Error screen.

- Modify the information to correct the error. Click on Import when done.
- If the error cannot be found, click Delete.
 - You can re-enter the payment using the Batch Payment instructions.

Edit Import Error (Format 2)

An error has occurred while trying to load this payment into batch #070162* Municipality 282

Error

DUPLICATE PAYMENT FOUND FOR THE PROPERTY FOR THE GIVEN TAX YEAR

Payment Data

Parcel / Property Number: 081118201112 Tax Year: 2025 Receipt Number: 47

Payment Date: 20260701 Amount: 00000683.04 Payment Source: M

Interest/Penalty Date: 20260629

Notes

15a Import 15b Delete

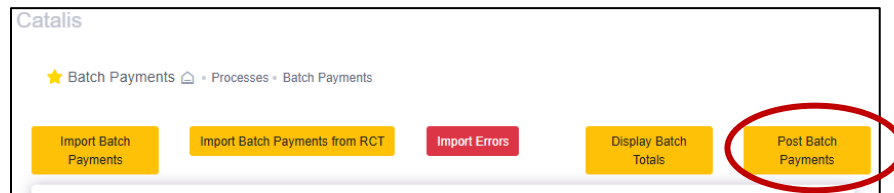
- Continue to clear all errors then proceed with the [Display Batch Totals](#) and [Post Batch Payments](#) procedures.

Posting your Batch

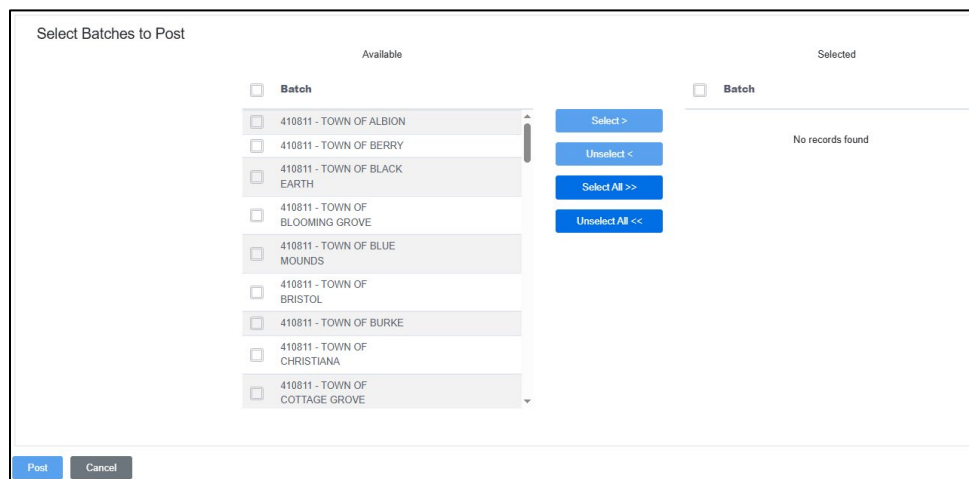
As a reminder, batch payments will not be applied to the parcel and subsequently not updated in Access Dane until they are posted.

After you've entered all payments in your batch, double checked the batch total matches the total checks/cash in hand, you are ready to post the batch.

- Click on Post Batch Payments at the top of your screen.



- Note the posting process information in the top left of the Post Batch Payments screen.
- All available batches will be listed on the left side of the Select Batches to Post area.



The following instructions may seem a little wonky, but this is the way you should proceed to post your batch payments.

- Click on the Select All >> button (even if you don't want to post all the batches). All batches will then move from the Available side on the left to the Selected side on the right.
- To remove a batch you DON'T want to post:
 - Check the boxes next to the batch data.
 - Click on the Unselect < button.
- If you are posting ALL batches:
 - Click on the Select All >> button **AGAIN**.
- Click the Post button in the bottom left corner.
- Name your process ("Posted" is just fine.)
- Once your batches are posted, confirmation will appear in My Processes on the left menu.

Bill Maintenance

The Bill Maintenance module will be used frequently when responding to tax inquiries. Specific functions you will have within this module include:

- Payment Inquiry
- Voiding Payments
- Adding items to your Cart (Cash Receipting only)
- Printing Receipts

Parcel Search

Clicking on Bill Maintenance in the left menu pane will take you to the Real Estate Search landing page. This page, along with any that have a gear symbol, are customizable to your preferences. It is recommended that you customize your search screen depending on your frequent search criteria.

- When you click on the gear to customize your screen, you can change the “Include” toggle to identify which criteria you want on your landing page.
- Once you have your criteria selected, you can click on the header and drag to your preferred location on your landing page.
- Below are the recommended criteria we find most useful.

The screenshot shows the 'Catalis' 'Customize Search' interface. At the top, there's a breadcrumb trail: 'Customize Search' (with a house icon) » 'Bill Maintenance' » 'Customize Search'. Below this is a 'Customize Search' header. The main area contains four criteria sections, each with a dark header bar and an 'Include' toggle (a blue circle with a white checkmark).

- Bill # / Certificate #**: Includes two input fields. The first is labeled 'Tax Bill #' with a dropdown arrow. The second is labeled 'Tax Certificate #' with a dropdown arrow.
- Parcel #**: Includes two input fields. The first is labeled 'Parcel #' with a dropdown arrow. The second is labeled 'Alternate Parcel #' with a dropdown arrow.
- Address**: Includes four input fields. The first is labeled 'Address' with a dropdown arrow set to 'Property Address' and a 'Primary' checkbox. The second is labeled 'House #'. The third is labeled 'Street Name' with an 'Exact' checkbox. The fourth is labeled 'Street Type' with a dropdown arrow.
- Owner**: Includes three input fields. The first is labeled 'Last Name / Business'. The second is labeled 'First Name'. The third is labeled 'Status' with a dropdown arrow set to 'All Except Former'.

- When you've selected your criteria and their positions, click Save in the bottom right corner.

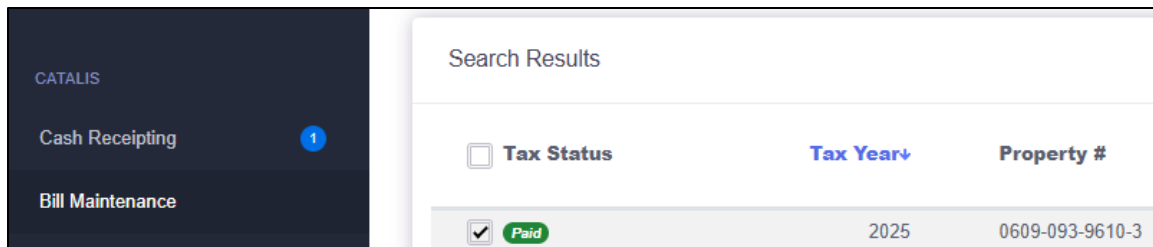
When entering data in the search fields, less is more. It's recommended that you only use one search field at a time to ensure you get the results you want.

After you enter the search criteria in the fields, click on the Search button in the bottom right of the Search window.

Search Results

Using the gear symbol, you should customize the columns that appear in your Search Results window. All results that match the search criteria entered will appear in the Search Results. From here, you can accomplish the following tasks:

- Summary review of the Tax Status (**Paid** or **Delinquent**), Balance due, Owner Name, Property address, and more depending on which columns you choose to have visible in your search results.
- Add parcel to Cash Receipting
 - Simply check the box to the left of the line and then click on the Add to Cash Receipting button at the bottom right of the window.
 - Once added, you will see a notification appear next to the Cash Receipting module in the left menu pane.



☐ Tax Status	Tax Year▼	Property #
☒ Paid	2025	0609-093-9610-3

- Click the line to open the parcel, giving a more detailed view of the record.

Maintain Real Estate Property

This is the window that will appear if you click on the Search Results line to open up the record. This area is used for **informational purposes only**, UNLESS you need to process a [void](#) or remove a [lottery credit](#).

The top section of the window will show the Property # (parcel), Municipality, current Tax Year, current Bill Number, Current Owner, and Property Address.

Below this section are several tabs that contain helpful information.

General	Legal	Values	Taxes	Buildings	Special	Extras	WHAM
---------	-------	--------	-------	-----------	---------	--------	------

- General Tab
 - This tab shows general information about the parcel including current and prior ownership, mailing address, document history, and its taxing districts.
 - **DO NOT SHARE ANY INFORMATION FROM THIS TAB!** Use Access Dane.
- Legal Tab
 - This tab shows the legal description and property description.
- Values Tab
 - This tab shows the property assessment information, including Fair Market Value, Assessment Ratio, acreage, Land assessment, and Improvement assessment.
 - This also shows if the property has a lottery credit.
- Taxes Tab
 - This is the default tab when you are in the Maintain Real Estate Property window.
 - The “Interest/Penalty as of” date can be updated to reflect the appropriate values due on a statement. To print a statement, click on the Print button.

General	Legal	Values	Taxes	Buildings	Special	Extras	WHAM
Interest/Penalty as of 08/25/2026							
Print							

- Taxes Section
 - The top of this section shows the same tax information located on the tax bill.

Taxes			
Gross Tax:	4,918.77		View Tax Items
School Credit:	- 344.64		Reports 
<u>First Dollar Credit:</u>	<u>- 71.75</u>	Net Mill Rate:	0.017425208
Net Tax:	4,502.38		
<u>Lottery Credit Claims: 1</u>	<u>- 215.26</u>		
Net Tax after Lottery:	4,287.12		

- View Tax Items button
 - Clicking on this button will show you the tax and credit breakout for each jurisdiction that applies to the bill.

Type	Description	Amount
First Dollar Credit	FIRST DOLLAR CREDIT	71.75
General Property Tax Credit	DANE COUNTY	0.00
General Property Tax Credit	LOCAL	0.00
General Property Tax Credit	STOUGHTON SCHOOL DIST	344.64
General Property Tax Credit	MADISON TECH COLLEGE	0.00
General Property Tax	DANE COUNTY	674.66
General Property Tax	LOCAL	1932.01
General Property Tax	STOUGHTON SCHOOL DIST	1805.77
General Property Tax	MADISON TECH COLLEGE	161.69
Lottery Credit	LOTTERY CREDIT	215.26

- Reports button
 - Clicking this button will allow you to select “Print Tax Summary,” which shows a summary of the data contained in the Maintain Real Estate Property window.
- The bottom part of this section shows another summary of the charges, payments, and balances remaining on the tax bill.

Type	Net After Lottery	Paid	Balance
Property Tax	\$4,287.12	\$4,251.12	\$36.00
Special Assessments	\$0.00	\$0.00	\$0.00
Special Charges	\$0.00	\$0.00	\$0.00
Delinquent Charges	\$0.00	\$0.00	\$0.00
Private Forest Crop	\$0.00	\$0.00	\$0.00
Woodland Tax Law	\$0.00	\$0.00	\$0.00
Managed Forest Land	\$0.00	\$0.00	\$0.00
Property Tax Interest		\$0.00	\$2.52
Property Tax Penalty		\$0.00	\$1.26
Special Taxes Interest		\$0.00	\$0.00
Special Taxes Penalty		\$0.00	\$0.00
Other Charges	\$0.00	\$0.00	\$0.00
Total	\$4,287.12	\$4,251.12	\$39.78

- Installments Section
 - This section shows the breakout for each installment, separating out special assessments from the property tax.
- Payments Section
 - Most used when you are responding to in-person and telephone inquiries.
 - This section shows the dates, types, and amounts of payments. It will also show all voids and lottery credits.
 - Clicking on the payment line will bring up a window showing quick payment information.
 - Checking the box on the payment line will allow you to do two things:
 - [Void the transaction](#)
 - [Preview the receipt](#)

Payments

Void Filter
SHOW ALL VOIDS ▾

	Date	Receipt #	Batch #	CR Batch #	Type	Amount	GPT
☐	11/01/2025	0			Lottery	\$275.65	D
☐	01/31/2026	136	000025	373	Tax	\$3,069.61	P
☐	07/28/2026	256	522636	1271	Tax	\$3,165.25	N

◀ ▶

Void Preview Receipt ▾ Receipt ▾

○ Unpaid Taxes Section

- This section shows you the breakout of the unpaid taxes due on the parcel.
- You can check the box next to the unpaid tax amount then click Add Selected to Cart.

My Wham

My Processes

CATALIS

Cash Receipting 1

Bill Maintenance

Processes >

Reports >

Unpaid Taxes

☐ Tax Year

☒ 2025

Add Selected to Cart

● Special Tab

- This tab will show you the special descriptions and amounts added to the parcel.

Printing Receipts

While in the Maintain Real Estate Property window under the Taxes Tab, you can print tax payment receipts from the Payments section. This feature is helpful when you need to print a duplicate receipt after payments are applied.

- Check the box next to the payment line.
- Click on the Preview Receipt button.
- The receipt will appear in a new tab where you can view, print, or save.

2025 Real Estate Property Tax Receipt					08/25/2026 01:20:10 PM
Tax District: CITY OF SUN PRAIRIE		Property Address: 1110 VIRDON DR			
County: DANE COUNTY		Section/Town/Range: 36-09N-10E SW SE			
Parcel #: 0910-364-4458-2		Volume/Page: 4462570 4462184 3149409			
Alt. Parcel #:		Acres: 0.296			
Plat: 267552-WESTWYNDE II		Block/Condo Bldg: LOT 478			
Legal Description: WESTWYNDE II LOT 478					
Bill #: 28209930					
Total Land	Total Improve	Total Value	Ratio	Est. Fair Market Value	
82,900	234,100	317,000	0.8818	359,500	
Payment		Balance			
Date Paid: 07/28/2026		Prior Tax Balance: 3,165.25			
Interest/Penalty Date: 07/28/2026		Tax Amount Paid: 3,165.25			
Receipt #: 256	Batch #: 522636				
Gen. Property Tax:	3,165.25	New Tax Balance: 0.00			
Special Assessment:	0.00	Interest: Jul 2026 0.00			
Special Charges:	0.00	Penalty: Jul 2026 0.00			
Delinquent Utility Charges:	0.00	New Balance Due: 0.00			
Private Forest Crop Taxes:	0.00				
Woodland Tax Law Taxes:	0.00				
Managed Forest Land Taxes:	0.00				
Interest: Jul 2026	0.00	Payment Note:			
Penalty: Jul 2026	0.00	CORELOGIC CHK 968752606 MULTIPLE PARCELS			
Other Charges:	0.00				
Total Amount Paid:	3,165.25				
CR Batch #: 1271	Transaction #: 270915				
Transaction Cash:	0.00				
Transaction Check:	0.00				
Transaction Other:	3,165.25				
Transaction Overpayment:	0.00				
If Paid By Check, Tax Receipt Is Not Valid Until Check Has Cleared All Banks.					

Voiding Payments

Payments are voided in two situations:

- Entry Error
- Returned Check (NSF, Refer to Maker, Closed Account, etc)

While in the Maintain Real Estate Property window under the Taxes Tab, you can void tax payments from the Payments section.

- Check the box next to the payment line.
- Click on the Void button.
- Void Options
 - If the payment included multiple parcels and you entered it through Cash Receipting, you have the ability to void part of the transaction or the entire transaction. Simply click the down arrow on the right of the screen to select which one you prefer.

Void Part of the Transaction

Void Part of the Transaction

Void Entire Transaction

- When you select the option to Void Part of the Transaction, all parcels that were included with that particular payment will appear in the chart below.
 - You can check the box next to any/all parcels you want to void.

Tax Payments	Documents	Pet Licenses	General Cash Receipt Items	Payment
☐	Tax Year	Receipt #	Parcel #	Total
☐	2023	11051	0810-011-4438-4	3643.94
☒	2023	11052	0810-014-2212-7	2846.89
☐	2023	11053	0810-022-4349-9	3388.03
☐	2023	11054	0810-023-2172-5	3056.59
☐	2023	11055	0810-121-0108-8	2939.30
☒	2023	11056	0810-123-6053-2	4428.55
☒	2023	11057	0811-041-6804-8	3281.40
☐	2023	11058	0811-051-7158-7	2332.40
Tax Payment Void Date		Tax Payment Void Note		
01/29/2024				

- When you select the option to Void Entire Transaction, all boxes are automatically checked and grayed out.

Tax Payments	Documents	Pet Licenses	General Cash Receipt Items	Payment
☐	Tax Year	Receipt #	Parcel #	Total
☒	2023	11051	0810-011-4438-4	3643.94
☒	2023	11052	0810-014-2212-7	2846.89
☒	2023	11053	0810-022-4349-9	3388.03
☒	2023	11054	0810-023-2172-5	3056.59
☒	2023	11055	0810-121-0108-8	2939.30
☒	2023	11056	0810-123-6053-2	4428.55
☒	2023	11057	0811-041-6804-8	3281.40
☐	2023	11058	0811-051-7158-7	2332.40
Tax Payment Void Date		Tax Payment Void Note		
01/29/2024				

- Tax Payment Void Date
 - The date will always default to the date of the payment. However, you may update this to any date AFTER the payment date.

- Example: Dane County uses void dates on the weekends to ease monthly reporting and payment reconciliation.

- Tax Payment Void Note

- Any data that is important to the void can be entered here.
- This field works in the same way as the Payment Notes when entering payments through Batch Payments in that what is typed here shows up on the void receipt.

- To Be Voided

- This section will show you how many tax payments are included in your void and their associated amounts.

To Be Voided		
78	Tax Payment(s)	\$259,421.69
0	Document(s)	\$0.00
0	Pet License(s)	\$0.00
0	Receipt Item(s)	\$0.00
1	Payment(s)	\$259,421.69

- Void Type

- This is a required field where you must select what type of void you are performing.
 - Checkout Failure (not used very often)
 - Delete – Error
 - This is used when there is an entry error.
 - Any voids with this type will NOT show up in Access Dane.
 - LC400 – Remove LC
 - This is only used when you are removing a lottery credit from a parcel.
 - NSF – Returned Check
 - This is used when your bank returns a check for ANY reason.

Void Type *

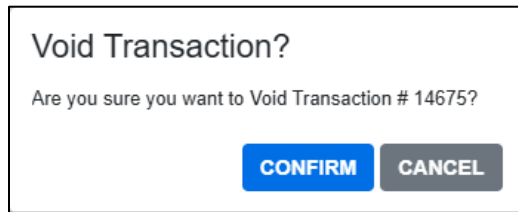
Please Select

Please Select
 CHECKOUT FAILURE - UNABLE TO COMPLETE CART CHECKOUT
 DELETE - ERROR
 LC400 - REMOVE LC
 NSF - RETURNED CHECK

- Print a Void Receipt

- You can select Yes or No here.
 - If you don't like the format of this void receipt, you can print one from [Bill Maintenance](#) after you complete the void.

- Click the Void button.
- This will prompt a pop-up to appear asking you to confirm the void. Click Confirm.



- Click Close on the following prompt.
- If you go back into the parcel in Bill Maintenance, you will see the updated balance due as a result of the void.

Lottery Credits

Review the Lottery Credit Spreadsheet on the Municipal Treasurer's webpage for additional information on the Lottery Credit process. <https://treasurer.danecounty.gov/municipal-treasurer-access>

All lottery credit additions and removals should be documented on this spreadsheet and forwarded to the County on or shortly after February 1st.

Property owners can request lottery credit additions or removals at any time throughout the year. However, there are deadlines that must be met for a property owner to modify their lottery claim on the tax bill currently being collected.

- Deadlines: Additions

- Form LC-100 – Lottery and Gaming Credit Application
 - <https://www.revenue.wi.gov/DORForms/2026-lc-100f.pdf>
 - This is a fillable document that must be printed and mailed or emailed to the local municipality by **January 31st**.
- Form LC-115 – Lottery and Gaming Credit Application
 - <https://ww2.revenue.wi.gov/VaultPublic/lc/interview.html>
 - This is an alternate of the LC-100 form that is completed using the DOR's online portal and must be submitted by **January 31st**.
- Form LC-315 – Late Lottery and Gaming Credit Application
 - <https://ww2.revenue.wi.gov/VaultPublic/lc/interview.html>
 - After the January 31st deadline, these requests are to be completed using the DOR's online portal and must be submitted by **October 1st**.

NOTE: Under WI § 79.10(10)(bm), property owners may only claim the current tax year's missing lottery credit, even if their property has qualified for previous years.

- Deadlines: Removals

- Form LC-400 – Lottery and Gaming Credit Removal Request Form
 - <https://www.revenue.wi.gov/DORForms/lc-400f.pdf>
 - This is a fillable document that must be printed and mailed or emailed to the local municipality by January 31st *to be included in the County's annual lottery credit report to the DOR.*
- Form LC-400 – Online Lottery and Gaming Credit Removal Request Form
 - <https://ww2.revenue.wi.gov/VaultPublic/lc/interview.html>
 - This is an alternate of the LC-100 form that is completed using the DOR's online portal and must be submitted by January 31st *to be included in the County's annual lottery credit report to the DOR.*

Receiving Online Applications

All application submissions via the DOR's online portal are sent via email to whoever your municipality's registered administrator is according to the DOR's document portal. These are usually sent during the first week of each month for all applications submitted in the prior month.

The emails contain a cumulative list of all lottery credit applications for the current tax year to ensure applicant changes aren't overlooked or missed from one month to the next.

NOTE: The DOR does not review these submissions. Between December (after bill print) and January 31st, the local municipality has the responsibility to review the submissions for accuracy and follow up with the property owner there are any questions.

Receiving Paper Applications

Currently, printed applications for forms LC-100 and LC-400 are accepted in lieu of the online application. Examples of what these forms look like can be found in the links above. Often times, you will receive a printed copy of an online submission. These are not the same as the printed forms but can be used as proof of application.

Scan and email all forms received to treasurer.admin@danecounty.gov.

Reviewing Lottery Credit Applications

Below is a list of items you should be looking for when reviewing applications:

- Is the form complete with accurate information?
 - Is the parcel number listed correctly?
 - Is the address listed correctly?
- Is the requestor listed as the current property owner?
- Is the form signed by the property owner?
- Does the property currently have a lottery credit?
 - Properties can only have ONE lottery credit.
- Does the property have an improvement on it that could be used as a primary residence?

If you have any questions on the application, reach out to the property owner before entering anything in LandNav.

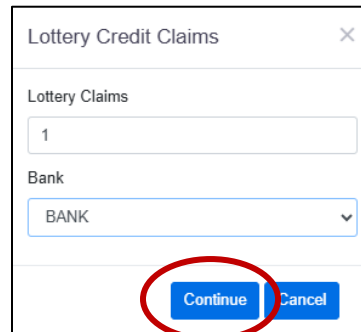
Adding a Lottery Credit after Tax Bill Creation

Once you complete your review of the application to add a lottery credit to the parcel, you will now be able to add it to the tax bill. If possible, all lottery credit additions should be done BEFORE any payments are made on the parcel.

Lottery credits are added using the same process as a regular payment while in [Cash Receipting](#).

NOTE: Lottery credit additions need to be entered independently of any other payment.

- In the Transaction section (step 6), enter the date as **DECEMBER 1ST**.
 - If there has already been a payment on the parcel, you will not be able to use December 1st as a payment date. Use the current date or January 31st, whichever is earliest.
- When you get to the Cart section (step 10), you will click on the Lottery Credit button.
 - The Lottery Credit Claims pop-up will appear with “1” defaulting in the Lottery Claims box.
 - Click Continue.



- In the Payments section, you will see that the Lottery Credit has been added as a “Non-Cash” payment.

Payments			
☐ Tender	Amount	Reference	Bank Code
☐ NON-CASH	\$214.23	LOTTERY CREDIT	001 - BANK

- Click on the Checkout button to proceed.

Adding a lottery credit to a tax bill will result in one of the following:

- Reduction in taxes due (if entering before any other payment)
- Reduction in the second installment due (if first installment has already been paid)
- Overpayment of the lottery credit amount (if the bill has been paid in full)

Removing a Lottery Credit after Tax Bill Creation

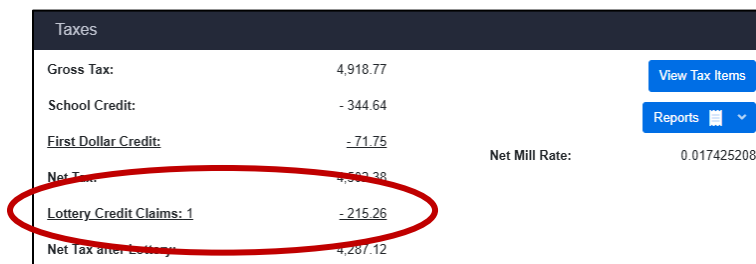
Once you complete your review of the application to add a lottery credit to the parcel, you will now be able to remove it from the tax bill.

NOTE: Pay attention to the “...as of” date on the form! The date must be before January 1st of the current tax year to remove it from the tax bill. Any forms dated on or after January 1st should be emailed to the County Treasurer at treasurer.admin@danecounty.gov so it can be entered for the next tax year.

Lottery credits are removed in the [Bill Maintenance](#) module.

Once you search and locate the parcel, you will be working within the Taxes tab.

- In the Taxes section, verify that the parcel does, in fact, have a lottery credit added for the current tax year.

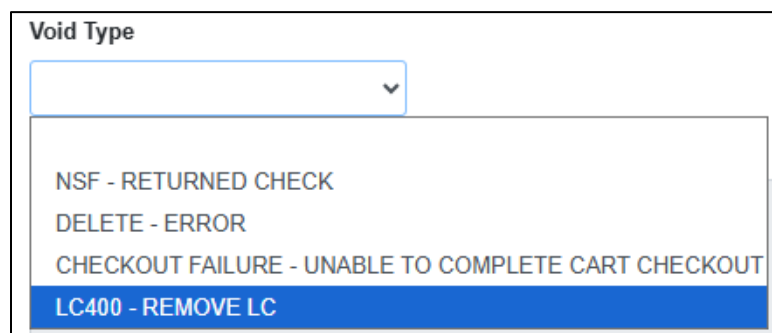


Taxes	
Gross Tax:	4,918.77
School Credit:	- 344.64
First Dollar Credit:	- 71.75
Net Tax:	4,502.38
Lottery Credit Claims: 1	- 215.26
Net Tax after Lottery:	4,287.12

Net Mill Rate: 0.017425208

Buttons: View Tax Items, Reports

- In the Payments section, click on the payment line for the Lottery Credit then click the Void button.
 - All lottery credits that are included during tax bill creation will have a November 1st date.
- The Void Payment screen will appear.
- In the Void Type box, select “LC400 – REMOVE LC” in the drop-down menu.



Void Type

NSF - RETURNED CHECK

DELETE - ERROR

CHECKOUT FAILURE - UNABLE TO COMPLETE CART CHECKOUT

LC400 - REMOVE LC

- Click the Void button in the bottom right (you may have to scroll down).

The lottery credit will show as a void in the Payments section and the balance due will increase by the amount of the lottery credit.

LandNav Reports

You are encouraged to experiment with the various reports available to you within the LandNav software. Below are several reports Dane County Treasurer staff use frequently, and you may find useful as well. They will be organized by Category.

Reports Search

Clicking on Reports in the left menu pane will open a drop down containing any reports you have listed as “Favorites.” Until you mark your favorites, simply click on All Reports.

Clicking on All Reports will take you to the All Reports Search landing page. Unlike most of the other search features in LandNav, it does not contain a gear symbol where you can customize your search parameters. However, once you mark reports as “Favorites,” they will be listed at the top of your Search Results for easy access.

Search		
Name	Category	
	Any	Reset
Search Results		
Favorites	Name	Category
★	Payments by Selection Criteria	Tax Reports and Special Forms
★	Receipts by Selection Criteria	Tax Reports and Special Forms

Adding a Favorite Report

To add a report to your favorites, simply click on the star next to the Name in the Search Results section.

Saved Criteria

Many reports allow you to modify the selection criteria and save that criteria for future use. This feature is helpful if you frequently run the same report, modifying only the date or other minor information. Having the criteria saved ensures your reports will appear and report data the same, making it easier to compare and reconcile data.

- Once you have your desired criteria, click the Save button.

Saved Criteria:
 Save Reset Delete Print

- Enter a name for your saved criteria and click Save. This can be anything that makes it clear what the criteria will provide in your report.
 - **NOTE:** Saved Criteria are not user specific; they apply to all users within your municipality.

- The next time you go to that report, you can click the down arrow in the Saved Criteria field and select your saved report.

Saved Criteria:

REPORT TOTALS BY PERSON

Save

Reset

Delete

Print

- You can save over existing saved criteria and/or delete them if you find you do not use them as frequently as you thought. It's completely customizable to your needs.

Cash Receipting – Check Deposit Summary Report: This report can help you balance your cash and check totals at the end of the day.

- There are various fields where you can specify your report parameters. Which fields you use depends on how your municipality enters payment information and what data you want to see.
 - Dane County Treasurer staff use the Transaction and/or Batch Dates which shows all transactions initiated for those dates.
 - Select what Payment Types you want included in your report.
 - Ex: If you are not balancing cash, you can select only Cash transactions to appear in your report by checking the box next to Cash in the Payment Types section.

DANE COUNTY CHECK DEPOSIT SUMMARY					REPORT #: CRCHKDEPLST	
					RUN DATE: 08/31/2026	
					RUN TIME: 02:35:24 PM	
					PAGE: 3	
EFT						
DATE	TRANS#	REFERENCE	CHANGE	RECEIVED		
08/28/2026	285292	2024 060710181000		623.44		
08/28/2026	285293	2024 081124297200		400.00		
08/28/2026	285294	2025 071120433142		2,555.91		
08/28/2026	285295	2025 061025367861		876.31		
08/28/2026	285296	2025 061025367978		886.63		
08/28/2026	285297	2025 050621191906		163.42		
08/28/2026	285298	2025 050621380005		138.97		
08/28/2026	285299	2025 050621485010		79.60		
08/28/2026	285300	2025 050621490010		127.81		
08/28/2026	285301	2025 050621495010		84.50		
08/28/2026	285302	2025 060710181000		2,000.00		
08/28/2026	285303	2025 091207380102		13.26		
08/28/2026	285304	2025 061003170042		2,626.08		
08/28/2026	285305	2025 091029307000		327.73		
08/28/2026	285306	2025 060905131520		3,698.14		
08/28/2026	285307	2025 070812132060		466.91		
08/28/2026	285308	2025 071009328235		3,476.76		
08/28/2026	285309	2025 081109228081		2,564.06		
08/28/2026	285310	2025 060802302252		2,547.69		
08/28/2026	285311	2025 070816304136		5,088.00		
08/28/2026	285312	2025 070823107028		5,926.40		
08/28/2026	285313	2025 070913103259		8,300.30		
08/28/2026	285314	2025 070914436435		7,012.37		
08/28/2026	285315	2025 070923101029		11,570.86		
08/28/2026	285316	2025 071015106159		2,014.16		
08/28/2026	285317	2025 071015207197		1,226.70		
08/28/2026	285318	2025 080924406815		18.82		
08/28/2026	285319	2025 080936202011		3,315.00		
EFT TOTAL			28	68,129.83		
CASH						
DATE	TRANS#	REFERENCE	CHANGE	RECEIVED		
08/28/2026	285245			500.00		
08/28/2026	285287			2,093.10		
CASH TOTAL			2	2,593.10		
CHANGE FROM OTHER TYPES						
BANK TOTALS		COUNT	RECEIVED	CHANGE	TOTAL	
CASH DEPOSIT AMOUNT		2	2,593.10		2,593.10	
CHECK DEPOSIT AMOUNT		49	134,649.01		134,649.01	
CASH & CHECK TOTALS		51	137,242.11		137,242.11	

Cash Receipting – Overpayments Report: This report includes the [Received Of](#) mailing information that was provided while taking the payment in Cash Receipting. It will NOT show any payment notes entered if you used Batch Payments when entering the overpayments.

- There are various fields where you can specify your report parameters. Which fields you use depends on how your municipality enters payment information and what data you want to see.
- One helpful thing about this report is you can check the box at the bottom of the page to export it as a CSV file where you can manipulate the data as you see fit. Some use this data in a mail merge or to create mailing labels.

DANE COUNTY OVERPAYMENT REPORT				REPORT #: CROVERPAYLIST RUN DATE: 08/31/2026 RUN TIME: 01:06:07 PM PAGE: 18
Batch	Tran # Reference	Date & Time	Received Of	Overpaid
1275	273643 2025 071115396603 2025 071115396603 1	07/31/2026 11		10.00
1275	273644 2025 071136280000 2025 071136280000 1	07/31/2026 11		270.77
1275	273649 2025 050827306211 2025 050827306211 1	07/31/2026 11		31,141.95
1275	273650 2025 060606375655 2025 060606375655 1	07/31/2026 11		49.13
1275	273651 2025 080735360271 2025 080735360271 1	07/31/2026 11		0.03
1275	273652 2025 091020286951 2025 091020286951 1	07/31/2026 11		0.01
1275	273653 2025 050901135421 2025 050901135421 1	07/31/2026 11		4,844.59
1275	273662 2025 080905368405 2025 080905368405 1	07/31/2026 11		189.19
1275	273663 2025 080906127501 2025 080906127501 1	07/31/2026 11		962.89
1275	273666 2025 070811240152 2025 070811240152 1	07/31/2026 11		90.00
GRAND TOTAL				440,906.17

Daily Reports – Daily Report: This report can help you balance your payment totals, breaking them out by taxes and specials. It is listed by user then receipt number, has totals for each user, and a final total at the end.

- You can narrow your search by Date, Payment Types, and Users and can save the criteria for future use.

DANE COUNTY DAILY REPORT PAYMENT DATES BETWEEN 08/31/2026 - 08/31/2026											REPORT #:	SRDAILYLIST
											RUN DATE:	08/31/2026
											RUN TIME:	01:39:38 PM
											PAGE:	13
PROPERTY NUMBER	YEAR	RECEIPT #	T S Y R P C E	C O D E	GEN PROP D SPEC ASMT E	SPEC CHRG DEL CHRG	FOREST WOODLAND	MANAGED OCCUPATIONAL	GEN INT SPEC INT	GEN PEN SPEC PEN	OTHER CHRG	TOTAL OVERPAYMENT
** FINAL TOTALS **												
TOTAL PAYMENT AMOUNT					139,067.47 138.90	0.00 3,541.85	0.00 0.00	0.00 0.00	10,389.15 259.09	5,194.63 129.54	0.00	158,720.63 0.00
COUNTY PAYMENTS					C 139,067.47 138.90	0.00 3,541.85	0.00 0.00	0.00 0.00	10,389.15 259.09	5,194.63 129.54	0.00	158,720.63 0.00
MUNICIPALITY PAYMENTS					M 0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00 0.00
REDEMPTION PAYMENTS					R 7,725.50 12.00	0.00 0.00	0.00 0.00	0.00 0.00	1,477.22 2.28	738.64 1.14	0.00	9,956.78 0.00
TAX PAYMENTS					T 131,341.97 126.90	0.00 3,541.85	0.00 0.00	0.00 0.00	8,911.93 256.81	4,455.99 128.40	0.00	148,763.85 0.00

Tax Reports and Special Forms – Payments by Selection Criteria: This report is the “GO TO” of all reports when you are looking for payment information. It has multiple different options for you to customize the report for your needs and an option to save your criteria for easy access the next time you want to run the report. Several processes throughout the tax season will require you to run this report and forward it to Dane County.

- The report has the following standard headings:

PROPERTY NUMBER OWNER NAME	YEAR BATCH	RECEIPT	DATE CR BATCH TRANS#	T S Y R P C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0812-103-5660-7	2025	1	08/06/2026	C T	3,165.94	0.00	0.00	0.00	0.00	0.00
	080641					0.00	0.00	0.00	0.00	3,165.94
						0.00	0.00			0.00

- There is also a total page at the end that breaks down the allocation of the payments.

REAL ESTATE PAYMENTS				
	Tax	Redemption	Adjustment	Void
Count	227	0	0	0
General	1,024,154.91	0.00	0.00	0.00
Special Assessments	0.00	0.00	0.00	0.00
Special Charges	0.00	0.00	0.00	0.00
Delinquent Charges	0.00	0.00	0.00	0.00
Forest	0.00	0.00	0.00	0.00
Woodland	0.00	0.00	0.00	0.00
Managed	0.00	0.00	0.00	0.00
Subtotal	1,024,154.91	0.00	0.00	0.00
Interest - Gen	0.00	0.00	0.00	0.00
Interest - Spec	0.00	0.00	0.00	0.00
Penalty - Gen	0.00	0.00	0.00	0.00
Penalty - Spec	0.00	0.00	0.00	0.00
Int/Pen Subtotal	0.00	0.00	0.00	0.00
Other Charges	0.00	0.00	0.00	0.00
Total	1,024,154.91	0.00	0.00	0.00
Overpayment	0.00	0.00	0.00	0.00

Real Estate:	1,024,154.91
Personal Property:	0.00
Adjustments:	0.00
Total:	1,024,154.91

Cash:	0.00
Check:	0.00
Other Payment Types:	0.00
Cash Back:	0.00
Overpayments:	0.00
Non-Tax Payments:	0.00
Total:	0.00

PERSONAL PROPERTY PAYMENTS				
	Tax	Redemption	Adjustment	Void
Count	0	0	0	0
General	0.00	0.00	0.00	0.00
Special Assessments	0.00	0.00	0.00	0.00
Special Charges	0.00	0.00	0.00	0.00
Delinquent Charges	0.00	0.00	0.00	0.00
Occupational	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00

Difference:	1,024,154.91
--------------------	---------------------

- Here are the recommended parameters to get you started:
 - General Tab:
 - Select Real Estate from the dropdown menu.

Payments by Selection Criteria

Saved Criteria:

▼

Save

Reset

Delete

Print

General

Limit & Display

Ranges & Sorting

Property Type

Real Estate

▼

- Select the Current Tax year.
- Select your Municipality.
- Select Municipality as the Source.

- Depending on when/how you want to run the report, you can either select Posted Payments or Unposted Batch Payments.
 - At Dane County, this report is typically run before the Batch Payments are posted to ensure all totals match what we expect them to be. So, we select Unposted Batch Payments.
- Check boxes for both Web Portal Payments and Non-Web Portal Payments, even if you don't take them.

Select the payments to include:

☐ Source: County ☒ Posted Payments ☒ Web Portal Payments	☒ Source: Municipality ☐ Unposted Batch Payments ☒ Non-Web Portal Payments
---	---

Payment Types

☒ Adjustment	☐ Quit Claim	☒ Tax	☐ Write Off Bankruptcy
☒ Lottery	☒ Redemption	☒ Void	☐ Write Off Deeded

- To view all payments, select the following Payment Types:
 - Adjustment
 - Tax
 - Redemption
 - Void
 - Lottery
 - This is the only one that does not default as checked. If you do not save your report criteria, you will have to check this box every time to have it included in your report.
- Limit & Display Tab:
 - The following selections work best to get sufficient information, but also not too much that make your report hard to read.
 - Another nice option to add is “Display payment note.”

General
Limit & Display
Ranges & Sorting

☐ Limit to payments with an overpayment
☒ Include Cash Receipting Overpayments in the Overpayment Column
☐ Display certificate number instead of batch number
☒ Display owner name
☐ Display payment note
☒ Display summary page
☒ Display payment details
☐ Create CSV file of report

○ Ranges & Sorting Tab:

- This is the tab where you provide the parameters for what data is pulled into the report and the order in which it's listed.
 - We balance our payments by Payment Date and Batch Number.

Select the payments to be included by completing the following: (Leave blank for all)

	Beginning	Ending
Payment Date		
Batch Number		
Receipt Number		
Parcel #		
Personal Property #		
Cash Receipting Batch #		

☒ Include voids associated with the selected payments

- The Sort Order section is how you determine what order the data is listed in the report.
 - Check the boxes next to either Subtotal the line or separate the data by page.
 - Drag and drop the Sort by options to put them in the order of sorting importance. The top of the list is MOST important.

Drag and drop to rearrange the below sort order

Sort Order

Sort by:	Subtotal?	New Page?
☒ Receipt Number	☐	☐
☐ Batch Number	☐	☐
☐ CR Batch Number	☐	☐
☐ Parcel Number	☐	☐
☐ Payment Date	☐	☐
☐ Municipality	☐	☐
☐ Tax Year	☐	☐
☐ Owner Name	☐	☐

Tax Reports and Special Forms – Receipts by Selection Criteria: This report allows you to print or reprint receipts either in bulk by batch or date, or more individually by using more specific parameters without going into Bill Maintenance.

- Here are the recommended parameters to get you started:
 - General Tab:
 - Select the Current Tax year and Municipality.
 - Number of copies: 1
 - Force Current Name and Address
 - Select Municipality as the Source
 - Check boxes for both Web Portal Payments and Non-Web Portal Payments, even if you don't take them.

The screenshot shows the 'General Tab' of the report configuration. At the top, 'Number of copies of each receipt' is set to 1. Below, 'Select which owner information should be used' is set to 'Force Current Name and Address'. The 'Select the payments to include:' section has four checkboxes: 'Source: County' (unchecked), 'Source: Municipality' (checked), 'Web Portal Payments' (checked), and 'Non-Web Portal Payments' (checked). A dark blue header 'Payment Types' is followed by a grid of checkboxes: 'Adjustment' (checked), 'Quit Claim' (unchecked), 'Tax' (checked), 'Write Off Bankruptcy' (unchecked), 'Lottery' (checked), 'Redemption' (checked), 'Void' (unchecked), and 'Write Off Deeded' (unchecked).

- Select the following Payment Types:
 - Adjustment
 - Tax
 - Redemption
 - Lottery
 - Ranges & Sorting Tab:
 - This is the tab where you provide the parameters for what data is pulled into the report and the order in which it's listed.

The screenshot shows the 'Ranges & Sorting Tab'. It starts with the instruction 'Select the payments to be included by completing the following:' and a link '(Leave blank for all)'. Below is a table with two columns: 'Beginning' and 'Ending'. The rows are: 'Payment Date', 'Batch Number', 'Receipt Number', 'Parcel #', 'Personal Property #', and 'Cash Receipting Batch #'. Each row has two empty text input fields. At the bottom, there is a checked checkbox labeled 'Include voids associated with the selected payments'.

- Select all or specific users.
- The Sort Order section is how you determine what order the data is listed in the report.
 - Drag and drop the Sort by options to put them in the order of sorting importance. The top of the list is MOST important.

Drag and drop to rearrange the below sort order

Sort Order

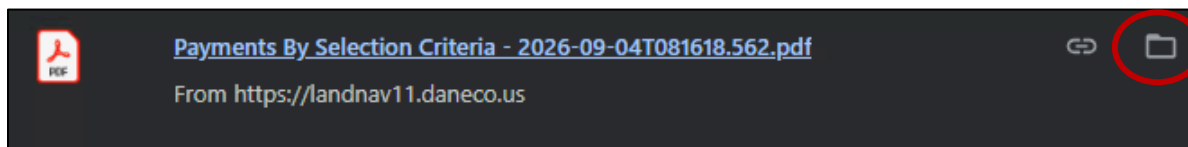
☒ Receipt Number
☐ Owner Name
☐ Zip Code
☐ Parcel/Personal Property Number
☐ Batch Number
☐ Payment Date
☐ Municipality
☐ Tax Year
☐ CR Batch Number
☐ CR Transaction Number

Saving Reports to your Local Computer

Since you will be within Dane County Citrix when using LandNav, you may have issues saving LandNav reports to your local computer. Below are some basic instructions on how to accomplish this task. If you have any issues saving documents, please reach out to the Dane County Helpdesk at helpdesk@danecounty.gov for assistance.

Most reports will ask you to give it a name and appear in the My Processes module when they are done running. However, there are some reports that will run immediately and show in a separate tab.

- Download the report PDF in LandNav.
- While in the Chrome/LandNav browser, press Ctrl+J to open the download history listing.
- Click on the 'Show in Folder' icon to the right of the file name on the downloaded PDF.
 - This will open the File Explorer window to the Downloads folder.



- Right click on the PDF, select 'Copy.'
- Move the mouse to your local computer desktop, right click, select 'Paste.'

Adjusting Special Charges and Assessments

DEADLINE: Wednesday before MLK Day at 4:00 pm

Special charges and assessments may be adjusted after bill print through early January, as noted above. Additional information and instructions can be found in the Special Adjustments Worksheet on the Municipal Treasurer's website: <https://treasurer.danecounty.gov/municipal-treasurer-access>

Incorrect specials that need to be added or removed will affect your SOT. If there is a net-zero adjustment, such as moving a special from one parcel to another, no changes need to be made to the SOT. If you make a change to your SOT, forward a copy of the amended SOT along with the Adjustments Worksheet and copy of the adjusted tax bill to the County Treasurer at: treasurer.admin@danecounty.gov.

All adjustments should result in a corrected tax bill being created and sent to the property owner advising them of the adjustment and of the applicable effect on their tax bill:

- Removed from a tax bill
 - Create a refund due to the taxpayer (if the tax bill is paid in full)
 - Reduce the amount of the first installment (if no payments were made)
 - Reduce the amount of the second installment (if the first installment was paid)
- Added to a tax bill
 - Increased amount due on the first installment
 - This is applicable whether the first installment has already been paid or not. If it's paid, they would owe the amount of the adjustment by the January 31st due date or their bill will become delinquent.
- Net-Zero Adjustment
 - This happens when the special is put in the wrong category, removed, and placed in the correct category.

After the Deadline

Any adjustment that needs to be made after the deadline noted above will require review on a case-by-case basis to determine how the adjustment will affect that tax bill:

- Send adjusted special amount to the taxpayer as a refund (if the tax bill is paid in full)
- Send adjusted special amount to the Dane County Treasurer to apply to the bill
 - All specials will be paid to the local municipality with the September 15 annual special payment – you will be getting your money back.

Send the adjustment request to the County Treasurer with supporting documentation at: treasurer.admin@danecounty.gov.

January Settlement

DEADLINE: December 31st at 4:00 pm

You should be balancing your tax payments to various reports in LandNav throughout your collection period. Dane County balances tax collection daily, which may not be possible for those of you who are not in the office full-time. At the very minimum, you should be completely balanced with the LandNav reports before you send any settlement information to Dane County. This could take some time if you find you do not balance. Be sure to give yourself enough time to balance before the submission deadline, noted above.

After you submit your January Settlement documents to the County Treasurer, you **CANNOT** enter any tax payments until **Monday, January 4th**. The time between the deadline and this date will be when the County Treasurer staff will be reviewing all reports and preparing settlement information for each municipality.

Please know there is no requirement for you to enter payments in December that you do not physically have in hand. If you want to enter December payments after January Settlement documents are submitted, you may do so on **Monday, January 4th**. This will not affect February Settlement.

January Settlement Report

It's very important that you follow the exact report parameters listed below when running your January Settlement Report in LandNav. Your report is used as a comparison to the EXACT same report we run on our end. If the parameters do not match, they will not balance.

You will run the [Payments by Selection Criteria](#) report.

- General Tab
 - Property Type: Real Estate
 - Tax Years: Current only
 - Municipalities: Select yours
 - Payments to Include:
 - Source: Municipality
 - Posted Payments
 - Web Portal Payments
 - Non-Web Portal Payments
 - Payment Types:
 - Adjustment
 - Tax
 - Lottery
 - Redemption

- Void
- Limit & Display Tab
 - Check the boxes for:
 - Include Cash Receipting Overpayments in the Overpayment Column
 - Display owner name
 - Display summary page
 - Display payment details
- Ranges & Sorting
 - Payment Date:
 - Beginning: 12/01/2026
 - Ending: 12/31/2026
 - If you choose to enter a different date here, please make sure you include that information in your submission email to the County Treasurer.
 - Check the box for: Include voids associated with the selected payments
 - Sort Order: Drag and drop the categories so that it looks like the following image.

Sort Order		
Sort by:	Subtotal?	New Page?
☒ Payment Date	☒	☒
☒ Parcel Number	☐	☐
☐ Batch Number	☐	☐
☐ CR Batch Number	☐	☐
☐ Receipt Number	☐	☐
☐ Municipality	☐	☐
☐ Tax Year	☐	☐
☐ Owner Name	☐	☐

It is not recommended that you print this report to paper as it could be quite lengthy. Follow the instructions for how to [save reports to your local computer](#).

Balance the final page of the report with your tax collection records. It's recommended you keep track of the following throughout your tax collection to make it easier to balance during settlement:

- Tax Payments
- Overpayments
- Voids
- Adjustments
- Lottery Credits (worksheet on the Municipal Treasurer's website: <https://treasurer.danecounty.gov/municipal-treasurer-access>)

Submit Documents to County Treasurer

After you balance the LandNav report with your records, the following email should be sent to the County Treasurer at treasurer.admin@danecounty.gov:

- Subject: “January Settlement – *Name of your Municipality*”
- Body: Total December Collections (*should match your report*)
If your report was run for a day OTHER than December 31
- Attachment: January Settlement Report (full report)

Settlement Documents

Once the County Treasurer has balanced your January Settlement Reports, you will get an email notification when you reconciliation information has been uploaded to Access Dane:

<https://accessdane.danecounty.gov/>

The following documents will be available to you:

- PC-500: January Settlement 20yy Tax Roll
 - Shows settlement amounts for January payments
- Paid Summary: Real Estate Summarize Tax Payments and Balances
- Specials Balances: Real Estate Special Taxes Balance Report
- Write-Off: Real Estate Tax Year Summary
 - Commonly known as the “12-year write-off.”

January Settlement Payments

You are responsible for paying all jurisdictions their share of the January Settlement. These amounts are found in the third column labeled “Prop Share” on the PC-500 document loaded into your Access Dane account.

- Section A, Line 4: Payable to the County
- Section D: Payable to each applicable School District
- Section E: Payable to each applicable Technical College

DEADLINE: Payments are due to the taxing districts by January 15th. Postmarks do not apply for settlement payments; they must be in the hands of the taxing jurisdiction by the due date.

February Settlement

DEADLINE: February 5th at 4:00 pm

You should be balancing your tax payments to various reports in LandNav throughout your collection period. Dane County balances tax collection daily, which may not be possible for those of you who are not in the office full-time. At the very minimum, you should be completely balanced with the LandNav reports before you send any settlement information to Dane County. This could take some time if you find you do not balance. Be sure to give yourself enough time to balance before the submission deadline, noted above.

Local Municipality Collection

You will collect all payments through the five working day period after January 31st. All timely payments should be entered with a January 31st interest and penalty date. Payments are considered timely if **one** of the following conditions are met:

- Envelope has a USPS postmark by January 31st
 - Shipping dates/labels from delivery services do not qualify as postmarks (ex: FedEx, UPS, etc)
- Envelope is received before the close of business within five working days after the due date (February 5th)

February Settlement Report

It's very important that you follow the exact report parameters listed below when running your February Settlement Report in LandNav. Your report is used as a comparison to the EXACT same report we run on our end. If the parameters do not match, they will not balance.

You will run the [Payments by Selection Criteria](#) report.

- General Tab
 - Property Type: Real Estate
 - Tax Years: Current only
 - Municipalities: Select yours
 - Payments to Include:
 - Source: Municipality
 - Posted Payments
 - Web Portal Payments
 - Non-Web Portal Payments
 - Payment Types:
 - Adjustment
 - Tax
 - Lottery

- Redemption
- Void
- Limit & Display Tab
 - Check the boxes for:
 - Include Cash Receipting Overpayments in the Overpayment Column
 - Display owner name
 - Display summary page
 - Display payment details
- Ranges & Sorting
 - Payment Date:
 - Beginning: 12/01/2026
 - Ending: 02/05/2027
 - If you choose to enter a different date here, please make sure you include that information in your submission email to the County Treasurer.
 - Check the box for: Include voids associated with the selected payments
 - Sort Order: Drag and drop the categories so that it looks like the following image.

Sort Order		
Sort by:	Subtotal?	New Page?
☒ Payment Date	☒	☒
☒ Parcel Number	☐	☐
☐ Batch Number	☐	☐
☐ CR Batch Number	☐	☐
☐ Receipt Number	☐	☐
☐ Municipality	☐	☐
☐ Tax Year	☐	☐
☐ Owner Name	☐	☐

It is not recommended that you print this report to paper as it could be quite lengthy. Follow the instructions for how to [save reports to your local computer](#).

Balance the final page of the report with your tax collection records.

Submit Documents to County Treasurer

After you balance the LandNav report with your records, the following email should be sent to the County Treasurer at treasurer.admin@danecounty.gov:

- Subject: "February Settlement – *Name of your Municipality*"
- Body: Total Collections (*should match your report*)
If your report was run for a day OTHER than February 5
- Attachment: February Settlement Report (full report)

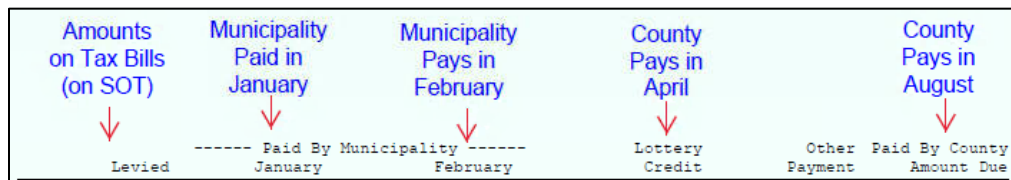
Settlement Documents

Once the County Treasurer has balanced your February Settlement Reports, you will get an email notification when your reconciliation information has been uploaded to Access Dane:

<https://accessdane.danecounty.gov/>

The following documents will be available to you:

- Overpaid: Payments by Selection Criteria
 - Shows the detail for all overpayments (w/o mailing addresses)
- Specials Paid: Special Taxes Payments and Balances Report
- Paid Summary: Real Estate Summarize Tax Payments & Balances
- Roll: Real Estate Tax Roll
- PC-501: Tax District Treasurer's Settlement
 - Column K shows the MFL amount owed to the County Treasurer
- DistSum: Settlement District Summary Report
 - Shows a complete summary of all payments to be made throughout the tax year.



- If you owe MFL, Ag Conversion, Farm Drainage, or Lottery Credit specials to the County, they will be noted on the bottom of this page.
 - Pay attention to the notes if any of these payments need to be in a separate payment from the regular settlement.
- RecOfSett: Record of Settlement of Taxes Levied
 - All pages need to be reviewed, signed, and returned to the County Treasurer at treasurer.admin@danecounty.gov.
- Receipt PC-502: Tax Settlement Receipt
 - The total in Section E should match Section 1, Line 25 on the PC-501 and Line M on your SOT.
- First\$: First Dollar Credit Settlement
- LC: Lottery Credit Settlement

February Settlement Payments

You are responsible for paying all jurisdictions their share of the February Settlement. These amounts are found in the third column labeled "February" on the DistSum or in Part II of the RecOfSett documents loaded into your Access Dane account.

DEADLINE: Payments are due to the taxing districts by February 20th. Postmarks do not apply for settlement payments; they must be in the hands of the taxing jurisdiction by the due date.

After Local Tax Collection

February Settlement Payments to Dane County

Payments due to the County Treasurer need to be paid separately from any other payment to the County. Additionally, the following specials need to be paid separately as well:

- Farm Drainage
- Ag Conversion
- Lottery Credit Penalty

First Installment Shortfalls

If a first installment payment is short by \$5 or less, the County Treasurer will add the balance due to the Second Installment. The parcel will NOT be considered delinquent.

Payments Received After Deadline

If you receive payments AFTER you've submitted your February Settlement documents, send them to the County Treasurer for processing.

- Date stamp the envelope with the date you receive it.
- Endorse the checks over to Dane County:
 - "Pay to the Order of Dane County Treasurer without recourse: *Municipality Name*"
- Send with the original envelope and original documentation to:
Dane County Treasurer
PO Box 1299
Madison, WI 53701

Payments Returned by the Bank

Once the County takes over payment, you will not be able to void returned payments in LandNav. If you receive a bank notification of a returned payment, please fill out and submit the Void Form located on the Municipal Treasurer's website: <https://treasurer.danecounty.gov/municipal-treasurer-access>.

Additionally, you should notify the taxpayer of the returned payment. They can review their parcel information on Access Dane <https://accessdane.danecounty.gov/> and obtain their current balance due on the E-Statement.

NOTE: Once the County receives the void information, the payments are not voided in LandNav. Rather, the returned amount is added as a special to the tax bill. This will make the total tax due look MORE than what was actually due on the parcel, which can be very concerning for taxpayers. Please include this information in your communication with them to help ease the number of upset taxpayers who call the County Treasurer about the returned payment.

Payments to Locals From County Treasurer

Below is a summary of payments local municipalities should expect to see from the County Treasurer (organized by date). These will be paid via ACH/Wire unless otherwise noted.

- Monthly (first week): Specials paid to the County Treasurer on PREVIOUS TAX YEAR delinquent parcels.
- February 15: PC-201 Chargeback of Rescinded or Refunded Taxes.
 - This amount will be noted on the DOR's certification provided to the taxing jurisdictions the previous fall.
- April 15: Lottery Credit
 - The amount is listed on the [DistSum](#) Report from the February Settlement.
- August 20: August Tax Settlement
 - The amount is listed on the [DistSum](#) Report from the February Settlement.
- September 15: Specials paid to the County Treasurer on CURRENT TAX YEAR parcels.

Payments to County Treasurer From Locals

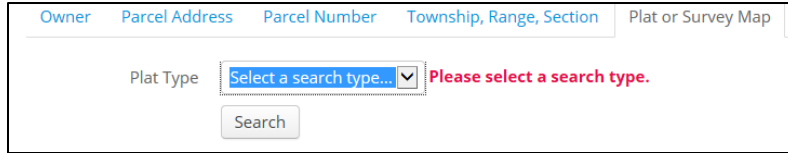
Below is a summary of payments local municipalities should pay to the County Treasurer if they apply (organized by date). All payments paid to the County Treasurer should be made separately from any other payment to the County.

- January 15: [January Settlement](#)
- February 20: [February Settlement](#)
- February 20: Payment in Lieu of Taxes (PLT) – State of WI ONLY
 - State lands are not included on the local tax bills, so the DNR sends payment to each affected municipality before January 31st of each year. Local municipalities are then required to pay each taxing jurisdiction their share of the funds.
- February 20: Omitted Tax
 - This amount will be noted on the DOR's certification provided to the taxing jurisdictions the previous fall.
- June: Managed Farm Land (MFL)
 - The State will send each local municipality payments for MFL. The 20% County portion must be paid prior to the following year tax bills being mailed.
- December: Managed Farm Land Withdrawals (WFL Withdrawals)
 - The State will send each local municipality payments for MFL withdrawals, where 20% should be paid to the County.
- TBD: Tax Incremental District (TID) Closures
 - Locals should pay all taxing jurisdictions within the closed TID a refund on collections in excess of the project costs.
 - The amount due to each jurisdiction is determined as part of the closure process.

Adding Addresses in Access Dane

The following are instructions from Dane County Property Listing on how to add addresses to new subdivisions or CSMs on Access Dane.

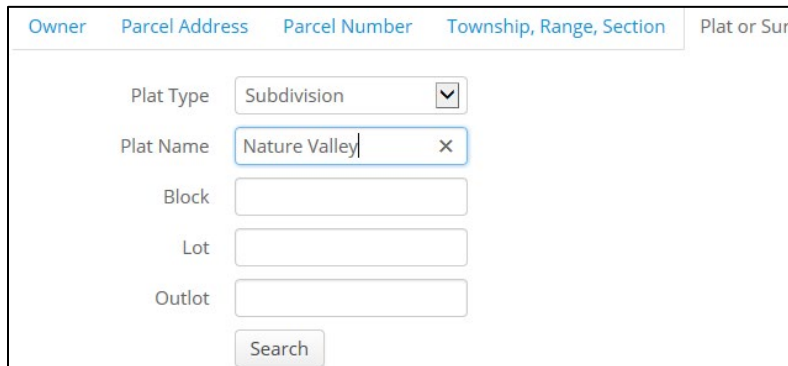
- Once you are logged in, click on Advanced Search.



Owner Parcel Address Parcel Number Township, Range, Section Plat or Survey Map

Plat Type Please select a search type.

- Select which plat type you need: Certified Survey Map (CSM), Condominium, or Subdivision.
- Enter the plat name or CSM number.
- Click Search.



Owner Parcel Address Parcel Number Township, Range, Section Plat or Survey Map

Plat Type

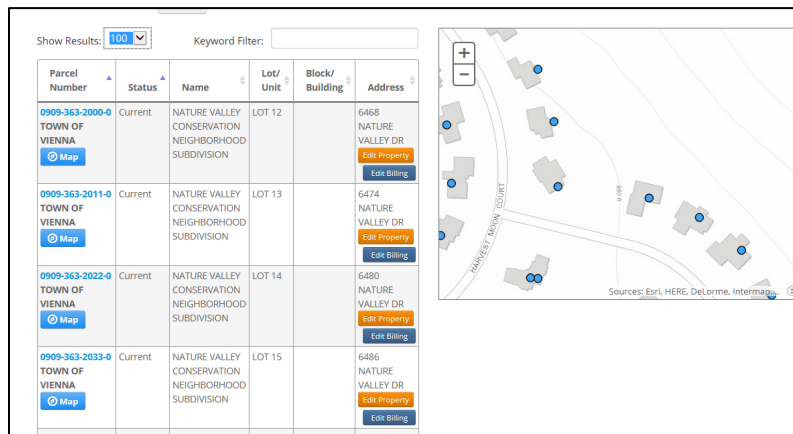
Plat Name

Block

Lot

Outlot

- This will bring up a list of all the lots in the plat or CSM. If it is a larger number of parcels, change the Show Results to 100.



Show Results: Keyword Filter:

Parcel Number	Status	Name	Lot/Unit	Block/Building	Address
0909-363-2000-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD SUBDIVISION	LOT 12		6468 NATURE VALLEY DR Edit Property Edit Billing
0909-363-2011-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD SUBDIVISION	LOT 13		6474 NATURE VALLEY DR Edit Property Edit Billing
0909-363-2022-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD SUBDIVISION	LOT 14		6480 NATURE VALLEY DR Edit Property Edit Billing
0909-363-2033-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD SUBDIVISION	LOT 15		6486 NATURE VALLEY DR Edit Property Edit Billing
0909-363-2044-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD SUBDIVISION	LOT 16		6492 NATURE VALLEY DR Edit Property Edit Billing

Sources: Esri, HERE, DeLorme, Intermap, Inc., Swisstopo, GEBCO, USGS, AeroGRID, IGN, SIA, USFWS, BLM, NPS, Esri, HERE, DeLorme, Intermap, Inc., Swisstopo, GEBCO, USGS, AeroGRID, IGN, SIA, USFWS, BLM, NPS

- If you click on the little arrow by Lot/Unit, you can change the sort to lot number. Or, if you click on the arrow by Parcel number, you can change the sort to parcel number order. Whatever works best for you.

- You can Edit Property Address or the Billing Address

0909-363-6615-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	LOT 85		6447 NATURE COVE TRL Edit Property Edit Billing
0909-363-6650-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 8		Edit Property Edit Billing
0909-363-6675-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 9		Edit Property Edit Billing
0909-363-6700-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 10		Edit Property Edit Billing
0909-363-6725-0 TOWN OF VIENNA Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 11		Edit Property Edit Billing

- If you click on Edit Property, you will get the new address screen. Enter the new address and click Submit.

Address Exchange

Parcel Info:

0909-363-6675-0
FIRST ADDN TO NATURE VALLEY CONSERVATION NEIGHBORHOOD HOMEOW
TOWN OF VIENNA

Update Billing  ☐

House Number

House Num Suffix

Street Name  ☐ New Street? 

Unit Type 

Unit Number

Zip Code 

Zip Code Ext

Add a Comment:

[Close](#)

- You will get the message about whether you want to add another address.
 - If this is a corner log or a multipole unit building and you want to add a second address, click Yes. Otherwise, click No.
- You will be brought back to the original screen where you can select the next parcel to add an address to.

Once you submit an address, it will go to Property Listing for processing. After it is processed, you will receive an email confirming the changes you made were processed. The change will be on Access Dane the following day.

Changing Addresses in Access Dane

- After you sign into Access Dane, the first screen that comes up has a section labeled Address Exchange. If you have changes pending, they will be listed here until they are processed.

Address Exchange

View pending address updates for your municipality.

- You can keep track of whether you made changes here. You also have the opportunity to delete a change before it is processed by the County.

Pending Property Address Updates							
Municipality	Parcel Number	Primary	Address	Update Type	Status	CreatedOn	
VILLAGE OF WAUNAKEE	080916308251	☒	1 Kilarney WAY WAUNAKEE	Add	Pending	5/2/2014 11:03:29 AM	Delete
VILLAGE OF WAUNAKEE	080916308251	☒	1 Kilarney WAY WAUNAKEE	Add	Pending	5/2/2014 11:03:47 AM	Delete

- You should see the Edit button next to the Primary Address and Billing Address.

Primary Address	504 1/2 PROSPECT RD UNIT A	Edit
Billing Address	% GRANDPA 1 A W CANTERBURY CT E STAVA 5 CAMBRIDGE WI 53523 CANADA	Edit

- If the Edit button is not there, either you haven't signed in or you don't have authorization to update addresses.
- If you need authorization or experience issues, contact your local municipality's administrator or contact the Property Listing via email at property.listing@danecounty.gov.

Updating the Primary Address

- If there is no existing address, click Add Primary.

Municipality Name	VILLAGE OF WAUNAKEE
Parcel Description	KILKENNY ADDITION TO SOUTHBRIDGE OUTLOT ...
Owner Name	WAUNAKEE, VILLAGE OF 
Primary Address	Add Primary
Billing Address	PO BOX 100 WAUNAKEE WI 53597 Edit

- The Street Name field should auto-fill if the name is already in the County's Road Name Database.
 - If it doesn't fill and you are positive that it exists, check how it was entered on other parcels.
 - If it is a new street, check the box.
 - This will send the new street through an approval process. Once it has been added to the Road Database, the change will be processed.

- After you enter the new address and click Submit, you will get a notification that it was submitted.
- If you have more than one address of the parcel, click Yes to add another address.
 - This will bring up another screen.
 - If the street name is the same, just add the house number and hit submit.
 - You can add as many addresses as needed.
- Please contact Property Listing to remove addresses: property.listing@danecounty.gov.

Updating the Billing Address

- Click on the Edit button

Municipality Name	VILLAGE OF WAUNAKEE
Parcel Description	KILKENNY ADDITION TO SOUTHBRIDGE OUTLOT ...
Owner Name	WAUNAKEE, VILLAGE OF
Primary Address	Add Primary
Billing Address	PO BOX 100 WAUNAKEE WI 53597

- Enter the new address, scroll to the bottom of the screen, then click Submit.

- If you are updating a billing address for an owner who has property in your municipality as well in other municipalities, your search screen will show Edit only for the parcels in your municipality.

0712-214-5013-8 VILLAGE OF DEERFIELD Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	11 S WESTERN AVE
0712-214-5024-5 VILLAGE OF DEERFIELD Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	11 S WESTERN AVE
0809-094-8221-1 VILLAGE OF WAUNAKEE Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	1 MICKEY MOUSE DR Edit Property Edit Billing
0809-094-8351-4 VILLAGE OF WAUNAKEE Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	5907 HOGAN RD Edit Property Edit Billing
0809-094-8485-1 VILLAGE OF WAUNAKEE Map	Current	JOANNE K TIERNEY DONALD C TIERNEY ARBORETUM	Edit Property Edit Billing

- When you click on Edit Billing, you will see the Address Exchange screen that has a box you can check to “Update Multiple Parcels.”
- Checking this box will bring up the following screen.

Address Exchange

☒
 Update Multiple
 parcels?

☐ Select All	☐ Update for Entire
☐ 0809-103-9120-9 JOANNE K TIERNEY	
☐ 0809-161-9846-2 JOANNE K TIERNEY	
☐ 0809-174-4275-1 JOANNE K TIERNEY	
☐ 0809-174-4325-1 JOANNE K TIERNEY	

- You can check only certain parcels or you can check the box for Select All to update the parcels in your municipality.
 - If the owner wants all of their parcels updated, in all municipalities, check the box for Update for Entire County.
 - This will update all parcels that have the ownership listed the same way.
 - This saves the owner from having to contact numerous municipalities.

Dog Licensing Reports

The County Clerk's Office oversees dog licenses and submits the necessary reports to the State. Local municipalities serve as liaisons for the County Clerk and are responsible for the following:

- Obtaining all necessary owner and dog information
- Issuing the appropriate dog license(s)
- Collecting dog license fees
- Keeping an accurate log of all owner, dog, and license information
- Submitting owner, dog, and license information along with the required fee payment to the County Treasurer

The County Treasurer provides a spreadsheet to assist local municipalities with the items listed above. This is located on the Municipal Treasurer's website:

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

The spreadsheet is updated annually. Please make sure you are using the most current version of the spreadsheet before sending data to the County Treasurer.

Submitting Documents to the County Treasurer

For those who choose to use their own software rather than the spreadsheet provided by the County, there is a list of required information that must be included in your submission located on the Instructions tab of the spreadsheet.

Regardless of which method you choose to record and submit your license data, the Cover Sheet tab must be completed and is required to accompany the Dog License Report Data.

All submissions must be submitted in an Excel spreadsheet or CSV format to the County Treasurer via email at treasurer.admin@danecounty.gov. Any submissions that are not sent in this format will be placed in a lower priority than others as they take significantly longer to review for accuracy.

Prior to submitting any documentation to the County Treasurer, your Cover Sheet and Dog License Report Data **MUST MATCH**. We will be checking all data on the Cover Sheet against your report: tag number sequence, total amount owed to the County, number of tags per category, etc. If this data does not match or is missing, you will receive an email requesting corrections before a final review is completed on your data.

Once your submissions are reviewed and balanced, you will receive an email advising things are "good to go." It is recommended that you do not issue any payments to the County until you receive notification that your reports have been reviewed and balanced.

Deadlines for Dog License Reports

The County Clerk offers a \$0.50 per tag rebate for all dog reports and their corresponding payments received by the **second Friday in September**.

This means that your report needs to be received, reviewed, balanced, and we need to have payment in our hands by 4:00 pm on that date. We ask that you send your documentation no later than the **first Friday in September** to provide enough time for review and corrections, if necessary.

We cannot guarantee the County Clerk's rebate if these deadlines are not met.

Please consider sending multiple reports throughout the year, instead of one large report in September. The County Treasurer staff gets overwhelmed by trying to review and balance larger reports in late August and September with the deadline for the County Clerk rebate approaching.

Dog Licenses after Rebate Submission

You may continue to issue dog licenses after the September rebate submission. The process is the same, except the tags you sell during this time are not eligible for a County Clerk rebate.

Communicate with the Dane County Clerk's Office regarding returning unused tags and receiving new tags for the next year.

Unclaimed Funds

A complete Overview and Instructions for Unclaimed Funds is located in the Unclaimed Funds Worksheet on the Municipal Treasurer's website: <https://treasurer.danecounty.gov/municipal-treasurer-access>

Deadlines – ODD YEARS

- January 10th: Locals submit all unclaimed funds to the County Treasurer
- February 1st: Dane County submits Notice of Unclaimed Funds

During this time, local municipalities will be responsible for responding to and paying all unclaimed fund requests.

- September 1st: Locals submit final list of unclaimed funds to the County Treasurer

The final list of unclaimed funds should be followed with payment to the County Treasurer for the remaining amount to be paid upon being claimed.

Terminology & Other Helpful Tidbits

Agricultural Use Value Conversion (Ag Conversion)

Farmland converted to a non-farm use may be subject to a use-value conversion charge. Agriculture land in Wisconsin is assessed based on its agricultural productivity (use value) as opposed to market value.

Municipal assessors review the property for use value classification changes. The conversion charge, determined by the DOR, varies based on the number of acres converted. Landowners may appeal the classification changes by contacting the local assessor.

Within 15 days of the Board of Review adjournment, the assessor provides the County with a list of parcels subject to conversion charges. If no conversions occurred, the report must indicate "NONE." The County Treasurer issues bills for payment based on this list. If conversion charges remain unpaid by November 15th, they will be added to the property tax bills with interest.

The DOR posts the current year ag conversion charges each January. You can locate the information on their website: <https://www.revenue.wi.gov/Pages/Report/UseValueCharge.aspx>

The County retains 50% of any Ag Conversion charges collected; the other 50% goes to the local municipality.

Ag Conversion special assessments are listed on the SOT in Section G under the Other category.

Credits on Property Tax Bills

- [Lottery and Gaming Credit](#): Provided to parcels containing an improvement that is used as the owner's primary residence. This must be applied for by the property owner.
- First Dollar Credit: Provided to all parcels that contain an improvement.
- School Levy Tax Credit: Provided to all taxable real property. This shows up as a credit on the local school district levy.

Other income tax credits and assistance programs are listed on the tax bill backer.

Checks made out to Dane County during Local Tax Collection

During the local tax collection timeframe (December through the 5 working-day period after January 31st), you may receive checks that are made out to Dane County. Each municipality can determine their own policy on how to handle these checks. Below are the options we recommend:

- If you receive it with plenty of time before the January 31st due date, send the check back to the payer and request a proper check.

- If it is too close to the January 31st due date and you want the check included in February settlement, someone from your office can stop by the County Treasurer's Office and have the check signed over to your municipality.
- If it is too close to the January 31st due date and you choose to wait until the August settlement to receive the funds, mail the payment to the County Treasurer.
 - Be sure to include a date stamp for when you received the payment.

Lottery and Gaming Credit Penalty

The DOR performs lottery credit audits every 3-4 years. The audit is performed on the tax roll for the previous tax year.

If a parcel has a lottery credit that is questioned by the DOR, they send a notice to the property owner in the spring of the audit year advising them to complete the online questionnaire to determine if their property qualifies for the lottery credit or not. If the property does not qualify for the credit, the property owner must pay the DOR the total amount of the lottery credit on the previous year's tax bill by October 1st.

If timely payment is not received by the DOR, a Lottery Credit penalty will be added to the next tax bill as a Special Assessment. Lottery Credit Penalty special assessments are listed on the SOT in Section G under the Other category.

Managed Forest Law (MFL)

Wisconsin's MFL is a landowner incentive program that encourages sustainable forestry on private woodlands and provides substantial property tax savings. FML acres may be "open" or "closed." "Open" MFL land may be used by the public for hunting or other outdoor activities, such as hiking, fishing, skiing, etc. "Open" MFL lands are rare.

MFL land is also defined as "before 2005" or "after 2004" due to a law change that went into effect in 2005 that required a DNR-approved MFL plan writer to determine eligibility for the program. Most MFL programs expire after 25 years. Landowners may re-enroll once the plan expires.

Tax rates are provided by the DNR: <https://dnr.wisconsin.gov/topic/forestlandowners/taxrates>

School Levy Tax Credit

This credit is distributed based on a DOR calculation of local share of statewide school levies. The DOR pays the County for all School Levy Tax Credits and the County pays each local municipality their portion during August Settlement.

Contact Information

Dane County Treasurer's Office

Office: (608) 266-4151

Adam Gallagher, County Treasurer: (608) 266-4215

Sheri Rohr, Deputy Treasurer: (608) 266-9132

treasurer@danecounty.gov **(PUBLIC ONLY)**

treasurer.admin@danecounty.gov **(LOCAL MUNICIPAL OFFICIALS ONLY)**

Dane County Property Listing/Land Records

Office: (608) 266-4266

Dan Frick, Land Records Administrator: (608) 261-9750

Peggy Llontop, Land Records Review Analyst: (608) 266-4120

Jeremiah Erickson, Land Records Review Analyst: (608) 267-3529

property.listing@danecounty.gov

Information Technology (IT)

Steve Cripps, IT Project Leader: (608) 266-4267 x3

cripps.steven@danecounty.gov

helpdesk@danecounty.gov

LandNav Software Support

(800) 527-9991: press 1 for Tax, then 1 for LandNav Support

TaxCAMASupport@catalisgov.com – include “LandNav” in the subject line

Bob Anderson, Town of Westport: (608) 444-1182

banderson@townofwestport.org

Wisconsin Department of Revenue – Local Government Services Staff

(608) 261-5360

lgs@wisconsin.gov