Local Municipality Process Checklist
2026-2027 Tax Year

ORGANIZED BY THE MONTH THE ACTIVITY NEEDS TO BE COMPLETED

All documents sent to the County Treasurer should be via email at treasurer.admin@danecounty.gov, unless otherwise noted.

JANUARY 2027

- ☐ First Week: Settlement documents are uploaded by the County Treasurer to your secure Access Dane account.
- ☐ January 8: Unclaimed funds spreadsheet and certification letter due to the County Treasurer.
  - Certification letter must be sent via USPS or dropped off at the County Treasurer's Office – do not send via email.
- ☐ January 13: Specials adjustments due to the County Treasurer.
- ☐ January 15: Settlement payments are due to taxing jurisdictions.
- ☐ January 31: All lottery credit applications you have in-hand must be entered in LandNav.
- ☐ January 31: First installment property tax payment deadline.

FEBRUARY 2027

- ☐ February 5: Local collection period stops at end of business day.
- ☐ February 8: Settlement documents are due to the County Treasurer by 4:00 pm.
- ☐ Second Week: Settlement documents are uploaded by the County Treasurer to your secure Access Dane account.
- ☐ February 15: County Treasurer to pay any chargebacks to local municipalities per the PC-201.
- ☐ February 20: Settlement payments are due to taxing jurisdictions.
- ☐ Late February: County Treasurer sends delinquency notices to taxpayers.

MARCH 2027

March 31: Changes to your local municipal bank or LGIP accounts reported to the County Treasurer.

APRIL 2027

- ☐ Early April: County Treasurer sends lottery credit postcards to residents who may qualify but are not currently receiving it.
- ☐ April 15: County Treasurer to pay lottery credit to local municipalities.
- ☐ Mid-Late April: County Treasurer sends delinquency notices to taxpayers.

MAY 2027

- ☐ Late May: County Treasurer sends second installment reminder notices to taxpayers.

JUNE 2027

- ☐ Mid-June: DNR sends MFL payments to local municipalities, who must remit 20% to the County Treasurer prior to the following year tax bills being mailed.

JULY 2027

- ☐ July 20: County Treasurer receives the First Dollar and School Tax Levy Credit payments from the DOR. Local municipality portions will be paid out to them with the August Settlement payment from the County Treasurer.
- ☐ July 31: Second installment property tax payment deadline.

AUGUST 2027

- ☐ August 20: August settlement payments to be paid by the County Treasurer to all taxing jurisdictions.

SEPTEMBER 2027

- ☐ September 1: Final unclaimed funds spreadsheet and payment due to the County Treasurer.
- ☐ September 3: Dog license reports due to the County Treasurer for County Clerk rebate.
- ☐ September 9: Dog license report corrections and payments due to the County Treasurer for County Clerk rebate.
- ☐ September 15: County Treasurer sends current tax year specials payment to local municipalities.

OCTOBER 2026

- ☐ October 6 & 8: Local Tax Bill Creation and Collection Training
- ☐ October 9: BCS tax bill information forms due to the County Treasurer and BCS.

NOVEMBER 2026

- ☐ November 13: DOR posts Tax Increment (TID) Worksheet (PC-202).
- ☐ November 16: DOR responds to any form PC-201 Chargeback requests.
- ☐ Mid-November: Levy information provided to local municipalities by various taxing jurisdictions.
    - School Districts (PI-1508)
    - Tech Colleges (via email)
    - County (PC-400)
    - Local
    - Special Districts
- ☐ Mid-Late November: Prepare forms needed for tax bill creation.
    - Tax Increment (TID) Worksheet (PC-202)
    - Statement of Taxes (SOT) (PC-632a)
    - Referenda/Resolution Data (PA-687)
    - Statement of Assessment (SOA) (PA-521c)
    - Mill Rate Worksheet (MRWS)
- ☐ November 25: Deadline to submit specials to Property Listing.
- ☐ November 30: MFL payments due to the County Treasurer.

DECEMBER 2026

- ☐ Early-December: Tax bill creation documents are uploaded by the County Treasurer to your secure Access Dane account.
- ☐ December 21: Tax bills must be mailed to property owners.
- ☐ December 21: Final SOT due to the DOR and County Treasurer.
- ☐ December 21: Signed Tax Roll Certificate (PA-601) due to the County Treasurer.
- ☐ December 31: Settlement documents are due to the County Treasurer by 4:00 pm.