**Local Municipality Property Tax Process Checklist 2024-2025**

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| This document is organized by the month the activity needs to be completed. Yellow highlights define where to find more information in the Tax Collection Manual (i.e. Section 10). GCS specific tasks will be shown in green. LandNav specific tasks will be in blue. Black font means everyone gets to play. |

**January**

* Export December payments to the County Treasurer. Section #6.
* GCS: Send export email between December 31 and Monday, January 6. Include Batch numbers and Lottery Credit numbers in your email.
* LandNav: By the end of the day on December 31, send a December payments collection report. Include the total amount collected in your email.
* Watch your secure Access Dane account for your Settlement documents.
* Odd Numbered Years: Friday, January 10, 2025: Unclaimed Funds spreadsheet and certification letter are due to the County Treasurer.
* Your January Settlement payments are due on January 15
* Friday, January 10 is the deadline for Adjusting Specials. Section #7.
* Late in January, the County Treasurer will send a list of lottery credit additions and deletions to match with your records.
* January 31: Last day for Municipalities to apply Lottery Credits to tax bills. Any Lottery Credit forms you receive after this date, regardless of postmark, should be returned to the property owner with information on how to apply for a late claim directly with the State Department of Revenue.
* January 31: First installment property tax payments due to Municipalities.

**February**

* Export payments received since the January Export to the County Treasurer. All payments must be date January 31 or before. Section #8.
* GCS: Send export email between January 31 and Wednesday, February 5. Include Batch numbers and Lottery Credit numbers in your email.
* LandNav: By the end of the day on Wednesday, February 5, send a final payments collection report. Include the total amount collected in your email.
* To be recorded as timely, First Installment payments must be postmarked by January 31 or received (in hand) within five business days. Friday, February 7 in 2025.
* February 15: PC-201 Charge Back of Refunded and Rescinded Taxes payment from County. The information is received in November from DOR on corrections made per Wis. Stats. §74.41. Section #10.
* Watch your secure Access Dane account for your Settlement documents. Section #9. Adam will contact you if there are questions.
* February 20: February Settlement payments are due Section #11.
* Dane County
  + February settlement amount + MFL (can be on the same check)
  + Ag Conversion (separate check, if applicable)
  + Farm Drainage (separate check, if applicable)
  + Lottery Credit (separate check, if applicable)
  + PILT (separate check, if applicable)
* Tech College
* School District
* Special taxing districts (Towns of Albion, Dunkirk, Roxbury and Village of Windsor)

[Image result for shamrock images](https://www.123rf.com/stock-photo/shamrock.html) **March** [Image result for shamrock images](https://www.123rf.com/stock-photo/shamrock.html)

* March 1 Deadline: DOR Form LC-664 for Manufactured/Mobile Home Lottery and Gaming Credit Report due to the state. This report is for mobile homes that pay a monthly municipal permit fee. The state will distribute this lottery credit payment to each municipality that files a report.
* March 31: Send any changes in your municipal banking or LGIP information to the County in preparation for Lottery Credit Settlement on April 15. This form can be found on the Municipal Treasurer’s Secure Website: <https://treasurer.countyofdane.com/munitreasurer.aspx>

**April**

* April 1 Deadline: Completed PC-200 Forms (Chargeback of Personal Property) are due to the County Treasurer. Payment received by May 1. This will end after 2025.
* April 15: Lottery Credit Settlement payment from the County. See DistSum Report from February Settlement for amount you will receive by ACH. Municipalities that receive their Lottery Credit payment directly from the state will need to pay each district their allocation of the credit. Section #10.
* In March or April, the County Treasurer sends out a postcard to taxpayers who may qualify for a lottery credit on their home. There is nothing for you to do but you may get questions from people about this postcard.

**May**

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| [Image result for flowers on a grave memorial day graphics](https://www.fg-a.com/memorialday.shtml) | * PC-200 payments for Chargeback of Personal Property will be received from the County by May 1, if applicable. Final payments will be in 2025 and then PP will no longer exist. Section #10. |

* On the first Monday in May, the State will pay Municipalities (and other taxing jurisdictions) for the amount of taxes levied on personal property (locally assessed machinery, tools, and patterns values). Wis. Stats. 79.096.
* At the end of May, the County will send Final Installment Reminder notices to taxpayers. Again, nothing for you to do but you may start getting calls with questions and you will likely receive payments from people sending to the wrong location.

**June**

* Mid-June: DNR will send MFL payments to local municipalities. All MFL payments must be received by the County from the municipality before tax bills can be released in December.

**July**

* July 1 is the deadline for Municipalities to file the [PE-300](https://www.revenue.wi.gov/Pages/Form/govtif-tidaudreports.aspx), the Annual TID Report, with the DOR.

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|  | * July 20: DOR will pay municipalities: * Exempt Computer Aid, * Shared Revenue (15%, balance will be paid in November), * Expenditure Restraint, * Dane County will receive payments for the First Dollar and School Levy Tax Credit which will be paid to municipalities with August Settlement. |

* July 31: Taxpayer deadline for paying Final Installments to County Treasurer. The grace period ends Thursday, August 7, 2025 (5 business days after deadline).

**August**

* August 1 to the third Monday in December: Taxpayers may pre-pay property taxes to Municipal Treasurers. The total taxes paid in advance of the levy must be greater than $100 and may not exceed the total taxes previously levied against the property, as shown on the previous tax roll.
* August 20: County August Settlement payments to municipalities (includes special districts), school districts and tech colleges. Payments will include School Levy Tax and First Dollar Credits owed to each taxing jurisdictions. See DistSum Report from February Settlement for the amount you will receive by ACH.

**September**

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| worker relaxing on Labor Day | * First Friday in September - Deadline to email dog license reports to the County Treasurer to assure your County Clerk rebate. It is best to get us your dog lists before the beginning of September. You can send multiple reports through the year instead of just one massive report at the end. * County Clerk dog rebate deadline is the second Friday of September. |

* Odd Numbered Years: Municipalities will turn over Unclaimed Funds to the County Treasurer for Distribution. The County will need payment for the remaining funds and an updated Unclaimed Funds spreadsheet.
* September 15: County pays municipalities for current tax year Specials collected between the February export and August 31.

**October**

* October 1 Deadline: Requests for Chargeback of Refunded or Rescinded Taxes (Form PC-201) filed with DOR. Dane County will pay approved chargebacks in February.
* October 1 Deadline: Requests to Share Non-Manufacturing Omitted Taxes (Form PC-205) filed with DOR.
* October 1: Last day for taxpayers to file for a late Lottery Credit claim with DOR. These forms can only be filed online.
* Early October: Complete your Tax Bill Information Form. You will receive an email from the County Treasurer requesting this information.
* Early October: Municipal Treasurer Training and GCS/LandNav Software Training.
* Make sure that you can log in to your Access Dane Secure Site where you will enter your Mill Rate Worksheet. <https://treasurer.countyofdane.com/munitreasurer.aspx> Section #1.
* Start gathering all the information you need to enter specials into Access Dane[[1]](#footnote-1).
* Contact Business Communication Solutions (BCS) if they are mailing your tax bills. Contact: Taylor Ondersma at 608-849-9730 x240 or [bcs-customercare@bcs-innovation.com](mailto:bcs-customercare@bcs-innovation.com)

**November**

* November 14: DOR posts the Tax Increment Worksheet Form (PC-202).
* November 15: Last day for taxpayers to pay utilities and other assessments before being included on the tax bill as a special.
* November 15: DOR responds to any PC-201 Chargebacks requested by Municipalities.
* November 18: DOR distributes final shared revenue payments.
* All MFL payments must be received by the County before tax bills can be released.
* Watch for levy information from your local districts. Every district in your municipality will send you levy and referenda information:
* School District(s)
* Tech College(s)
* County (Certificate of Apportionment). Available on the Dane Treasurer’s website. <https://treasurer.countyofdane.com/munitreasurer.aspx>
* Your Municipal levy
* Any Special Taxation Districts (e.g. Lake or Sanitary Districts)
* These DOR forms are needed to create your tax bills Section #2:
* TID Worksheet, form PC-202
* Statement of Taxes (SOT), form PA632A
* Referenda/Resolution Data, form PA-687
* Statement of Assessment (shows total assessed value for each taxing district in your municipality.

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| * Work with Property Listing to get Specials entered into Access Dane. Once your specials are entered and balanced, Property Listing will release your Mill Rate Work Sheet. * Thanksgiving: November 28, 2024. * Watch for an email from County Property Listing that you are ready to complete your mill rate worksheet. | C:\Users\kml7\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\OQBLBQX8\happy_thanksgiving_turkey_wooden_ornament_sign[1].jpg |

* Go to your secure Municipal Treasurer’s account and sign in
* Click on Mill Rate Worksheet Update and fill in your levy (and TID) amounts.
* For more information about completing your Mill Rate Worksheet, see Section #3.
* When the Mill Rate Worksheet is complete and submitted, send these required documents to [Treasurer.Admin@danecounty.gov](mailto:Treasurer.Admin@countyofdane.com):
* SOT complete through the first line of Section G
* TID Worksheet (if you have these districts)
* Referenda Form PA-687
* Your email should also include your contact information for the hours of 8 am to 8 pm in case there are questions about your tax bills.

**December**

* At this point, the County Treasurer’s Office will start preparing your tax bills. If there are questions, you will get a call. If there are no issues, you will get an email when your draft tax bills are created and ready for review on your AccessDane secure site.
* If BCS mails your tax bills, make sure they have any inserts you want with your tax bills.
* If you mail your own tax bills, BCS will contact you when they are printed and ready.

Business Communication Solutions

317 Raemisch Rd, Waunakee, WI 53597

Taylor Ondersma, 608-849-9730 ext. 240 (Direct),

Email: [bcs-customercare@bcs-innovation.com](mailto:bcs-customercare@bcs-innovation.com)

* Once your documents are uploaded to Access Dane, you can complete your SOT to submit to DOR and the County Treasurer’s Office.
* **Due the Third Monday in December:**
* Your completed SOT is due to the DOR and the County Treasurer (print a copy of your online form to email to us).
* Sign and send the Tax Roll Certification for Taxes Levied (PA-601) to the County Treasurer (DOR does not need this form). <https://www.revenue.wi.gov/DORForms/pa-601.pdf#search=pa%2D601> *Note: You no longer need to mail a hard copy of this document.*
* DOR needs the Tax Increment Worksheet (if applicable) and the Levy Limit Worksheet

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| * And, of course, this is the deadline to have your tax bills in the mail. Dane County will update Access Dane with 2024 tax bills by this date as well. * Collect current year tax payments through January 31. Section #4: * Email Lottery Credit additions and removals to [Treasurer.Admin@danecounty.gov](mailto:Treasurer.Admin@countyofdane.com). Section #5: |  |

1. This document does not describe the process of entering delinquent utility charges, specials, managed forest lands, etc. That is defined by County Property Listing. [↑](#footnote-ref-1)