

Local Property Tax Process Manual 2025-2026

Each Section defines a specific part of the tax payment process. These sections also align with the Local Treasurer Checklist that summarizes tasks and deadlines for County and Municipal Treasurers. Click on the Section title (underlined) to jump to that section. You may also click on a Table link for further information.

Section	Page
#1 <u>Municipal Treasurer Secure Sites</u>	3
<u>Table S1T1</u> – Secure Site Process Manual.....	Table 1
#2 <u>DOR Tax Calculation Forms</u>	6
<u>Table S2T2</u> – DOR Local Government Services Contacts.....	Table 13
#3 <u>Tax Calculation and Sample Worksheets</u>	7
<u>Table S3T3</u> – County Levy.....	Table 25
<u>Table S3T4</u> – SOT.....	Table 26
<u>Table S3T4A</u> – DOR SOT Instructions.....	Table 37
<u>Table S3T5</u> – TID Worksheet.....	Table 42
<u>Table S3T6</u> – PA 687.....	Table 43
<u>Table S3T7</u> – Mill Rate Worksheet.....	Table 44
<u>Table S3T8</u> – Tax Roll Certificate.....	Table 45
<u>Table S3T8A</u> – DOR Tax Roll Certificate Instructions.....	Table 46
<u>Table S3T9</u> – Tax Calculation to Final SOT.....	Table 48
<u>Table S3T10</u> – Sample Tax Calculations.....	Table 50
#4 <u>Getting Started in LandNav</u>	10
<u>Table S4T11</u> – Citrix.....	Table 116
<u>Table S4T12</u> – Entrust.....	Table 117
#5 <u>LandNav Summary and Navigation</u>	11
#6 <u>LandNav Tax Payment Entry</u>	13
Manual Batch Entry.....	14
<u>Table S6T13</u> – Importing Tax Payments.....	Table 113
Cash Receipting Batch Entry.....	21
<u>Table S6T14</u> – LandNav Agent Set-Up.....	Table 136
<u>Table S6T15</u> – Entering Overpayments.....	Table 142

#7	<u>Bill Maintenance</u>	28
#8	<u>Lottery Credits</u>	32
	<u>Add a Lottery Credit</u>	35
	<u>Remove a Lottery Credit</u>	36
	<u>DOR Lottery Credit Audits</u>	37
#9	<u>Voiding Payments</u>	38
#10	<u>Reports</u>	40
	<u>Table S10T16 – Sample Reports</u>	Table 148
#11	<u>Adjusting Specials</u>	45
	<u>Table S11T17 – Specials Adjustment Form</u>	Table 156
#12	<u>January Settlement</u>	46
#13	<u>February Settlement</u>	49
	<u>Table S13T18 – District Summary Sample</u>	Table 158
#14	<u>After Local Collection is Complete</u>	52
#15	<u>Annual Payments from the County to Municipalities</u>	53
	<u>PC-201: Chargeback of Refunded Taxes</u>	53
#16	<u>Other Municipal Payments to the County</u>	55
	<u>Dog Licenses</u>	56
	<u>Table S16T19 – Dog Licenses</u>	Table 160
#17	<u>Omitted and Split Tax Bills</u>	58
	<u>Table S12T20 – Omitted Taxes Creation</u>	Table 162
	<u>Table S12T21 – DOR Omitted Taxes and Corrections</u>	Table 168
	<u>Table S12T22 – Split Tax Bill Creation</u>	Table 171
#18	<u>Unclaimed Funds</u>	60
#19	<u>Glossary of Terms and Acronyms</u>	62
	<u>Table S14T23 – AccessDane Address Change Instructions</u>	Table 174
	<u>Table S19T24 – First Dollar Credit Installment Split</u>	Table 183
#20	<u>Key Players Contact Information</u>	69
#21	<u>List of Tables</u>	70

SECTION #1

MUNICIPAL TREASURER WEBSITES

Municipal Treasurers (and often clerks) need access to three sites in the property tax creation and collection process: 1) your Municipal Treasurer account on the County Treasurer's Website, 2) your Access Dane account, and your DOR Account to complete State Forms (See Section #2).

Municipal Treasurer Account

Activities in your Municipal Treasurer's Account: 1) Complete Mill Rate Worksheet, 2) Create Omitted and Split Tax Bills, and 3) Update Bank Routing. A step-by-step process guide for the functions on this secure site are available in [Table S1T1](#).

Your Municipal Treasurer Page also includes other helpful links:

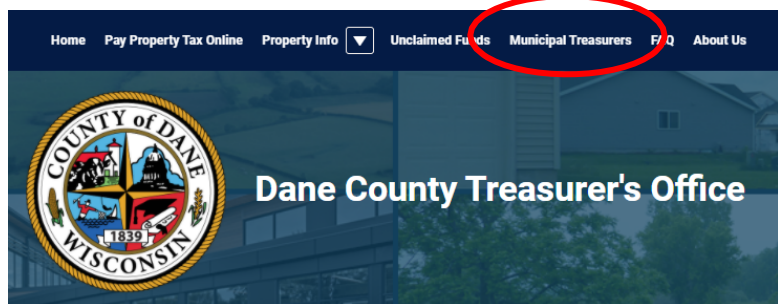
- Updated training documents
- The latest tax process manual and checklist.
- Excel Worksheets (Dog License, Voids, Unclaimed Funds, Specials Adjustments)
- Current Dane County Levy Document
- Links to Other Helpful Sites

How to Log-In

treasurer.danecounty.gov/

Click on the MUNICIPAL TREASURERS Tab (*circled in red on right*).

On the page that pops up, click on the Login Button.



On the page that appears, enter your username and password and you are in your account.

On this cover page, you can also create a new account, reset your password or get help.

Welcome to the Dane County Treasurer's Office Secure Site

Your Account is Associated with the TOWN OF OZ

Please select a link below:

[Mill Rate Worksheet Update](#)
[Mill Rate Worksheet View](#)
[Split Tax Bill Creation](#)
[Omitted Tax Bill Creation](#)
[Tax Bill Viewer](#)
[Process Documentation](#)

We recommend that you change your password every year.

Change Your Password

Password

New Password

Confirm New Password

Change Password

Cancel

You may also update your email address on this page (see below).

Update your Account

Personal Info

Email Address *

Full Name *

Address

City, State, Zip

Wisconsin



53572

Country

Phone *

Additional Comments

Update Personal Information

Cancel

Login Info

Use this page to change the name of the municipal treasurer, change an email address, or phone number.

Access Dane Account

Activities in your Access Dane Municipal Treasurer's Account include: 1) Enter Special Assessments and Charges (County Property Listing), and 2) View Tax Documents from the County Treasurer and Property Listing¹.

Documents from the County Treasurer are added throughout the year. Documents will be removed after two years so we recommend downloading all documents for your records. There will be more information about these documents in the sections below but in your Access Dane Account, you will find:

- December tax bill creation
- January Settlement
- February Settlement
- September (Specials Payments and Balance Report)
- End of Year (Write-Off and Specials Balances)

To log into your Access Dane account, go to accessdane.danecounty.gov and click on Log In (red button on the top right of the page)



- Enter Username and password
- Select DOCUMENTS
 - Treasurer
 - 2025pay2026

If you are having trouble logging in, please contact Property Listing at 608-261-9750 or Property.Listing@danecounty.gov.

If you cannot find the information you need on your Access Dane website, contact the County Treasurer at 608-266-4151 or treasurer.admin@danecounty.gov

¹ Contact information for Dane County Property Listing: Property.Listing@danecounty.gov. Peggy Llontop 608-266-4120 or Dan Frick at 608-261-9750.

SECTION #2

WISCONSIN DEPARTMENT OF REVENUE (DOR) TAX FORMS

You will need to fill out multiple online forms on the DOR website in order to create your tax bills. The DOR Landing Page below includes forms, calendar of events, tasks, etc.

<https://www.revenue.wi.gov/Pages/Governments/home.aspx>

Click on Treasurer (or Clerk) in the center of the page under Towns, Villages, Cities for information helpful to you. The commonly used forms that you use are listed down in the right corner.

DOR also has a Forms page. Since the forms (and website addresses) update annually, use this Forms Cover Page to find the forms you need.

<https://www.revenue.wi.gov/Pages/Form/govprt看-Home.aspx>

You should sign up for DOR Emails at: [revenue.wi.gov/Pages/HTML/lists.aspx](https://www.revenue.wi.gov/Pages/HTML/lists.aspx). This service provides updates on availability of forms and property tax information.

Another helpful document on the DOR website is the annual calendar

<https://www.revenue.wi.gov/DORReports/tvccal.pdf>

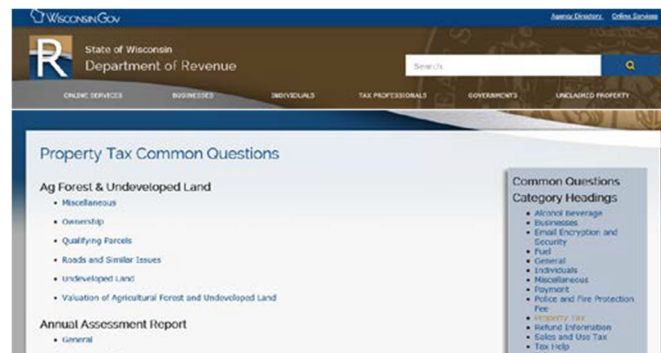
The DOR also has a helpful checklist of reporting dates:

<https://www.revenue.wi.gov/Documents/muni-filing-timeline-resources.pdf>

Finally, this page contains general explanations for common property tax questions.

<https://www.revenue.wi.gov/Pages/FAQS/home-pt.aspx>

All these sites and emails are helpful but you may need to talk to someone. **Table S2T2** shows the “current” list of DOR Contacts in the Local Government Services Section. This Table also includes an annual calendar.



SECTION #3

TAX CALCULATION AND SAMPLE WORKSHEETS

County Property Listing

The Tax Calculation process starts with County Property Listing. Your municipal assessors and Property Listing finalize any updates to your Statement of Assessment (SOA) with the state. Property Listing also works with Municipalities on entry of all special charges and assessments into Access Dane. *Note: The County manages entry of Charges for Managed Forest, Lottery Credit Penalties, Ag Conversion and Farm Drainage.*

If your SOA is complete and you have confirmed your specials, you will get an email from Property Listing that your Mill Rate Worksheet is ready for entry. The form will already include all assessed values and specials. Municipalities need to have a Municipal Treasurer Account (See [Section #1](#)) to enter your levies on the Mill Rate Worksheet.

Start Tax Bill Creation: Mill Rate Worksheet

Log into your Municipal Treasurer's page at <https://treasurer-apps.danecounty.gov/apps/login.aspx> and click on **Mill Rate Worksheet View**. More information on this process on the secure site can be found in [Table S1T1](#).

Check a couple things on this sheet before you enter levies: 1) make sure the mailing address at the top is correct and 2) check Specials and Woodland totals to make sure they are correct ². If the numbers are **NOT** correct, call Property Listing. If the numbers are correct, Click on [Back to Menu](#) at the bottom of the page.

Back on the Main Menu, select Mill Rate Worksheet UPDATE to enter your levy amounts. Municipal Clerks and Treasurers need four things to complete the Mill Rate Worksheet.

- Levy amounts from every district in your municipality. These come from the County, School Districts, Tech Colleges, Special Taxing Districts (only Towns of Albion, Dunkirk and Roxbury and Village of Windsor), and your local levy. Sample [Table S3T3](#) shows the County Levy.
- DOR Statement of Taxes (SOT) **form completed through the top line of Section F**. Sample [Table S3T4](#). *Note: The SOT columns in Section F cannot be completed until **AFTER** your tax bills are created by the County Treasurer.*
- DOR TID Worksheet (if you have a TID). Sample [Table S3T5](#). For more information on completing this form: <https://www.revenue.wi.gov/Pages/FAQS/slf-tiw.aspx#tiw3>
- A SIGNED PA-687, the Referenda/Resolution form. Sample [Table S3T6](#). You can find your school district information at <https://dpi.wi.gov/sfs/statistical/longitudinal-data/levies>. Click on Tax Certificates. School Districts will also send you this information.

² If you had Specials Adjustments on your tax bills last year, check each of those changes to make sure they are correct on your current Specials list. We also recommend that you check those specific tax bills once your documents are created.

On the fillable Mill Rate Worksheet form, enter the levy for each district. Once all the levy amounts are entered, click [Calculate & Save](#) to auto-fill the rates. Add your name and phone number at the bottom of the form and click on [Send to Treasurer](#). A printable, completed worksheet will pop up.

Back on the main menu, you can click on Mill Rate Worksheet View anytime. Sample [Table S3T7](#).

If you find an error and need to change your worksheet after it is submitted, you need to contact the County at Treasurer.Admin@danecounty.gov to have your worksheet re-set.

County Treasurer: When you complete and submit your Mill Rate Worksheet, email the documents below to the County Treasurer.

- SOT complete through the first line of Section F
- TID Worksheet (if you have these districts)
- Referenda Form PA-687.

The County cannot create tax bills without these documents. If there are questions about your tax bills, you will get a call. After the county reviews the bills, we send them to BCS for printing and to Access Dane for your review.

Please review the uploaded tax bills and contact the County Treasurer *immediately* with any concerns to stop printing and recalculate. Check your mailing address to make sure it is correct (we had several issues with that a few years ago).

The bills take 1 to 3 days to print. You will get an email from BCS when they are ready for pick-up.

By the third Monday in December (December 15, 2025):

- Tax bills must be mailed.
- Municipalities need to file their completed SOT on the DOR website.
- Email a copy of your SOT to the County Treasurer at Treasurer.Admin@danecounty.gov
- Email the signed Tax Roll Certificate (Sample [Table S3T8](#)) to the County Treasurer. This form can be found on the DOR website at: <https://www.revenue.wi.gov/DORForms/pa-601f.pdf>

Statement of Taxes

To complete your SOT, you will need the reports uploaded to your Access Dane Account. Go to accessdane.danecounty.gov to view your Tax Calculation Documents:

- Tax Calc Report (TaxCalc2025). You need this document to finalize your SOT and Tax Roll Certificate.
- SOT Report (SOT_2025). You need this document to finalize your SOT.
- Specials Report (Specials-2025)
- Tax Bill PDFs in alphabetical order by last name.
- A Tax Bill Summary page for Real Estate (RE) Tax bills
- A Tax Roll document (use this document to track changes to any tax bills in your municipality).

Table S3T9 shows which numbers to use to finalize your SOT.

Table S3T10 shows three samples of tax calculation documents.

SECTION #4

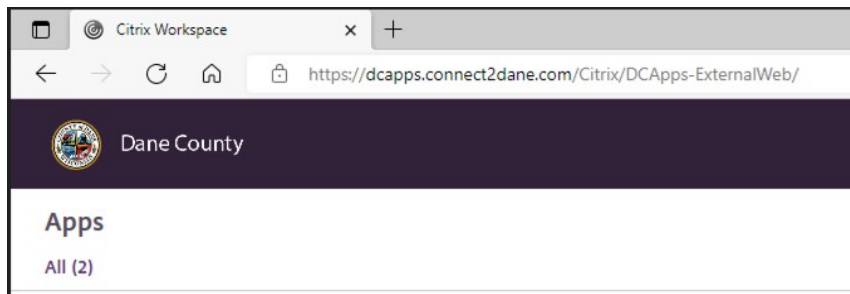
GETTING STARTED IN LANDNAV (CATALIS)

LandNav is the online property tax collection software used in Dane County. Municipalities will access LandNav using a secure, virtual desktop environment, Citrix. Entrust multi-factor authentication provides digital security to the workspace environment for access to the LandNav system. To get started, follow the below steps in the order listed:

1. Citrix installation guide (See **Table S4T11**). Citrix must be installed first.
2. Entrust installation guide (See **Table S4T12**). Download this app second (after Citrix is installed)
3. Log into Dane County's Citrix workspace portal. Sign into Dane County at the same time as downloading the Entrust program. <https://dcapps.connect2dane.com>

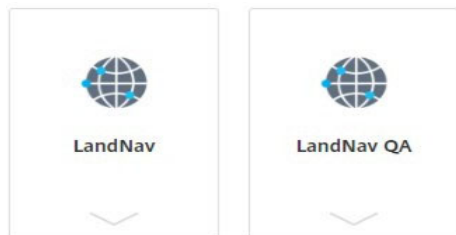
You will have two icons on your desktop:

1. LandNav QA (Training and Testing) and
2. LandNav (Production)



LandNav is for Entering this year's payments (2025 taxes).

LandNav **QA** – This is a test program for entering test cases and practicing in the application.



Until December, the QA site will have old 2024 data.

After tax bills are created, QA will have current data and will be refreshed nightly with the prior day's entries.

Passwords will be set to P@ssword\$\$ for all users each night it is loaded.

Click on the icon to launch the application.

SECTION #5

LANDNAV SUMMARY AND NAVIGATION

Navigation in LandNav is grouped by the categories shown on the left sidebar, shown below.

Home

~~MY WORK~~

~~My Wham~~

My Processes

Cash Receipting

Bill Maintenance

Processes

Reports

Settings

LandNav Help

My Processes: Most of your reports will **not** just pop-up, you will need to click on My Processes to see your requested reports. Once they are complete, you can print or save the reports.

Cash Receipting: Payments can be entered under Cash Receipting.

Bill Maintenance: This is how you search parcels. If you are not entering a payment but want to check on payment activity or find a balance due, this is where you start.

Processes: If you enter payments in Manual Batch Entry, you will use Maintain Batch Payments

Favorites	Name	Category
★	Batch Payments	Maintain Batch Payments

If you use Cash Receipting to enter payments, you will use the Maintain Cash Receipting Batches process. This is where you create the batch numbers for your daily work.

Name
Maintain Cash Receipting Batches

Reports: Reports and Receipts can be set up here. You will want to create several saved reports that meet your daily needs.

Settings: You will not have access to the controls under settings but if you want to review the list and request access to a setting, just contact us.

The Little Person: Click here to change your email, password or screen color template.

When 2025 tax data is loaded, reset your password in the LandNav PRODUCTION application, you can set it the same as your network login. You do not need to reset it in the QA system as it will be reset after each nightly load to P@ssword\$\$.

To reset your password, go to the Welcome Page:

Welcome kml7

Department: Treasurer

Home

MY WORK

My Wham

My Processes

LANDNAV

My Profile

First Name *

Kay

Last Name *

Lund

Email *

LUND.KAY@COUNTYOFDANE.COM

Save

Cancel

Reset Password

See the criteria at right below.

Reset Password

Current Password *

New Password *

Confirm Password *

Password must fulfill the following criteria:

✗ Contains a lowercase letter

✗ Contains a uppercase letter

✗ Contains a number

✗ Contains a special character

✗ Minimum 8 characters

✗ Passwords Match

Save

Cancel

SECTION #6

LANDNAV TAX PAYMENT ENTRY

There are two options for tax entry in LandNav.

1. Manual Batch Entry
2. Cash Receipting Entry

Note: When using the term “Batch,” you now need to specify Cash Receipting Batch or Manual Batch Entry Batch. There are Pros and Cons to each type of entry ³.

Manual Batch Entry

Pros

- Batch is balanced before it is posted and shows up that night on Access Dane County.
- Entry errors can be fixed before the payment is posted.
- You create your own Batch numbers and you can enter in multiple batches at the same time.

Cons

- Must have the parcel number to enter payments
- Does not automatically print a receipt
- Cannot add Lottery Credits.
- Cannot enter Lottery Credits
- You cannot add a group of parcels that are paid in one check as one transaction. However PRO, you can create a separate batch for just that check and run a report to show the total entries with each parcel listed.

Cash Receipting Entry

Pros

- May print a receipt immediately after entering the payment
- May add multiple parcels into an entry when there is one check paying for many parcels.

Cons

- Payment posts immediately. Will show up on Access Dane at midnight.
- Must search by bill number to enter payments.
- The LandNav Agent must be operational to print enter in Cash Receipting.
- Entry errors cannot be fixed. The entered payment must be voided and re-entered.
- You can only enter in one batch at a time.
- **DO NOT ENTER LARGE NUMBERS OF PARCELS LIKE YOU DID IN THE GCS ACCUMULATOR.** The maximum number before checkout has not been determined but your entry could fail.

You should do some testing in both types of entry. In our office, we use both. Some municipalities used only Manual Entry and some use only Cash Receipting so there is no perfect choice.

³ Full disclosure, I only use in Manual Batch Entry so my bias may show.

Manual Batch Entry

Another option for entering payments is by creating a Batch (this is not the same as the Cash Receipting Batch – yes, I know that is confusing).

I suggest you try both payment entry options (Batch & Cash Receipting). Batches, in my opinion, work far better for overpayments. However, entries are not posted immediately. This means that you can still update the payment if needed. It also means that it will not appear on a daily report with your Cash Receipting entries, unless you Post before printing that report.

Start by selecting Processes → All Processes → Batch Payments.

LANDNAV	Name	Category
Cash Receipting	Create Lottery Credit Audit File	Lottery Credit
	Set Lottery Credit Claim Count	Lottery Credit
Bill Maintenance	Batch Payments	Maintain Batch Payments
Processes	Calculate Municipality Taxes	Tax Calculation
	Import Delinquent List of Tax Bills	Tax Calculation
• All Processes		
Reports		

Below is the screen that will appear. You will select the Manually Enter Batch Payment button.

Import Batch Payments

Import Batch Payments from RCT

Import Errors

Display Batch Tools

Post Batch Payments

Search

Property Type

Real Estate

Batch #

Property #

Municipality #

Search

Manually Enter Batch Payment

Search Results

Delete Selected

This entry screen below will appear.

- A)** You need to enter the Parcel Number (manual entry does not use bill number).
- B)** Then you need to create a six digit batch number. We use a two digit staff identifier and then the date. For example, my two digit code is 32 so if I enter a payment on December 19, my Batch # is 321219. Be aware, this number will be the same in 2026 because the six digits do not allow you to enter the year, just the current month and day. You can always track batches by the entry date and Batch number so this is not a huge issue.
- C)** For municipal entry, the Tax Year will always be the same. This time 2025.
- D)** Payment Date will likely be today. You can continue to use December 31 as your payment date even after January Settlement. February Settlement will just subtract the totals paid for January Settlement.
- E)** Interest-Penalty Date can always be January 31, 2026 since there is no interest and penalty in your collection timeframe.
- F)** You can choose your starting receipt number. I use 1 but that is up to you.
- G)** The system will default to Municipality payment. That works for you.

Manually Enter Batch Payment

Type *

Parcel #

A

Batch # *

321219

B

Tax Year *

2022

C

Payment Date *

12/19/2022

D

Int-Pen Date *

12/19/2022

E

Receipt # *

F

☒ Municipality

☐ County

G

Continue

Cancel

Once this information is entered, click on the Continue button.

Below is the tax information for the parcel payment.

Edit Batch Payment Processes Batch Payments Edit Batch Payment

Parcel # 0709-204-2016-7

Municipality: 251 - CITY OF MADISON
 Property Address: 22 S MIDVALE BLVD
 Tax Bill Address: NATHAN KENSLEY, SCOTT KAUFMANN, 22 S MIDVALE BLVD, MADISON WI 53705
 Legal Description: EIGHTH ADDITION TO SUNSET VILLAGE, LOT 781.

2021 Taxes

Bill # 24067 Certificate # 1353 Int-Pen Date 9/27/2022

Gross Tax \$6,035.77 School Credit \$472.09 First Dollar Credit \$85.47 Net Tax \$5,478.21

Lottery Claims 1 Lottery Amount \$303.13 Net After Lottery \$5,175.08

	Net after Lot.	Paid	Owe	BC
Property Tax	\$5,175.08	\$0.00	\$5,175.08	D
Special Assessments	\$0.00	\$0.00	\$0.00	N
Special Charges	\$450.48	\$0.00	\$450.48	D
Delinquent Charges	\$601.10	\$0.00	\$601.10	
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	\$0.00	\$414.01	
Special Taxes Interest	\$0.00	\$0.00	\$84.13	
Property Tax Penalty	\$0.00	\$0.00	\$207.00	
Special Taxes Penalty	\$0.00	\$0.00	\$42.06	
Other Charge	\$0.00	\$0.00	\$0.00	
TOTAL	\$6,529.79	\$303.13	\$6,973.86	
Over-Payment		\$0.00		

Add Cancel

Payment

Type: Redemption

Pay Amount: \$0.00 BC: D Batch #: 320927 Receipt #: 1 Lottery Claims: 0

Payment Date: 9/27/2022 Int-Pen Date: 9/27/2022

Notes:

Full Partial Lottery Installment

TOTAL \$0.00 Over-Payment \$0.00

The top shows the parcel number, municipality, property address, owner name and billing address, and legal description. This information help you make sure you have the correct parcel.

Parcel # 0709-204-2016-7

Municipality: 251 - CITY OF MADISON
 Property Address: 22 S MIDVALE BLVD
 Tax Bill Address: 22 S MIDVALE BLVD, MADISON WI 53705
 Legal Description: EIGHTH ADDITION TO SUNSET VILLAGE, LOT 781.

2021 Taxes

Bill # 24067 Certificate # 1353 Int-Pen Date 9/27/2022

Gross Tax \$6,035.77 School Credit \$472.09 First Dollar Credit \$85.47 Net Tax \$5,478.21

Lottery Claims 1 Lottery Amount \$303.13 Net After Lottery \$5,175.08

	Net after Lot.	Paid	Owe	BC
Property Tax	\$5,175.08	\$0.00	\$5,175.08	D
Special Assessments	\$0.00	\$0.00	\$0.00	N

Below that, on the left side of the page, you will see all information about the total tax due (Net after Lottery Credit) and the amounts already paid.

There is also a column showing the balance due (Owe).

	Net after Lot.	Paid	Owe
TOTAL	\$6,529.79	\$303.13	\$6,973.86
Over-Payment		\$0.00	

Add
Cancel

At the bottom on the left side, you will see the current total, amount already paid and the amount owed.

On the right side of the screen, you will see the Payment information shown below. This will split up the payment you are entering into the tax due, specials paid, etc.

Payment

	Pay Amount	BC	Batch #	Receipt #	Lottery Claims
Property Tax	\$0.00	D			
Special Assessments	\$0.00	D	320927	1	0
Special Charges	\$0.00				
Delinquent Charges	\$0.00		Payment Date	Int-Pen Date	
Private Forest Crop	\$0.00		9/27/2022	9/27/2022	
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	\$0.00				
Over-Payment	\$0.00				

Notes

Enter any payment information here. Check #, Payer Name, Overpayment Details, etc.

Full
Partial

Lottery
Installment

Enter payment here if not Full or 1st Installment

If you received an exact amount of the installment due, click on Installment. If you received the full balance due, click on Full.

If the payment is for any other amount, enter the amount of the check in the **Total** Box. Then click on **Partial** – even if it is an overpayment. The program will split out the payment to Specials, Tax Due, Overpayment, etc. Finally, Click the ADD button on the left bottom.

	Pay Amount	BC	Batch #	Receipt #	Lottery Claims
Property Tax	\$5,175.08	N			
Special Assessments	\$0.00	N	320927	1	0
Special Charges	\$450.48				
Delinquent Charges	\$601.10				
Private Forest Crop	\$0.00				
Woodland Tax Law	\$0.00				
Managed Forest Land	\$0.00				
Property Tax Interest	\$414.01				
Special Taxes Interest	\$84.13				
Property Tax Penalty	\$207.00				
Special Taxes Penalty	\$42.06				
Other Charge	\$0.00				
TOTAL	\$6,973.86				
Over-Payment	\$26.14				

Notes
SUMMIT CHECK #790215. OVERPAYMENT TO XXXXX

Sample

Full Partial
Lottery Installment

Once the payment is added, it will take you back to the main Batch page. You have to click on the Manually Enter Batch Payment button again to add the next payment. When you do click on that button, the parcel entry box will pop-up and it will still be populated with the information from your last entry. You should only have to change the parcel number to add the next payment. The batch number, tax year, and payment date will all stay the same. The Receipt number will move to the next number automatically.

At any time, you can see the entries in this batch. Back on the main Batch Process page, click on the down arrow under Batch #. Find your Batch # and click on Search.

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

Property Type
Real Estate

Property #

Batch #

091853
321219

Search

The list below will show up. If you need to change or delete an entry, select the check box in front of that payment line. Then, click on delete (the garbage can highlighted below).

Search Results

Manually Enter Batch Payment

☐	Property #	Year	Batch #	Municipality	Payment Date	Receipt #	Amount
☐	0609-121-5886-2	2024	091853	225	9/18/2025	8	4000.00
☐	0610-034-4705-7	2024	091853	154	9/18/2025	2	1000.00
☒	0709-133-1130-7	2024	091853	251	9/18/2025	11	11307.15
☐	0709-171-0135-8	2024	091853	251	9/18/2025	6	1761.07

You can also get a quick view of the total batch by clicking on the Display Batch Total button.

Import Batch Payments

Import Batch Payments from RCT

Import Errors

Display Batch Totals

Enter your Batch # and your Municipality. Then click on the Calculate button.

Search

Batch #

Municipality

320927

251 - CITY OF MADISON

Calculate

The screen at the right will appear showing the RE Total entered.

Real Estate Totals	
Count	2
Property Tax	6466.17
Special Assessment	0.00
Special Charges	450.48
Delinquent Utility Charges	601.10
Private Forest Corp	0.00
Woodland Tax Law	0.00
Managed Forest Land	0.00
Lottery Credit	0
TOTAL	8419.88
Overpayments	328.77

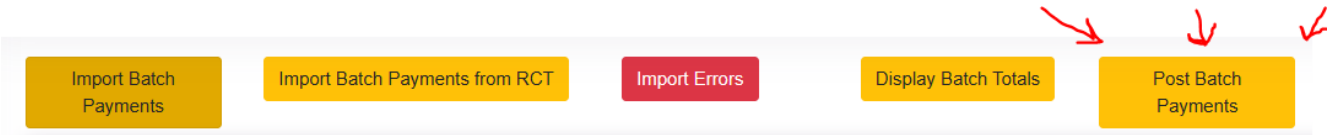
The biggest difference with entering payments into a batch is that the payments are not POSTED immediately. If you go to the parcel we just entered, it will show up like this:

Payments				
Void Filter				
SHOW ALL VOIDS				
	Date	Receipt #	Batch #	Type
☐	12/1/2021	0		Lottery
☐  Not Posted	9/27/2022	1	320927	Redemption

When you click on the parcel you will get a warning that there are unposted payments on this property.

The advantage to “unposted” payments is that you can run an unposted report to balance your check total to your entry total and make corrections if something shows up incorrectly. See Reports.

At the end of the day or when you have balanced your batch, you can post these payments. Click on the Post Batch Payments button.



The screen below will show up. You can Select All or pick your specific batch (if other staff are also entering batches). Of course, yours will only show one municipality. In the sample below, I have selected the Village of Black Earth Batch #091853. Once selected, click on the SELECT Button.

Available

☐ Batch

☐ 091853 - CITY OF FITCHBURG

☐ 091853 - TOWN OF WESTPORT

☒ 091853 - VILLAGE OF BLACK EARTH

☐ 091853 - VILLAGE OF DEFOREST

☐ 091853 - VILLAGE OF MCFARLAND

☐ 091853 - VILLAGE OF WAUNAKEE

☐ 091853 - CITY OF MADISON

Select >

Unselect <

Select All >>

Unselect All <<

Selected

☐ Batch

No records found

☐ **Batch**

☐ 091853 - CITY OF FITCHBURG
 ☐ 091853 - TOWN OF WESTPORT
 ☐ 091853 - VILLAGE OF DEFOREST
 ☐ 091853 - VILLAGE OF MCFARLAND

Select >

Unselect <

Select All >>

Unselect All <<

☐ **Batch**

☐ 091853 - VILLAGE OF BLACK EARTH

Post

Cancel

In the example on the left, it shows the Village Batch selected. All of the other entries on the left will remain unposted.

Click on Post and all your payments in this batch will be completed.

Note: There is currently an issue with posting payments when you do not want to Post ALL. You may need to move your batch OUT of the selected and then back in before the Post function will work. The other way is to add both the Village of Black Earth AND the City of Fitchburg and then Unselect the City of Fitchburg. Now only the Village will be under the selected column and you will be able to post. I know, odd but a pretty simple workaround.

There is also a process for importing Batch Payments. See **Table S6T13**.

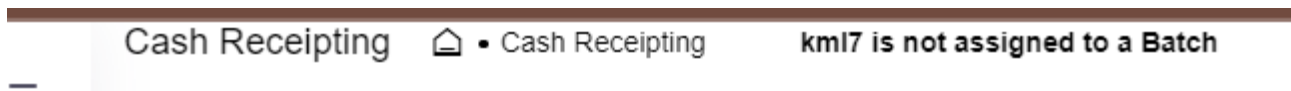
Cash Receipting Batch Entry

LandNav Agent Set-Up

You only need to complete the steps in **Table S6T14** **IF** you enter payments in Cash Receipting **AND** you want to print a receipt after each entry.

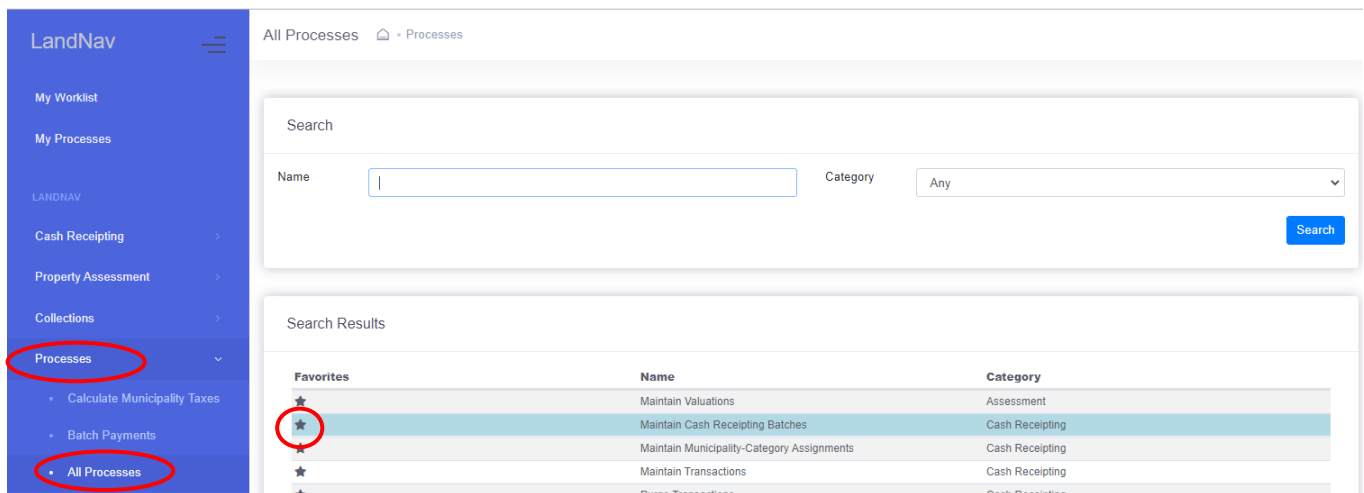
Creating a New Cash Receipting Batch

Before you enter payments in Cash Receipting, you will need to create a Cash Receipting (CR) Batch. If you are not in a batch, you will get the message below (only your ID):

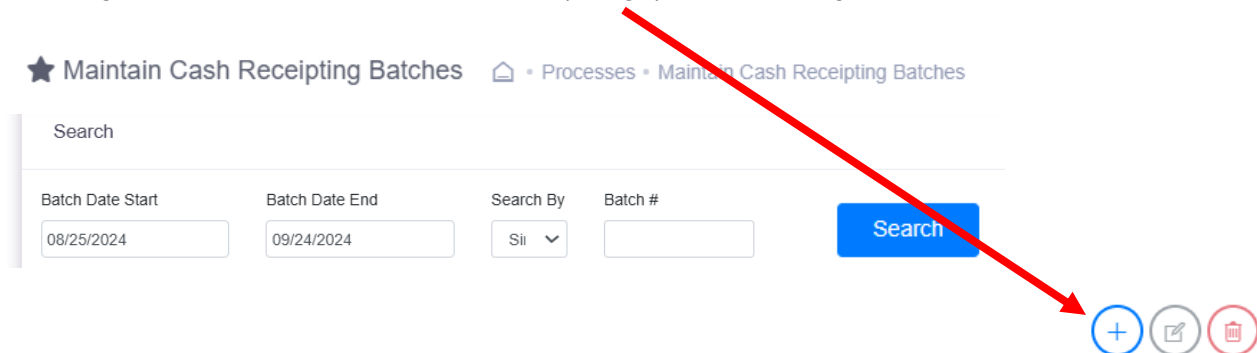


To create a CR Batch, click on Processes then on All Processes.

Then click on Maintain Cash Receipting Batches. Click on the STAR in front of this Process to create it as a favorite.



The page below will pop up. Click on Add (+ Sign) when the page pops up.



You can see that the last CR Batches are closed so you need to add a new batch.

Cash Receipting Batches							
	Number	Started By	Start Time	End Time	Export Time	Starting Cash	Description
☐	644	kml7	09/23/2024 17:23:06	09/23/2024 17:23:10		\$0.00	POST BATCH TAX PAYMENTS
☐	643	kml7	09/19/2024 18:12:05	09/19/2024 18:12:08		\$0.00	POST BATCH TAX PAYMENTS

The page below will pop up

- The CR Batch Number is set automatically as the next available number.
- The “Started By” Cell will automatically fill with your login name.
- The Date and Time will show as current but can be changed.
- The Starting Cash does not relate to our work.
- You can enter a Description of the CR Batch. Municipalities might want to set a standard template for the Description. Dec 10 Batch #1 or something like that for municipalities using multiple batches per day.
- The Login Names below can be added to your CR Batch **IF** you want multiple people to enter into the same CR Batch. We do not recommend having more than one person per CR Batch.

When done, click Save.

Add Cash Receipting Batch

Batch #

Started By

Start DateTime *

kml7

11/10/2023 16:10:00

~~Starting Cash~~

Description

~~\$0.00~~

☐

Login Name

First Name

Last Name

Current Batch #

☐

admin

ADMINISTRATOR

☐

clk3dtx

Carol

Knepfel counter

☐

cqk3

Curt

Kodl

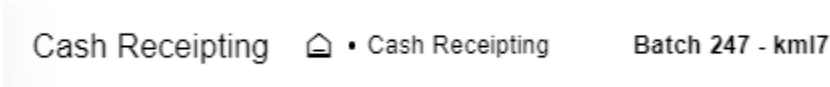
Save

Cancel

Below is the result of the new batch creation.

Cash Receipting Batches							
	Number	Started By	Start Time	End Time	Starting Cash	Description	
☐	247	kml7	11/10/2023 16:10:00		\$0.00	TRAINING BATCH NOV 110	

Now when you go into Cash Receipting, you will see the new CR Batch as shown below.



Before you start collecting tax bills, your municipality will have to determine how you want to use Cash Receipting Batches. Some sample options include:

- Each staff person can use one CR Batch throughout your collection process. You will run your balancing reports by date, not CR Batch number. We have staff in our office that have used the same CR Batch for years.
- Each staff can use one CR Batch for December collections and a new CR Batch for January collections.
- Each staff can use one CR Batch each day or even one in the morning and one in the afternoon. Several municipalities have decided to open a new CR Batch each day.
- A combination of any of the above or come up with something new and exciting.

Be aware that you can only be in one batch at a time.

When you want to start another CR Batch, you need to go back to Processes → All Processes → Maintain Cash Receipting Batches.

Click on the box next to the CR Batch Number you are in and click end.

Cash Receipting Batches

Number	Started By	Start Time	End Time	Export Time	Starting Cash	Description
☒ 247	kml7	11/10/2023 16:10:00			\$0.00	TRAINING BATCH NOV 110
☐ 244	kml7	11/09/2023 15:59:04	11/09/2023 15:59:05		\$0.00	POST BATCH TAX PAYMENTS
☐ 243	kml7	11/08/2023 15:25:04	11/08/2023 15:25:05		\$0.00	POST BATCH TAX PAYMENTS

Set Selected to Re-ExportEnd

Now when I go back into Cash Receipting, it shows that I am not in a CR Batch.

kml7 is not assigned to a Batch

Entering a Payment in Cash Receipting

First, click on CASH RECEIPTING.

The screen below will pop-up. Enter the bill number (under Account Number, you cannot use Parcel Number), name or address of the property and click SEARCH.

The parcel search will become the pop-up below showing any unpaid taxes for that parcel.

Click in the box next to the name you want to use. If there are two owners (husband and wife for example) click only one of the boxes. It does not matter which one. Then click on Add Selected to Cart.

Search Results

☐	Bill Type	Account #	Reference	Owner	Amount Due	Mailing Address	Property Address	Municipality
☐	Real Estate Tax	070931302346	2020 070931302346 CHAD D HUTCHINSON	CHAD HUTCHINSON	\$564.37	5909 HAMMERSLEY RD	5909 HAMMERSLEY RD	CITY OF MADISON
☒	Real Estate Tax	070931302346	2020 070931302346 CHAD D HUTCHINSON	TINA WARNER-HUTCHINSON	\$564.37	5909 HAMMERSLEY RD	5909 HAMMERSLEY RD	CITY OF MADISON

You can also select Parcels from Bill Maintenance, more information on that in [Section 7](#) below.

In the Transaction box, make sure the payment date is TODAY (or the payment date you want). The interest/penalty date can be the same date but **cannot be set later than January 31, 2026**.

If you want a receipt, put a 1 (or more) in the Receipt Box. Most likely, you will want the Tax Receipt. The "other" receipt looks like the screenshot below.

Remember, to automatically print receipts form Cash Receipting, you need to be connected to the Agent.

DANE COUNTY

1
September 24, 2024 01:08:05 PM

Received of:

~~1044 SUN PRAIRIE RD~~
1044 SUN PRAIRIE RD
MARSHALL WI 53559

Trans # 166513
Batch # 368

Forty Two and 97/100

Amount
\$*****42.97

Item	Category	Account	Amount
1	REAL ESTATE TAXES	TAXES	42.97
	2022 091216490002 1		
Cash:	0.00	Check:	42.97
Refund:	0.00	Change:	0.00
		Other:	0.00
		Total:	42.97

OFFICIAL RECEIPT WHEN VALIDATED IN THIS BOX
km17 09/24/2024 13:08:05 *****42.97

You may also enter more information about who paid this portion of the property tax under Received Of. *Note: It is not a requirement that you keep track of who made a payment.*

The Running Total will keep track of your payment if you are adding multiple parcels paid by one check.

Recommendation

If you have a large group of parcels paid by one check, you should consider using the Manual Batch Entry process instead of Cash Receipting.

Cart	Reference	Balance	Payment
☐ Bill Type	2020 070931302346 CHAD D HUTCHINSON	\$0.00	\$564.37
☐ Real Estate Tax			

Under Cart: The check you received covers the full balance due, \$564.37. Leave that amount in the Payment box (red circle at left).

Do not enter the amount in the Tender Payment box, shown at right. That is only used for Overpayments. See **Table S6T15**

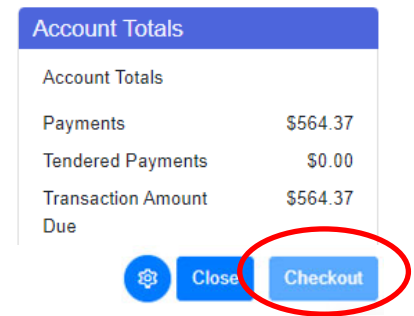
Enter the Check number and any reference you want to include with the payment. You may want to add information about who paid. Then, click **Add Payment**.

Tender Payment			
Tender	Amount *	Check # *	Add Payment
CHECK	\$564.37		
Bank	Reference		
BANK			

Finally, you will go to the bottom of the page and click on Checkout.

If one parcel is paid for with two checks, **check out between the two checks.**

Tax receipts will print based on the number requested in the Transaction Box. This payment will show as “Posted.”



The screenshot shows a window titled "Account Totals" with a blue header. Below the header, the text "Account Totals" is repeated. A table lists the following items and amounts:

Payments	\$564.37
Tendered Payments	\$0.00
Transaction Amount	\$564.37
Due	

At the bottom of the window, there are three buttons: a settings gear icon, a "Close" button, and a "Checkout" button. The "Checkout" button is circled in red.

WARNING

If you have two payments for one parcel, enter each payment separately and check out. If the payment is cash and a check, enter the cash first and check out. Then enter the check. If the two payments are a mortgage check and a personal check, pick which one is less likely to be stopped or NSF. The key is to check out between the two entries. There is a bit of a bug in the tax software that does not always record these correct when entered together before checking out. The receipt would show a balance due (of the second payment amount) and an overpayment of the same amount. Funky.

SECTION #7

LANDNAV PARCEL SEARCH

To search for information about a parcel, click on **Bill Maintenance**.

You can search on 1) Parcel Number, 2) Owner Name, 3) Address, 4) Bill Number, or 5) Municipality. Organize your search categories by preferences by clicking on “Settings” (circled below).

LandNav Real Estate Search • Bill Maintenance • Real Estate Search

Search Real Estate #1 More Search Fields #2 Settings

Property # #3

Property # S

Alternate Property # S

Owner #4

Last Name / Business Name

First Name

Status All Except Former

Address #3

Address Property Address

House #

Street Name ☐ Exact

Street Type

Tax Information #5

Tax Year S

Municipality

☐ Auto-open Single Results ☐ Auto-add Single Results to Cart ☐ Exclude No-Balance Properties

Search Reset

Once you enter a parcel, bill number, etc., click on Search at the bottom of the page. Click RESET between searches. *If you search by address and then search by parcel number, you will not get any results because that bill number and parcel number are not the same property.*

Search Example: Search for Parcel # 0910-364-4458-2. The results below will come up.

Search Results

Download Settings

☐	Property #	Tax Year	Mun. Description	Name	Balance	Tax Status	Prop. Address
☐	0910-364-4458-2	2024	CITY OF SUN PRAIRIE	KUBIAK, KATE E	\$0.00	Paid	1110 VIRDON DR
☐	0910-364-4458-2	2023	CITY OF SUN PRAIRIE	KUBIAK, KATE E	\$0.00	Paid	1110 VIRDON DR
☐	0910-364-4458-2	2022	CITY OF SUN PRAIRIE	KUBIAK, KATE E	\$0.00	Paid	1110 VIRDON DR

You can add the parcel to Cash Receipting by checking the box in front of the parcel and then click the “Add to Cash Receipting” button.

☐	Property #	Tax Year	Mun. Description	Name	Balance	Tax Status	Prop. Address
X	0910-364-4458-2	2024	CITY OF SUN PRAIRIE	KUBIAK, KATE E	\$0.00	Paid	1110 VIRDON DR

Add to Cash Receipting

View Cash Receipting

Clicking on one of the Tax Year Lines (you will likely only be interested in the current tax year) allows you to look at all the tax payment information about that property.

The **Taxes** TAB is the landing page and is where all your installment and payment information is available. You may be interested in the **Special** TAB where your local charges are shown. The **General** TAB shows previous owners, municipality, billing address and other general information about the property.

Property #: 0910-364-4458-2

Municipality: 282 - CITY OF SUN PRAIRIE

Tax Year: 2024

Bill Number: 28209913

General

Legal

Values

Taxes

Buildings

Special

Extras

WHAM

Interest/Penalty as of 09/22/2025

#1

Print

Taxes

Gross Tax: 6,770.65

School Credit: - 617.86

First Dollar Credit: - 92.42

Net Tax: 6,060.37

Lottery Credit Claims: 1

Net Tax after Lottery: 5,762.80

Net Mill Rate: 0.019409424

View Tax Items

Reports

Installments

#2

End Date

Total

Property Tax

Special Assessments

Other Special Taxes

1/31/2025

\$2,910.46

\$2,732.62

\$0.00

\$177.84

7/31/2025

\$3,030.18

\$3,030.18

\$0.00

\$0.00

The Taxes Box (#1 above) shows the tax due calculation and mill rate. It includes the state credits but not Specials added to the tax bill.

The Installments Box (#2 above) shows the tax due by each period. This section includes the Specials which are due as part of the First Installment.

Payments

#3

Date

Receipt #

Batch #

CR Batch #

Type

Am

11/1/2024

0

Lottery

\$2

1/17/2025

130

000026

233

Tax

\$5,9

Void

Preview Receipt

Receipt

The Payments Box (#3 at left) shows the lottery credit (if any) and a list of payments.

The lottery credit will show up with a date of 11-1-2025 for any credits that were in effect when tax bills were created.

Late lottery credits that are added by municipalities during collection (December and January) are date 12-1-2025 (or possibly later but before 2-1-2026).

This box is where you will print receipts and void returned payments.

Type	Net After Lottery	Paid	Balance
Property Tax	\$5,762.80	\$5,762.80	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00
Special Charges	\$177.84	\$177.84	\$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
Total	\$5,940.64	\$5,940.64	\$0.00

Under the Taxes Box (#1), you will see all the details for the:

- total taxes minus any credits,
- total specials by category,
- total due for the tax year
- amount paid, and
- balance due

At the bottom of the Taxes TAB page, there is a section called unpaid taxes.

If you want to enter a payment, you can add this parcel to Cash Receipting. Scroll to the very bottom of the screen: Unpaid Taxes. Check the box next to the unpaid total. Then Click on “Add Selected to Cart.”

Unpaid Taxes

☐ Tax Year	Bill #	Cert #	Net Tax	GPT	GPT Int	GPT Pen	Special Tax
☒ 2021	280232	239	\$3,816.08	\$1,656.54	\$132.52	\$66.26	\$0.00
			Totals	\$1,656.54	\$132.52	\$66.26	\$0.00

Add Selected to Cart

Delinquent Payment Plan

There are a couple extra items on the Tax Page that you may find useful.

View Tax Items

Clicking on the button above will get you the detailed information on the right.

Click on reports (shown below) to print a page with this detail.

Tax Items		
☐ Type	Description	Amount
☒ First Dollar Credit	FIRST DOLLAR CREDIT	92.42
☒ General Property Tax Credit	SUN PRAIRIE SCHOOL DIST	617.86
☒ General Property Tax	DANE COUNTY	897.12
☒ General Property Tax	LOCAL	2149.51
☒ General Property Tax	SUN PRAIRIE SCHOOL DIST	2887.38
☒ General Property Tax	MADISON TECH COLLEGE	218.78
☒ Lottery Credit	LOTTERY CREDIT	297.57
☒ Special Charge	RECYCLING	87.00
☒ Special Charge	REFUSE	90.84

Taxes

Gross Tax:	19,699.37	View Tax Items
School Credit:	- 2,417.50	Reports
First Dollar Credit:	- 80.99	Print Tax Summary

Net Mil Rate

At times, you may need to click on the General TAB to find information.

General	Legal	Values	Taxes	Buildings	Special	Extras	WHAM
Property	The property heading shows the Municipality and Parcel						
Ownership	This shows current and past ownership						
Tax Address	Tax address shows the billing address.						
Districts	This section shows all the taxing districts for this parcel						
Document History	Find when sales were recorded or address changes were requested.						

SECTION #8

ADDING/REMOVING LOTTERY CREDITS ON PARCELS

Starting in 2024, the Department of Revenue began taking online applications for lottery credits. <https://www.revenue.wi.gov/Pages/Form/lottery-home.aspx>

Note: The LC-100 (add a lottery credit) and the LC-400 (remove a lottery credit) can still be printed, completed, and emailed to the County Treasurer (or Municipality during local collection in December and January).

Lottery Credit Process

Online lottery credit applications received by the state DOR are sent to municipalities and the County in an email.

During Local Tax Collection (December and January)

The DOR will send an email with lottery credit applications weekly during local tax collection. Enter these credits into LandNav as defined below. The County **WILL NOT** enter any lottery credit applications during this timeframe.

If you received paper forms, enter them, there is no need to scan and send them to the County before settlement.

If the County gets a paper form, we will email the form to the correct municipality.

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

Rest of the Year (February through November)

Prior to tax bills being created, the DOR will send lottery credit emails to municipalities and County once a month. You do not need to do anything with these applications. The County will enter the lottery credits and they will appear on the tax bills created in December.

Below is a short description of the state Lottery Credit forms. The online application portal presents a series of questions that result in the completion of the proper application.

Form	Name and Description
LC- 100 (Online Version LC-115)	Current Tax Year Lottery and Gaming Credit Application for a taxpayer's primary residence. If received by the County Treasurer before tax bill creation, the credit will show up on the upcoming tax bill.
LC- 400	Lottery and Gaming Credit Removal Request Form (<i>Use this form when a property no longer qualifies for the Lottery and Gaming Credit, i.e. is no longer a primary residence or it is now rental property, etc.</i>)
LC- 110	Buyer Lottery and Gaming Credit Application (<i>Use this form for a new owner when the former owner had a lottery credit or if the new owner confirms that the previous owner used this property as a primary residence.</i>)
LC- 220	Manufactured/Mobile Home Municipal Permit - Lottery and Gaming Credit Application (<i>Use this form to file a claim for the credit on a Manufactured/ Mobile Home subject to the Municipal Permit Fee</i>). This form is submitted to Municipal Treasurers since the lottery credit reduces the monthly municipal fee on eligible mobile homes.
LC- 300 (Online Version LC-315)	Late Lottery and Gaming Credit Application (<i>Taxpayers use this form to file a late claim (after February 1) for credit on your tax bill</i>) <i>Send this form back to the Homeowner. These forms go to the Wisconsin Department of Revenue at the address on the form.</i> The LC-310 and LC-320 are used for Late Buyer and Late Mobile Home lottery credit refunds from DOR.

When you receive a hard copy lottery credit entry from a taxpayer:

- Make sure the Lottery Credit Form is completed and signed,
- Make sure the parcel does not already have a lottery credit,
- Enter the credit into LandNav:
- The Lottery Credit application reduces the tax collected since these funds will now come from the state as a lottery credit payment. If you print out a tax roll, mark the Lottery Credit change on that document. Otherwise, we recommend you keep a spreadsheet of the lottery changes you make to show to your auditors.

Notes about Lottery Credit Emails from the DOR

Below are some helpful hints about how to manage the cumulative emails from DOR:

- The lottery credit lists sent to you by the Department of Revenue should be saved on your computer as an Excel Spreadsheet. Open the csv attachment in the email and save as an Excel file.
- The list is CUMULATIVE meaning that they will send you old submissions as well as current lottery credit applications.
- Once you have the spreadsheet saved, you will need to sort the file by the Submission Timestamp column. That way, you can ignore the old applications that are already on the tax bill or entries that you have already added to LandNav.
- It is helpful to hide the columns that are not needed for your entry of lottery credits. I would hide everything except 1) Parcel #, 2) Parcel Street, 3) Owner Name. If you hide all the other columns, you will still have that information if needed.
- In the email, you will also find a copy of the actual lottery credit form. Again, this will be a cumulative list so you will not want to print out all the forms. The bottom of the form has a Submission Date so you can go by those dates to decide what to print.

Add a Lottery Credit after Tax Bill Creation

Always enter lottery credits before any payment (if possible).

In LandNav, Lottery Credits are added like other payments in Cash Receipting. Go into Bill Maintenance or Cash Receipting to find the parcel. Click on Add to Cart.

Under Transaction, enter December 1, 2024 as the Payment date. Using the same date, December 1, makes it easier to track lottery credits but you can also run a report of just lottery credits entered after November 1 (those are lottery credits that are already on the tax bill).

If there is already a payment on the parcel, you will not be able to enter the lottery credit on December 1. In that case, enter the lottery credit on the day of the payment or the current day or January 31.

Make sure there is only one parcel in your cart. Lottery Credits need to be entered separately from all other payments, even other lottery credit additions.

Check the box next to the parcel selected (in red below).

Transaction

Payment Date Today's date is
9/26/2022

12/1/2022

☐	Bill Type	Status	Reference	Balance	Payment
☒	Real Estate Tax		2020 081019299309	\$0.00	\$980.34

Then click on the Lottery Credit button below.

Clear
Cart

Full

Installment

Lottery Credit

The pop-up at the right will appear. The #1 will appear in the box automatically so all you need to do is click continue.

Back on the Payment Cart Screen, you will see that the Lottery Credit was added as a Non-Cash Payment.

Lottery Credit Claims

Lottery Claims

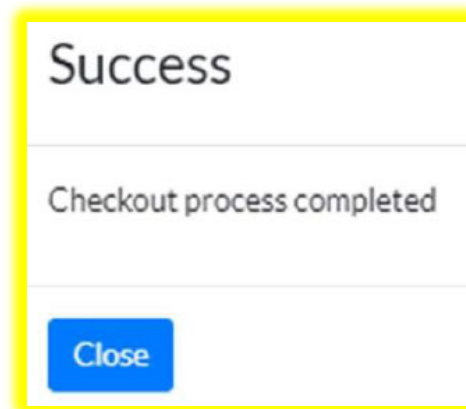
1

Continue Cancel

Payments			
☐ Tender	Reference	Bank Code	Amount
☐ NON-CASH	LOTTERY CREDIT	001 - BANK	\$202.28

Click on Checkout to Complete the Process.

Account Totals	
Account Totals	
Payments	\$202.28
Tendered Payments	\$202.28
Transaction Amount Due	\$0.00



Entering the lottery credit will result in:

- A reduction of the tax due (entered before any payment),
- A reduction in the Final Installment due (if a First Installment payment has already been entered),
- An overpayment of the Lottery Credit amount (if the full tax bill has already been paid). It is important to keep a spreadsheet of all your overpayments.

Remove a Lottery Credit after Tax Bill Creation

Make sure the form is complete and signed. If the property was removed as a primary residence **AFTER** January 1, 2025, it is still eligible for a lottery credit on the 2025 tax bill.

Go to Bill Maintenance. Search for the Parcel and click on the 2025 Tax Year Line. The Parcel will open on the Taxes TAB.



Scroll down to the Payments box. Click in the check box before the Lottery Credit that has an entry date of 11/1/2025. Lottery Credits dated 11/1/2025 are shown on the tax bill.

The screenshot shows a 'Payments' interface with a table of transactions. The first transaction is dated 11/1/2024, has a receipt number of 0, and is of type 'Lottery' for an amount of \$276.49. Below the table, there are buttons for 'Void', 'Preview Receipt', and 'Receipt'. The 'Void' button is circled in green.

Date	Receipt #	Batch #	CR Batch #	Type	Amount	GPT	SA	Overpay
11/1/2024	0			Lottery	\$276.49	D	N	\$0.00

Next, click on VOID.

The page that appears will look like the screen shot on the right. Under Void Type, select LC400 - Remove LC.

The lottery credit will show as voided and the first installment tax due will be a higher amount.

The screenshot shows a 'Void Payment' window. It contains a table of payment types with columns for Type, Amount, and Code. To the right, there are fields for Payment Date, Interest/Penalty, Receipt #, Payment Type, Batch #, Cash Receipting Batch #, Transaction #, and a dropdown for Name on Record. At the bottom, there is a 'Void Type' dropdown menu with a list of options, including 'LC400 - REMOVE LC' which is highlighted.

Type	Amount	Code
Property Tax	\$276.49	D
Special Assessments	\$0.00	N
Special Charges	\$0.00	
Delinquent Charges	\$0.00	
Private Forest Crop	\$0.00	
Woodland Tax Law	\$0.00	
Managed Forest Land	\$0.00	
Property Tax Interest	\$0.00	
Property Tax Penalty	\$0.00	
Special Taxes Interest	\$0.00	

Add LC in Batch

Lottery Credits may also be added in your Manual Batches. You could create a Batch that ONLY includes Lottery Credits. Everyone would enter lottery credits into one batch. You would see them as Unposted when you look at the parcel. They could be posted every day or not but would still reduce the balance due on the property.

Lottery Credit Audit

The DOR audits eligibility for lottery credits every few years. The state Department of Revenue expects to audit Dane County lottery credits in 2026. Lottery Credit penalties will be added to the 2026 tax bill if the state is not reimbursed for ineligible credits received.

See the [Glossary](#) for a more information about the Lottery Credit Penalty.

SECTION #9

VOIDING RETURNED PAYMENTS OR ENTRY ERRORS

In LandNav, use the information available (name, address or parcel number) to find the payment.

Click on Bill Maintenance on the Left Menu bar. Type in the parcel number with the returned payment. (You can also use Name or Address to Search).

Click Search in the lower right hand corner.

On the Taxes TAB, find the payment that matches your returned check amount and date.

☐	Date	Receipt #	Batch #	Amount
☒	6/2/2020	848	310602	\$601.00
☐	12/23/2019	29100	165043	\$1,294.96

Receipt

If you want to print before and after receipts, click in the box left of the returned payment and then click on Receipt. When a copy of the receipt pops up, click on Print in the upper right-hand corner.

Now, back on the payments tab, with the payment box still checked (in red above), click on VOID in the bottom corner.

Payments			
	Date	Receipt #	Batch #
☒	7/13/2021	272733	

Void Options

Choose to void the Entire Transaction or Part of the Transaction.

Voiding Part of the Transaction will allow you to select which Receivables, Receipt Items, and Payment Items are to be voided.

For partial voids:

1. Select the charges you wish to void from the 'Tax Payments', 'Documents', 'Pet Licenses', and 'General Cash Receipting Items'
2. Select enough Cash Receipting Payment Items to cover the sum of the voided charges. The 'Void' button will not be enabled until you do.

Void Entire Transaction

This option will be available if one check paid for multiple parcels.

Tax Year	Receipt #	Parcel #	Total
2023	1322	0607-242-8045-3	4.29

Tax Payment Void Date

01/26/2024

The date will default to the day of the payment

Tax Payment Void Note

Add any information about the return from the bank or the error causing the void.

To Be Voided

1 Tax Payment(s) \$4.29

Void Type *

Please Select

Print a Void Receipt

Yes

Void

Cancel

You will have to select a Void Type. Most are a returned check but you may have a payment that was entered in error. If you use the Delete-Error Setting, these payments **WILL NOT** show up in Access Dane.

Please Select

Please Select

DELETE - ERROR

LC400 - REMOVE LC

NSF - RETURNED CHECK

Finally, click VOID and you can print a receipt of the Voided payment by going back to Bill Maintenance.

Finally, you will want to print a balance due summary to send to the taxpayer with a Returned Check letter. On the Taxes Tab, Click on PRINT at the top of the page. The balance due statement will appear. Click Print.

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

Interest/Penalty as of

09/29/2025

Taxes

Print

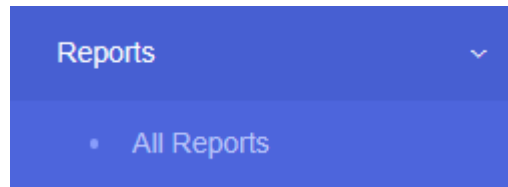
SECTION #10

REPORTS

At the end of each day, you should run a report to balance your tax receipts to your tax deposit. There are many report options which I summarize in [Table S10T16](#).

We recommend the table below since it gives you the information you need to find issues if you do not balance. In LandNav, click on **Reports** (See below).

- Click on All Reports



- Use the Down Arrow on Category to select **Tax Reports and Special Forms**
- Select **Payments by Selection Criteria** (I have it saved as a Favorite)

All Reports [Home](#) • Reports

Name

Category

Tax Reports and Special Forms

Reset

Search Results

Favorites	Name	Category
	Payments by Selection Criteria	Tax Reports and Special Forms
	Receipts by Selection Criteria	Tax Reports and Special Forms
	Bank Report	Tax Reports and Special Forms

The page at the right will pop up. You will be able to save your criteria so that you do not need to recreate this report every day.

First, click on the current tax year, 2025.

Payments by Selection Criteria

Saved Criteria:

DAILY BALANCE

Save

Reset

Delete

Print

General

Limit & Display

Ranges & Sorting

Tax Years

2025

2024

2023

2022

Municipalities

☒ 066 - TOWN OF WESTPORT

Under Municipalities, click on
Town/Village/City (your municipality).

Next, select Municipal
Payments as your source.

*Note: you may also print
reports of UNPOSTED
payments. See more
information in **Table S10T16**.*

Select the payments to include:

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

You do not need to change the pre-set Payment Types as shown below. You may want to include the Lottery Credit box to see those entries.

Payment Types

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

Check All **UnCheck All**

Back at the top of the page, click on the Limit & Display TAB.

General **Limit & Display** Ranges & Sorting

This page will show you options
for the display on your report.
You may want owner name or
payment notes or a summary
page at the end.

You can also get a report of just
your overpayments. Clicking on
that box will not help you
balance since it will only include
the entries with an
overpayment.

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

**ALWAYS, ALWAYS, ALWAYS CLICK ON INCLUDE CASH RECEIPTING
OVERPAYMENTS IN THE OVERPAYMENT COLUMN.**

Next click on the **Ranges and Sorting** TAB.

As show below, you may select Payment Dates, Batches, Receipt Numbers, or Parcel Numbers.

If you are doing a daily balancing report, you likely just want today's date for Beginning and Ending.

General

Limit & Display

Ranges & Sorting

Select the payments to be included by completing the following:

(Leave blank for all)

	Beginning	Ending
Payment Date	12/20/2024	12/20/2024
Batch Number		
Receipt Number		
Parcel #		
Personal Property #		
Cash Receipting Batch #		

☒ Include voids associated with the selected payments

Remember, Cash Receipting Batches and Batches ARE NOT THE SAME THING.

Now, you will select a Sort Order for your report. Check the boxes needed and then drag each category into the order you choose.

If you want a report of just the payment date shown above, December 20, 2024, you could just sort by receipt number. That report will show all the payments you entered on December 20 in the order they were entered, receipt number.

In the example at the right, I am sorting by payment date and batch number (this is the Manual Batch entry number, you can also sort by Cash Receipting Batch number). Checking the sub-total and new page box will show you the total of each batch and then the total day's entry at the end of the report.

If you have multiple people entering in different Cash Receipting Batch numbers each day, you will likely want the sort order shown at the right.

This report will still give you a daily total but you will also get sub-totals for each person's cash receipting batch.

Finally, you will want to click on Print to create your report. You can find PRINT at the top and the bottom of each TAB.

Once you find the report that you want to use each day, you can Save the Criteria. A daily balancing report is the best example. All you will have to change each day is the date or the report.

Just click on Save and type in a report name.

Saved Criteria:

▼

Save

Reset

Delete

Print

To see the report you just created, go to My Processes.

My Processes

Drag and drop to rearrange the below sort order

Sort Order

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

Sort Order

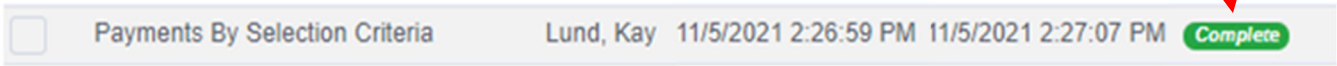
Sort by:	Subtotal?	New Page?
☒ Payment Date	☒	☒
☒ CR Batch Number	☒	☒
☒ Receipt Number	☐	☐

It will likely show up as

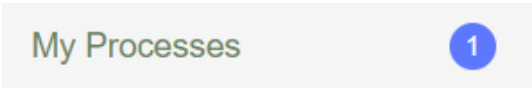


because it is not complete yet.

Wait seconds/minutes, click on My Processes again - your report will show up as complete.



Note: the report will not show up as complete without clicking on My Processes again. Basically, starring at it will not make it happen. However, when it is complete, a number of completed reports/actions will appear next to My Processes.



Click on the report and the box on the right will pop up. Select the results file and then you will be able to print or save your report.

Process Details	
Description	Payments By Selection Criteria
Requested By	Lund, Kay
Requested Date/Time	6/22/2021 9:54:19 AM
Completed Date/Time	6/22/2021 9:56:53 AM
Results File(s)	Payments By Selection Criteria.pdf 

SECTION #11

ADJUSTING SPECIALS

DEADLINE: EARLY JANUARY 2026 AS DETERMINED BY PROPERTY LISTING

Between Tax Bill Printing and early January, Specials can be added, deleted or moved from one parcel to another. If you discover an incorrect Special after the deadline, it can no longer be removed from the tax bill because Property Listing has rolled over to the next tax year. Your municipality will have to pay for the Special (or refund the payment to the owner if the full tax is already paid).

To adjust a special charge or assessment before the deadline:

- Fill out the Adjustment of Specials Assessments and Charges Form (*Excel Spreadsheet on the Dane County Treasurer Municipal Treasurer Website*).
- Email the form and a copy of the adjusted tax bill to the County Treasurer at Treasurer.Admin@danecounty.gov
- Amend the SOT using the DOR fillable form, unless there is no net change to the total levy
- Email a copy of the amended SOT to the Dane County Treasurer if there is a net change in the total tax/specials due.
- If a Special is ADDED to a tax bill, send a notice to the taxpayer. The addition of a Special may result in the taxpayer being short on the First Installment balance due. This will make them delinquent on February 1 and the remaining balance for the current tax bill is due with interest and penalty. Without this notice, the delinquent notice they receive late in February will be their first clue that they are delinquent. And, that the full tax bill is now due with no ability to pay in two installments.

After rollover, the municipality will need to pay for the Special that can no longer be removed from the tax bill. If the County receives the Specials payment, the entire amount is returned to the municipality on September 15 when all County collected Specials payments are paid to the proper municipality.

See **Table S11T17** – Form: Adjustments of Special Charges and Assessments.

SECTION #12 JANUARY SETTLEMENT

DECEMBER REPORTS DUE TO THE COUNTY

NO LATER THAN 4 PM ON Wednesday, December 31

No later than close of business on December 31, email the County Treasurer a Report that shows all the payments received. The report specifications are defined below. In the email, include a total of your December collections (*obviously this number needs to match the total on the report*). The County will run Settlement Reports starting December 31 through the weekend.

On Monday, January 5, you can continue to enter payments. You may use December 31 as a payment date but this will complicate your daily balance and auditing. There is no requirement that you enter payments with a date of December 31 even if the postmark is before January 1.

Since February Settlement uses the Total Collected minus January Settlement, using December 31 does not affect final settlement.

Create a report of all payments for January Settlement:

Reports →
All Reports →
Tax Reports and Special Forms →
Payments by Selection Criteria.

General TAB:

- Property Type is Real Estate because there is no PP.
- The tax year is 2025.
- Municipality – Your Town, Village or City
- Select Payments to Include: 1) Municipality, 2) Posted, 3) Web Portal, and 4) Non-Web Portal.
- Payment Types: Several types will automatically be selected: Adjustment, Redemption, Tax, and 3). **Also click on Lottery.**

Limit & Display TAB: Display Payment Details is automatic. Also select: Include 1) **Cash Receipting Overpayments** (this one is the most important), 2) Display Summary Page, and 3) Display owner name (this one is not required but it can be helpful to both of us).

Ranges & Sorting TAB:

Included

	Beginning	Ending
Payment Date	12/01/2025	01/02/2026

Sort Order

Sort Order		
Sort by:	Subtotal?	New Page?
☒ Payment Date	☒	☒
☒ Parcel Number	☐	☐

Then click on Print to run the report.

Check the total at the end of the report to make sure it matches the total deposits collected and the amount you put in the email to the County Treasurer.

Save a copy and email to Treasurer.Admin@danecounty.gov.

Please include a phone number where we can reach you from 8 am to 8 pm in case there are issues with your settlement. If you need to contact us after normal business hours, please call our direct lines - 266-9132 (Kay) or 266-4215 (Adam). We do not answer the Treasurer’s Office main line after 4:30 pm.

The Batch Summary Report Total that is part of your settlement needs to match your bank deposits.

January Settlement Reports

Once you have sent your reports to the county, it will take a couple of days to balance your December payments. You will get an email notification when your reconciliation information is loaded to Access Dane: <https://accessdane.danecounty.gov>.

Below is a list of January Settlement documents you will find (XXX is your municipal code):

- XXX PC500 JanSet: This document shows the Settlement amounts for January payments. Report Heading: January Settlement 2024 Tax Roll.
- XXX_RE-Paid-Jan: This document shows the total payments received for Real Estate taxes. Report Heading: Real Estate Summarize Tax Payments & Balances.

You need to pay Settlement amounts to each district in your municipality by **January 15**

To double check your payments to the PC-500 Report from Access Dane, use the DOR form: <https://www.revenue.wi.gov/DORForms/pc-500.pdf#search=pc%20500>. Calculate the amount due to each district, take your total December collections and divide by the total taxes levied. Take this ratio and multiply by each district's total levy amount to determine the amount owed to each district.

SECTION #13 FEBRUARY SETTLEMENT

FINAL PAYMENT REPORTS DUE TO THE COUNTY **NO LATER** THAN 4 PM ON FRIDAY, FEBRUARY 6

Grace Period Collection by Municipalities

Starting with the 2025 tax year, Municipalities may collect tax payments through the state required grace period. That deadline is February 6 at the close of business.

All payments **IN YOUR HANDS** by 4 pm on Friday, February 6 will be entered with an interest and penalty date of January 31, 2026. You can use the current day as a payment date but the interest and penalty must be January 31.

Settlement Reports must be sent to the County by the end of that day, Friday, February 6.

Any payments that are not entered at that time will be sent to the County for entry after Settlement is completed. Each payment sent to the County should **CLEARLY** show the day it was received. To be entered as a timely payment, payments need:

- a USPS postmark before February 1 (FedEx or other delivery stamps are not valid), or
- a Municipal Treasurer date stamp confirming that the payment was received **IN YOUR HANDS** by the end of the day on February 6

February Settlement Documents

At the end of the day on February 6, email the County Treasurer a payment report and a total amount collected during municipal collections. After 4 pm on February 6, you will no longer have access to enter/void payments in LandNav.

The report will be very similar to January Settlement. Reports → All Reports → Tax Reports and Special Forms → Payments by Selection Criteria.

General TAB

- Property Type: Real Estate
- 2025
- Your Municipality
- Include Payments: Checking all is just fine. The County cannot enter yet and everything should be posted.
- Payment Types: Adjustment, Redemption, Tax, Void and Lottery.

Limit & Display TAB

- Cash Receipting Overpayments
- Owner Name
- Display Summary Page
- Display Payment Details

Ranges & Sorting TAB

- Include Payment Dates from December 1, 2025 to February 6, 2026
- Sort by Payment Date (subtotal and new page) and then Parcel Number.

Check the report total to make sure that the total matches your collections, send the report and an email with the total collected to the County Treasurer.

February Settlement Reports

Once you have sent your reports to the county, wait a few days to check for your reconciliation information on Access Dane: <https://accessdane.danecounty.gov>.

Below is a list of February Settlement reports you will find in your Access Dane account (all documents will start with your municipal code):

- DistSum – This report is a complete summary of all municipal collections. It shows the amounts for 1) January and February settlements, 2) the County Lottery Credit payment in April and 3) the amount of property taxes left unpaid after local collections (August settlement amount from the County). See **Table S13T18**
- At the bottom of this report, the County Treasurer will add information about other payments due to the County (for example, MFL, Lottery Credit Penalty, Ag Conversion, Farm Drainage, etc.). Most of these payments require a separate check.
- LC (Lottery Credit) – This report shows the lottery credit by district. Your municipality's lottery credit payment will be the amount in Section C, Line 9, Column 3.
- Overpaid (Overpayment) – This report shows all the overpayments in your municipality from the County tax system. Compare to your municipal list before returning overpayments to taxpayers. You will also find an Excel file that will allow you to print off label or envelopes for your overpayment refund mailing.
- Feb Paid – Total local property tax payments since the January settlement.
- PC501 – This report is a payment summary for February. **Column K** shows the amount of MFL due to the County.
- PC502 Receipt – This one page report is a summary of 1) the unpaid taxes remaining (to be collected by the County), 2) the portion of the levy that is paid to or held by the County (County Levy, 20% MFL, etc.), and 3) local collections totals during December and January. The Total in Line E needs to match Line 25 Column E of the PC-501 and Line T of your SOT.
- RecOfSett – This report provides a district-by-district settlement summary. Line #6 on each page shows the payment due to that taxing jurisdiction.
- Real Estate Tax Rolls – This report shows your total tax roll with amount paid, amount due and amount delinquent.

- **Specials Paid** – This report shows all Specials paid and the balance due. The summary at the end of this report will show you MFL and Farm Drainage and Ag Conversion amounts for February settlement payments to the County.
- **SumTxPmntBal** - This report shows the total amounts paid for Real Estate taxes.

By February 20, pay each taxing district in your municipality the amounts shown on the District Summary report (DistSum February Column) or the Record of Settlement report (RecOfSett). The settlement money must be in the hands of the jurisdictions on or before the February settlement date. Postmark does not count for settlement payments.

To check your distribution amounts due to each district, take your total collections (December and January) and divide by the total taxes levied. Take this ratio and multiply by each district's total levy amount to determine the amount owed to each district. This number will match the number on the DistSum and RecOfSett reports.

SECTION #14

AFTER LOCAL TAX COLLECTION CYCLE IS COMPLETE

Tax Payments received AFTER Your Settlement Report is Complete

Send any payments that you receive after February 6 to the Dane County Treasurer.

- Endorse the checks: *Pay to the Order of Dane County Treasurer without recourse: Municipality Name*
- Leave the payment in the original envelope and date stamp with the date received.
- Keep a copy of the date stamped envelope and the endorsed check and any notes about the payment timing.

Returned Payments AFTER Your Settlement Report is Complete

After February 6, you will not be able to void returned payments in LandNav. If you receive notice of a returned payment, email Treasurer.Admin the Void form along with a copy of the returned payment (check copy or other information).

You can find the Void Spreadsheet on the Municipal Treasurer's Page of the County Treasurer website:

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

Void Form Sample

Parcel Number	Owner Name	Original Batch #	Original Payment Date	Corrected in Batch #	Corrected Payment Date	Amount of Void (Check Amount)	Amount Due on the Parcel *	Add as a Special **
0101-123-1234-5	Sample & Example Smith	32	1/23/2019	47	1/31/2019	2,300.00	4,600.00	No
Notes		Check was returned as a Stop Payment						

February Payments to Dane County

Payments due to the County on February 20 need to be paid on separate checks:

- One Check: Final Settlement amount (from DistSum report) with any MFL payment (county portion),
- Ag Conversion (separate check),
- Farm Drainage (separate check),
- Lottery Credit Penalty (separate check)

For your information: If a taxpayer's First Installment payment is short by \$5 or less, the County Treasurer adds the balance due to the Second Installment. These parcels will not show as delinquent.

SECTION #15

ANNUAL PAYMENTS FROM THE COUNTY TO MUNICIPALITIES

Below is a list of County payments to Municipalities:

- April 15 Lottery Credit Payment - See DistSum Report from February Settlement for the amount you will receive by ACH.
- August 20 Settlement - See DistSum Report from February Settlement for the amount you will receive by ACH.
- September 15 Specials Payment – Municipalities will receive an ACH for the current tax year specials paid to the County between February 1 and August 31.
- Monthly Specials – Each month, the County will pay municipalities for any specials collected on delinquent tax parcels. This payment is made by check.
- February 15 payment of PC-201 Chargeback of Rescinded or Refunded Taxes: If a Municipality refunds a tax payment, they may file a PC-201 with DOR and receive payment back from each affected jurisdiction.

PC-201 Chargeback of Rescinded or Refunded Taxes

The Chargeback process, for up to the five prior assessment years, starts when:

- A taxpayer asks for a refund of overpaid taxes as a result of an assessment error OR
- Your assessor finds an error which requires a correction on the assessment roll, PA-5/661: Correction of Errors by Assessor (70.43 correction)

The Municipal Clerk/Treasurer calculates the refund using the mill rate for the year of the error. It is best to mark up the existing tax bill from that tax year.

The error is discovered during the current tax cycle:

- If the correction occurs after the full tax is paid, the municipality will have to refund any overage to the taxpayer.
- If the tax has not been paid, the municipality will pay the County the balance due. The County will distribute the levy due to each taxing district as part of August Settlement.

The error is discovered after the current tax cycle:

- If the property owner paid the full tax due, including the error amount, the municipality will refund any overage to the taxpayer.
- If the tax has not been paid, the municipality will pay the County the balance due. The County already settled on the full balance as part of delinquent taxes in that tax year's August Settlement.

The municipality will also file a PC-201 with the Wisconsin DOR:

- The PC-201 is due to the state by October 1.
- DOR will certify the chargeback of taxing jurisdictions by November 15.
- DOR will notify the Municipal Clerk and all affected taxing jurisdictions.
- Taxing jurisdictions must pay their portion by the next February 15.

In addition, the assessor must record the 70.43 error on the following year's Statement of Assessment (Line 23). And, the municipality records the refund on the next Statement of Taxes (Section I).

For more detailed information on this process, go to the Department of Revenue website:

- FAQs on Chargebacks: <https://www.revenue.wi.gov/Pages/FAQS/slf-chargebk.aspx>
- Refund Requests and Chargeback Manual: [https://www.revenue.wi.gov/DOR%](https://www.revenue.wi.gov/DOR%20Refund%20Requests%20and%20Chargeback%20Manual.pdf)
- See **Table S17T21**: Omitted Tax Bill and Section 70.43 Corrections for more information from the DOR.
-

SECTION #16

MUNICIPAL PAYMENTS TO THE COUNTY

In addition to January and February Settlement, Municipalities make several other payments to the County, including:

- **Payment in Lieu of Taxes (PILT):** Since state lands are not included on local tax rolls, the State (Department of Natural Resources) sends a payment to each affected Municipality. These payments are distributed before January 31 each year. Municipalities are then required to pay each taxing jurisdiction their portion of the amount due.
- For some reason, PILT payments received from the federal government (Fish and Wildlife) are NOT shared with the County. This is a tradition, not standard operating, so it could change in the future.
- In June, the State will send municipalities Managed Farm Land (**MFL**) payments. The County portion (20%) must be paid to the County before tax bills are delivered. At the end of each year, the Wisconsin DNR will send MFL Withdrawal payments to relevant municipalities. Municipalities with a withdrawn MFL will need to send 20% of this payment to the County.
- When a Tax Incremental District (**TID**) closes, the Municipality needs to pay all taxing jurisdictions a refund on collections in excess of project costs. The amount owed to Technical College(s), School District(s) and the County are determined as part of the closure process.
- If a Municipality has Omitted taxes, the state will make a determination about sharing payments with other taxing districts. File a PC-205 with the DOR before October 1. By November 15, the DOR will make a determination about sharing. If these payments are made in combination with January or February Settlement, send us an email with more detail about the payment received. You can also send omitted tax settlement as a separate payment. You will find more information about Omitted taxes in **Section 17** below.

Dog License Reporting and Rebate Opportunity

The County Clerk's office oversees dog licenses and makes reports to the State as required. Municipalities collect dog license fees from owners. The County Treasurer is responsible for auditing the reports from municipalities and accepting the portion due to the County.

2026 Dog tag fees due to the County per dog are:

\$18.75 Spayed or Neutered dog

\$27.75 Un-spayed or Un-neutered dog

\$17.25 Neutered/Spayed Puppy (5 months old by July 1) dog

\$23.75 Un-Neutered/Un-Spayed Puppy (5 months old by July 1) dog

\$54.75 Multiple Dogs (Kennel) License (includes up to 12 dogs) dog

\$27.75 each ... Additional tags (for dogs over the 12 included in the kennel)

The County offers a \$0.50 rebate on payment of reconciled dog license reports received by the second Friday in September.

Although the County Treasurer does not require you to use the Dog License Report Spreadsheet, a report showing a column for each piece of information is required. Please email the report as a spreadsheet (or CSV file).

Whatever program you use to record dog tags, the information below is needed:

- Dog License Tag#, in numerical order
- Name of the dog owner
- Mailing address of the owner
- The amount owed to the County
- Number of neutered males
- Number of spayed females
- Number of UN-neutered males
- Number of UN-spayed females
- Number of Puppies Neutered/Spayed
- Number of Puppies Un-Neutered/Spayed
- Replacement Tags
- Service Dog Exemption
- Kennel Licenses (up to 12 Dogs)
- Number of Dogs added to the Kennel License
- Breed of dog
- Color of dog
- Date of rabies vaccination expiration

Sent your dog reports and the Cover sheet to the Treasurer.Admin email. We will print the reports and Cover Sheets for the County Clerk.

Our office will check over the report and email you when the total is balanced. You can then mail a check or ACH/Wire the payment.

Dog reports with the Cover Sheet must be received by the first Friday in September so we have time to audit the report before the County Clerk deadline.

The second Friday in September is the deadline for payment. We cannot guarantee the County Clerk's rebate if these deadlines are not met.

See the sample at **Table S16T19** with more information on filling out the dog license report.

Please consider sending multiple reports through the year, instead of one large report early in September. Our office gets overwhelmed trying to calculate and balance reports in September when the deadline for the County Clerk rebate is imminent.

The Dog Report forms can be found at <https://treasurer.danecounty.gov/munitreasurer.aspx>

Note: Your report totals **MUST** match the cover sheet. Whatever spreadsheet or report you use, **it must include a total County amount** and totals for each dog type that matches with the Cover page.

SECTION #17

OMITTED TAXES AND SPLIT TAX BILLS

Omitted Tax Bill Creation

If your assessor missed a property or an improvement on a property in one or both of the last two years, the municipality will have to create an omitted tax bill.

Upon discovery of a property omitted from assessment, your local assessor should send a letter to the property owner outlining the missing assessment value and the appeal process. Once the appeal process is complete, the assessor should send the local Treasurer all the assessment detail needed to create an omitted bill.

To create the tax bill you will need:

- The omitted assessment amount from the assessor
- The original tax bill for this parcel, if any
- The Statement of Taxes report that the County Treasurer uploaded to your Access Dane account for the tax year affected.
- All payments are sent to the municipality, not to the County.

For step by step instructions and more information about how to calculate omitted tax bills, see **Table S17T20**: Omitted Tax Bill Creation.

The Municipality then submits a request to DOR (by October 1) to determine if they should share the omitted taxes with all other taxing jurisdictions affected.

See **Table S17T21**: Omitted Tax Bill and Section 70.43 Corrections for more information from the DOR.

Split Tax Bills (70.323 Wis Stats)

Local Treasurers may be required to split a tax bill after tax bill calculations are complete. Any person involved in the sale or parcel division may contact the local Treasurer to request a Split Tax Bill. The request must be in writing.

Split tax bills may be requested when a parcel is divided and sold as at least two properties after January 1 of the taxation year. The local Treasurer will work with the municipality's assessor to determine the values of each section of the split. The new parcels (child parcels) will not get a separate tax bill until the next tax year.

Municipalities should not create split tax bills when there is not a split parcel. For example, if a new owner buys a property mid-year, Local Treasurers do not have to divide the bill between the previous and new owner.

To create a split tax bill, log into your Municipal Treasurer Site on the Dane County Treasurer's Website, <https://treasurer.danecounty.gov/>. See **Table S17T22** for screenshots of the split tax bill creation process.

Tax Bills Bill Viewer

You can view all copies of created tax bills by going to the Tax Bill Viewer on the Home Page of the County Treasurer's Secure Site. Click "Select" next to the bill you want to view or print.

If you create any split or omitted tax bills, you will need to include the tax backer as the back page of the bill you mail to the taxpayer. The latest version of the tax backer can always be found on the Municipal Treasurer's website or at <https://www.revenue.wi.gov/dorforms/pa-686b.pdf>.

Keep one copy for your records, send one to the taxpayer(s) and send one to the County Treasurer.

SECTIONS #18

Unclaimed Funds Publication January of Odd Numbered Years

What are Unclaimed Funds?

Unclaimed funds include any municipal payments or duplicate payments/overpayments from residents that have not been claimed for more than one year.

Examples:

- Citation overpayments
- Cancelled Park Reservations
- Property Tax Overpayments
- Library Refunds
- Utility Overpayment
- Parking Ticket Overpayment
- Funds Gained as Part of a Police Investigation (often unknown)
- Poll Worker Pay
- Mileage Reimbursement
- Permit Refund
- Snowplow Damage Reimbursement
- Recreation Program Refund

You may also include any funds from prior years that you have discovered since the last submission.

Overview of Unclaimed Funds

WI Stat. §59.66 requires local governments to provide a list of unclaimed funds to the County Treasurer each odd numbered year. The County Treasurer publishes the names and last known address of all claims identified that are **\$20** or greater. The purpose of the statute is to identify, publicize, and return funds to the proper, validated individual.

The County will also list Unclaimed Funds on the County's [Unclaimed Funds website](#).

After publication of the unclaimed funds, potential claimants will request payment of these funds from each municipality for six months. Contact information for the Municipality will be included in the publication. Each municipality will need a process to verify the person's legitimate claim to the funds.

ALL Unclaimed Funds must be reported to the County Treasurer even if the claim is less than \$20 or if the claim is unidentified. The County Treasurer has developed a spreadsheet format for all Unclaimed Fund entries.

- For unknown claimants, use **Unknown in the Last Name cell and leave the First Name cell blank**.
- For Business names, leave the first name black and enter the entire business name in the last name field. The Spreadsheet includes a Tab with further instructions on entry.
- If you want to start adding unclaimed funds to the required spreadsheet, go to the Municipal Treasurer's page of the County Treasurer's website to find the link.

- Be careful not to re-submit Unclaimed Funds where you sent a replacement check for the same payment. This will result in a duplicate payment. The first check may be unclaimed but it was replaced.
- It is also important that you do not submit Unclaimed Funds for publication in two cycles. That will show up as two payments owed to the same claimant.

Once the list is ready to send to the County, you will need to complete and sign a Certification Letter and mail it to the County Treasurer. Sample language below:

I, **Treasurer/Other Name and Title, Town/Village/City of Name of Municipality**, do hereby swear under oath that I am the **Title** for the **Town/Village/City of Name of Municipality**, and that the attached Unclaimed Funds Report is the true and correct enumeration of all unclaimed funds as of **date** and that the total amount of such funds is **\$ Total Amount**.

All inquiries should be directed to **Name & Title at Phone and Email** to initiate return of properly verified claims.

Signature

Printed Name

Notary stamp, current date, signature and commission expiration date.

If your municipality has no unclaimed funds to report, enter \$0 on the spreadsheet and send a copy to the County Treasurer. You will still need to complete the Certification Letter.

State law also requires Municipalities to report this information to:

Wisconsin Department of Financial Institutions
Office of the Secretary
4822 Madison Yards Way, North Tower
Madison, WI 53705

After six months, the County Treasurer takes over distribution of municipal unclaimed funds. Municipalities will send an updated list of Unclaimed Funds (the original list minus any claimed payments) to the County along with a check for the total remaining Unclaimed Funds. The County keeps all funds in a segregated account for ten years to allow claimants to request the funds.

Remember to stop payment on all checks entered into Unclaimed Funds in case the original checks are presented for payment.

To get information about unclaimed property held by the State of Wisconsin, click here:
[State of Wisconsin Unclaimed Funds](#)

SECTION #19

GLOSSARY OF TERMS AND ACRONYMS

Address Changes

Local Treasurers can make changes to the billing address on Real Estate properties in their Access Dane accounts. See [Table S19T23](#) more helpful tips and screen shots of address changes.

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. Land owners 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. If conversion charges remain unpaid, they will be added to property tax bills with interest.

Calendar year 2024 charges:

- \$528 per acre for conversion of less than 10 acres
- \$396 per acre for conversion of 10 to 30 acres
- \$264 per acre for conversion of more than 30 acres

Ag Conversion Worksheet: <https://www.revenue.wi.gov/DORForms/pr-298f.pdf>

The County retains 50% of any Ag Use Conversion Charges collected. The other 50% belongs to the Municipality.

Ag Conversion on tax bills is shown on the SOT in Section H under Special Charges in the Column titled: Other.

Credits on Property Tax Bill

1. Lottery and Gaming Credit – for Wisconsin resident's primary residence
2. First Dollar Credit – for property with improvements on the land (a home)
3. School Levy Tax Credit – on all taxable real property in Wisconsin, 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 the Dane County Treasurer, not the Municipality

During the municipal collection time (December to January 31), you may receive a tax payment check paid to the County Treasurer. Each municipality can determine its policy on these checks. Below are the options that we recommend.

1. If there is time before the January 31 deadline, send the check back and ask for a properly cut check. This is the best option but not always possible/logical.
2. If it is too close to the January 31 deadline and you want the payment included in February Settlement, you or someone from your office may stop by the City County Building and we will sign the check over to the Municipality. You will then enter and deposit the check as part of local payments.
3. If it is too close to the January 31 deadline and you are OK with waiting until August to receive settlement on this payment, send the County Treasurer the payment including the original date-stamped envelope. We will enter the payment as timely (no interest and penalty owed). The municipality will receive its portion of this payment with August Settlement.

DOR

Wisconsin Department of Revenue. See contact information for the Local Government Services Section in [Table S2T2](#).

First Dollar Credit

Every taxable parcel (business, commercial or private) containing a real property improvement (ex: building), qualifies for the First Dollar Credit. To determine if a parcel qualifies for a First Dollar Credit, the parcel's improvement value needs to be more than zero. Taxpayers do not have to apply for this credit. The credit is applied automatically to all qualifying properties. The credit is calculated for each eligible parcel by multiplying the property's gross school tax rate by a credit base value determined by DOR.

The State DOR pays the County for all First Dollar and School Levy credits. The County pays each Municipality their share with Settlement in August. Several municipalities receive direct First Dollar credit payments and then forward payment to the County for distribution to all taxing districts.

If you add a First Dollar Credit to an Omitted Bill, you may need to split the First Dollar Credit between two installments. See [Table S19T24](#) for more information.

Levy Limit Worksheet

Levy limits cap the maximum property tax levy for all Wisconsin municipalities and counties. Municipalities must complete the Levy Limit Worksheet even if their current levy is below the maximum as determined by the worksheet. DOR posts the worksheet to complete online by mid-September. The deadline for completing the DOR worksheet is December 15, 2025.

DOR Forms Page: <https://www.revenue.wi.gov/Pages/Form/govtvc-Home.aspx>

DOR has line by line instructions for completing the worksheet <https://www.revenue.wi.gov/DORForms/munillinst.pdf> . Tips for completing the worksheet:

- Much of the worksheet is auto-filled by DOR. Several lines pull in once other sections are complete.
- Although the worksheet is due back to DOR on the third Monday in December, your council/board will need to know the allowable levy limit to complete the annual budget.
- In general, any new or increased fees for “covered services” that existed on July 2013 will require a reduction in the levy. Covered services include garbage collection, fire protection, snow plowing, street sweeping and storm water management.
- Fees for services not defined as “covered services” do not affect the levy limit.
- Section D allows you to enter any increases in intergovernmental or joint costs that increase (for example: if your Joint Fire Department annual fee increases). These are allowable adjustments to your levy limit.
- There is also a DOR video training.
<https://www.revenue.wi.gov/Pages/VideoCenter/videos-home.aspx?ytvideoID=tAui9Tz8pYM&ytplID=governments>

The County Treasurer’s Office is not involved in the oversight on the Levy Limit Worksheet. If you have questions about completing the form, contact the DOR’s Local Government Services at

Frank Bozich
608-261-5167

Andrea Newman Wilfong
608-266-8618

Ady Lee
608-266-2769

All direct emails are firstname.lastname@wisconsin.gov

Lottery and Gaming Credit (LC)

Homeowners are eligible for the LC if the house is their primary residence as of January 1 of the property tax year. Only one credit can be claimed per Wisconsin resident. Once a LC application is applied to a property, the credit will automatically appear on future tax bills.

Property tax bills are reduced by the amount of the credit based on the taxpayer's school district. The levy reduction is covered by a payment from the State DOR in March. The County pays each municipality the amount due by April 15.

Note: Some Municipalities are eligible for direct payments from the State. These Municipalities will distribute all affected tax districts their portion in April.

Lottery Credit Audit and Penalty

The Department of Revenue (DOR) performs audits of Lottery Credits about every three years. If the DOR questions that the property is eligible for the lottery credit, a notice is sent to the homeowner. The taxpayer must respond by October 1 noting that:

- the property **IS** their primary residence, or
- the parcel **SHOULD NOT** have received the credit. The property owner must pay back the lottery credit plus interest and penalty.

The County will remove the Lottery Credit from the parcel as determined by the DOR.

If timely payment for ineligible lottery credits is not received by the state, those Lottery Credit Penalties will be added to the next tax bill as Specials (added by the County, not local clerks/treasurers).

Lottery Credit Penalties on tax bills are shown on the SOT in Section H under Special Assessments in the Column titled: Other.

Managed Forest Land (MFL)

Wisconsin's Managed Forest Law (MFL) is a landowner incentive program that encourages sustainable forestry on private woodlands. MFL acres may be "Open" or "Closed." Open MFL land may be used by the public for hunting or other outdoor activities (hiking, skiing, etc.). Open MFL land is rare.

MFL land is also defined as "Before 2005" or "After 2004." A law change 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.

The DNR has more information on their website:
<https://dnr.wisconsin.gov/topic/forestlandowners/mfl>

The Wisconsin Alliance of Forest Owners also has a helpful [Fact Sheet](#).

**Managed
Forest Land
(MFL) on Tax
Bills**

Wisconsin's Managed Forest Law (MFL) offers woodland landowners substantial property tax savings. The current tax rate for new MFL acres is \$9.49 per acre (\$1.90 for open land). To find more information about MFL tax rates, see the DNR webpage:

<https://dnr.wisconsin.gov/topic/forestlandowners/taxrates>

On the District Settlement report in February, the County Treasurer will calculate a portion of the taxed MFL owed to the County.

In June, the State DNR makes a payment to Municipalities to cover the portion of taxes lost due to lower MFL tax rates. Municipalities must send Counties 20% to cover the County portion.

**Omitted RE
Taxes and
S.70.43
Adjustments on
the SOT**

Municipalities may report omitted taxes for up to two years prior to the current tax year. For the 2025 tax roll, omitted taxes from 2023 and 2024 tax years can be reported. Omitted taxes result when assessments are missed and discovered after tax bills are created. Omitted taxes are collected by the Municipality and, if collected, may be distributed along with the current tax year settlement.

If the total of omitted taxes included on the next tax bill is over \$250⁴, the Municipality must file a [Form PC-205](#) (Request for Sharing of Omitted Taxes) with the DOR by October 1 in the year the omitted taxes appear on the tax roll. If the roll is not complete by October 1, the form must be filed before the next October 1.

By November 15, DOR will determine if the omission affected the Municipality's equalized value.

⁴ The State changed the reporting requirement on omitted taxes from \$5000 to \$250 in 2021.

Personal Property (PP)	Starting with the 2024 tax year, Personal Property will not exist. Most personal property will be taxed as part of the connected real estate. Personally (no pun intended), not sad to see it go.
Refund/ Rescind Taxes	At times, a Municipality will be asked to refund a tax payment, usually due to an assessor error. A municipality may file a PC-201 with the DOR to ask each taxing district to pay their share of the refunded amount. If approved, payments from affected taxing districts are due on February 15. See Section 15 .
School Levy Credit	This credit is distributed based on a DOR calculation of local share of statewide school levies. The County Treasurer enters this levy formula to calculate taxes each year and the credit is applied automatically. The State DOR pays the County for all School Levy credits. The County pays each Municipality their share with Settlement in August. Several municipalities receive direct School Levy credit payments and then forward the payment to the County for distribution.
Special Assessment	In general, these charges added to the tax bill are for public works projects like water and sewer, storm water and private septic maintenance. Reported in Section G on the SOT. s. 74.01(3)
Special Charge	In general, these charges added to the tax bill are for services provided to the property: snow removal, garbage/recycling pick-up, delinquent utility charges. Reported in Section G on the SOT. s. 74.01(4)
Special Taxing Districts vs Special Purpose Districts	Special Taxing Districts, entered in Section C of the SOT, are districts with their own levy/taxing authority. Special Purpose Districts, entered in Section D, Line 1 of the SOT, are actually part of the local levy. For example: ▪ Tax Districts are Lake or Sanitary Districts, ▪ Special Purpose Districts are Fire or EMS. Starting in the 2025 tax year, Special Purpose Districts will no longer be shown separately on the tax bill. Those levy amounts will be part of the local levy which is how they have to be reported to the DOR..
Statement of Assessment (SOA)	The DOR posts preprinted SOAs on their website in early April. The SOA is due from each Municipality (or your assessor) to the DOR by the second Monday in June or five days after the Board of Review Adjourns. County Property Listing manages this assessment process.

Tax Deed	Dane County may take ownership of property that has three plus years of delinquent taxes.
TIF	Tax Incremental Financing; a financing tool available to municipalities to encourage economic development that would not occur without public assistance
TID	Tax Increment District; an area identified for development using Tax Incremental Financing. A TID consists of whole units of property assessed for general property tax purposes not including railroad right of ways, rivers or highways, or wetlands (<u>sec.23.32, Wis.Stats.</u>). Municipalities creating or amending an existing TID must send all required documents and pay the corresponding fee to the DOR (<u>tif@wisconsin.gov</u>) by October 31 for inclusion on tax bills.
Unclaimed Funds	WI Stat. §59.66 requires County Treasurers to publish a list of unclaimed property held by municipalities and the county in January of every odd year. Claims over \$20 are published with name and last known address. Individuals may contact the municipality to claim the funds. The purpose of the statute is to identify, publicize, and return property/funds to the proper, validated individual. Any Unclaimed Funds remaining after six months are forwarded to the County Treasurer for distribution. Municipalities will send the Treasurer's Office a list of the unclaimed funds remaining and a check for the total still unclaimed.

SECTION #20

CONTACT INFORMATION

All Email from Municipalities to the County Treasurer

Treasurer.Admin@danecounty.gov

All Email from Municipalities to County Property Listing

Property.Listing@danecounty.gov

Adam Gallagher, County Treasurer
608-266-4215

Deputy Treasurer
608-266-9132

Steve Cripps, IT Project Leader
608-266-4267 #3
cripps@danecounty.gov

Tax Software Support
800-527-9991
Press #3 for LanNav Support
TaxCAMASupport@catalisgov.com

Dan Frick, Land Records Administrator
608-261-9750

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

For Assistance on Local Tax Collection,
Contact: Bob Anderson, Town of Westport
Phone: 608-444-1182

Bob is available to answer your questions. Email him at
banderson@townofwestport.org
and he will get back to you to arrange a good time to address your questions.

To Contact the DOR Local Government Services Staff

See **Table S2T2**
Phone: 608-261-5360
Email: lgs@wisconsin.gov

SECTION #21

LIST OF TABLES

<u>Table S1T1</u> – Secure Site Process Manual.....	1
<u>Table S2T2</u> – DOR Local Government Services Contacts	13
<u>Table S3T3</u> – County Levy	25
<u>Table S3T4</u> – SOT	26
<u>Table S3T4A</u> – DOR SOT Instructions	37
<u>Table S3T5</u> – TID Worksheet	42
<u>Table S3T6</u> – PA 687	43
<u>Table S3T7</u> – Mill Rate Worksheet	44
<u>Table S3T8</u> – Tax Roll Certificate	45
<u>Table S3T8A</u> – DOR Tax Roll Certificate Instructions	46
<u>Table S3T9</u> – Tax Calculation to Final SOT	48
<u>Table S3T10</u> – Sample Tax Calculations	50
<u>Table S4T11</u> – Citrix	116
<u>Table S4T12</u> – Entrust.....	117
<u>Table S6T13</u> – Importing Tax Payments	124
<u>Table S6T14</u> – LandNav Agent Set-Up	136
<u>Table S6T15</u> – Entering Overpayments	142
<u>Table S10T16</u> – Sample Reports	148
<u>Table S11T17</u> – Specials Adjustment Form	156
<u>Table S13T18</u> – District Summary Sample.....	158
<u>Table S16T19</u> – Dog Licenses	160
<u>Table S12T20</u> – Omitted Taxes Creation	162
<u>Table S12T21</u> – DOR Omitted Taxes and Corrections.....	168
<u>Table S12T22</u> – Split Tax Bill Creation.....	171
<u>Table S14T23</u> – AccessDane Address Change Instructions	174
<u>Table S19T24</u> – First Dollar Credit Installment Split	183

S1T1

Secure Site Process Manual

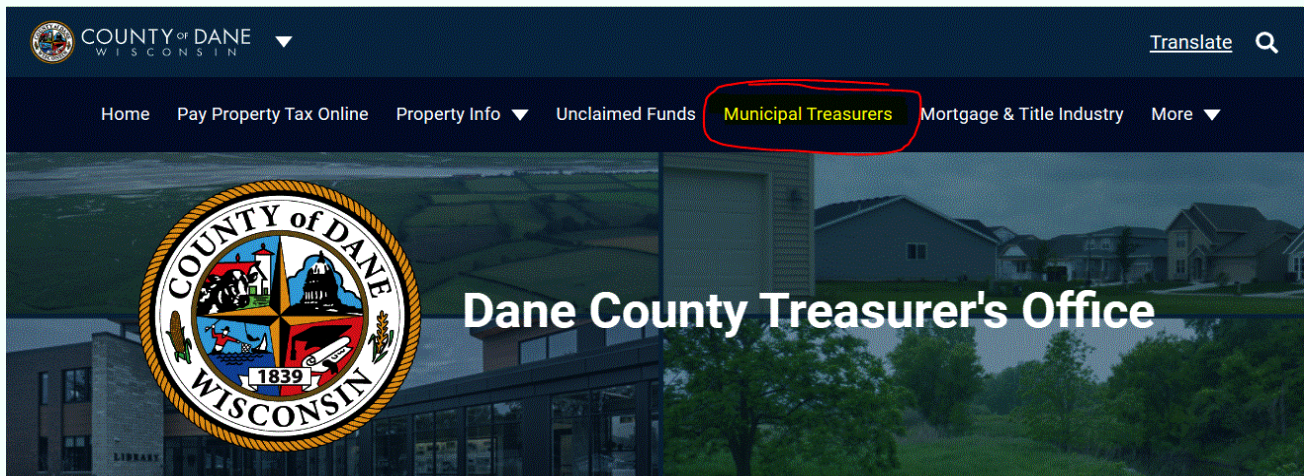
Treasurer's Office Secure Site Processing Documentation

Items in this Document Include:

Site Access	1
Main Menu Options	4
Mill Rate Process	5
Split/Omitted Bill Creation	12
Tax Bill Viewer	18
Process Documentation	19
Logout	19

Site Access

To access the Dane County Treasurer's Secure Site go to <https://treasurer.danecounty.gov/> From the Treasurer's site choose the Menu option: Municipal Treasurer Access





Dane County Treasurer's Office

Municipal Treasurer

[Municipal Treasurer Login](#)

You will see the Municipal Treasurer Access menu. Click on the brown Municipal Treasurer Login button

Enter you user information in the boxes provided. If you do not have a user name and password, click the Dane County Treasurer's Login Help at the bottom of the page.



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

Login

Please login to your account to access the Treasurer.

Account Information

Username/Email:

Password:

Log In

Need Help?

- [Create an Account](#)
- [Reset your password](#)
- [Help with Login](#)

Dane County Treasurer's Login Help

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

The Main Menu options (**circled in red**) will always show at the top of this page.



If you have not been granted access to a particular function by the Treasurer's Office, you will not see the menu item. If you have submitted your Mill Rate Worksheet for the year, you will not see the option to Update it.

Mill Rate Process

When all of the items (specials, etc.) have been provided to Property Listing and confirmed by the municipality, Property Listing will publish (release) the Mill Rate Worksheet. This process will trigger an email to the designated contact. The email will include the final totals, a pdf of the Dane County Mill Rate Worksheet and a copy of this document. When you receive that email, log in to the Treasurer's Website and choose the option, "Mill Rate Worksheet View".

You should see a page that looks much like what is displayed below. Notice that Amount Levied and the Rate are **Zero**). Verify that the District totals are correct, the Specials Totals are correct, and the Woodlands totals are correct. If they are not correct, contact Dane County Property Listing at (608) 266-4120.

DANE COUNTY 2013 Millrate Worksheet TOWN OF WESTPORT						
TOWN OF WESTPORT 5387 MARY LAKE RD WAUNAKEE, WI 53997						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	STATE OF WISCONSIN	725,306,600	8,825,200	734,131,800	0.00	0.0000000000
	DANE COUNTY	725,306,600	8,825,200	734,131,800	0.00	0.0000000000
	LOCAL	725,306,600	8,825,200	734,131,800	0.00	0.0000000000
3269	MADISON METRO SCHOOL DIST	0	0	0	0.00	0.0000000000
3549	MID-CR PLAINS SCHOOL DIST	194,474,500	195,400	194,669,900	0.00	0.0000000000
6181	WAUNAKEE SCHOOL DIST	530,832,100	8,629,800	539,461,900	0.00	0.0000000000
3301-F	WAUNAKEE FIRE	467,540,900	8,093,400	475,634,300	0.00	0.0000000000
3302-F	MIDDLETON FIRE	257,765,700	731,800	258,497,500	0.00	0.0000000000
33FP-O	FIRE PROTECTION DIST	200,905,500	1,466,800	202,372,300	0.00	0.0000000000
0400	MADISON TECH COLLEGE	725,306,600	8,825,200	734,131,800	0.00	0.0000000000
Description	RE Value	PP Value	Total Value			
STATE SCHOOL CREDIT	725,306,600	8,825,200	734,131,800			
Code	Description	Count	Total			
A90	PRIVATE SEPTIC MAINTENANCE	410	3,624.06			
C07	FIRE PROT	10	5,166.79			
C09	DELINQUENT CHARGES	1	40,822.10			
C50	TRASH PU	1,291	271,711.00			
D06	SEWER USE	42	11,420.45			
D07	WATER USE	6	1,435.14			
Category	Count	Total				
TOTAL SPECIAL ASSESSMENTS	410	3624.06				
TOTAL SPECIAL CHARGES	1302	317699.89				
TOTAL DELINQUENT UTILITIES	48	12835.59				
Code	Description	Amount	Acres	Total		
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00		
W2	PRIVATE FOREST CROP POST 71	2.520	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	2.140	0.000	0.00		
W6	MFL CLOSED AFTER 2004	10.680	12.000	128.16		
W7	MFL OPEN BEFORE 2005	0.790	33.500	26.47		
W8	MFL CLOSED BEFORE 2005	1.870	12.000	22.44		
				Total:	\$7,900	177.07
Description	Real Estate	Personal Property				
TOTAL NUMBER OF PROPERTIES:	2,483	69				
Submitted By:	Phone:					
Date & Time Submitted:						
Signature:	Date:					
Back To Menu						

If everything appears correct, click Return to Treasurer's Site. Then choose "Mill Rate Worksheet Update," you should see the following:

asurer Apps : Mill Rate : Mill Rate Worksheet Update

Mill Rate Worksheet

**DANE COUNTY
2013 Mill Rate 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
	STATE OF WISCONSIN	725,306,600	8,825,200	734,131,800	0.00	0.000000000
	DANE COUNTY	725,306,600	8,825,200	734,131,800	0.00	0.000000000
	LOCAL	725,306,600	8,825,200	734,131,800	0.00	0.000000000
3269	MADISON METRO SCHOOL DIST	0	0	0	0.00	0.000000000
3549	MID-CR PLAINS SCHOOL DIST	194,474,500	195,400	194,669,900	0.00	0.000000000
6181	WAUNAKEE SCHOOL DIST	530,832,100	8,629,800	539,461,900	0.00	0.000000000
3301-F	WAUNAKEE FIRE	467,540,900	8,093,400	475,634,300	0.00	0.000000000
3302-F	MIDDLETON FIRE	257,765,700	731,800	258,497,500	0.00	0.000000000
33FP-O	FIRE PROTECTION DIST	200,905,500	1,466,800	202,372,300	0.00	0.000000000
0400	MADISON TECH COLLEGE	725,306,600	8,825,200	734,131,800	0.00	0.000000000

Your Name:

Please Enter Your Daytime Phone Number Including Area Code: () -

Format (608) xxx-xxxx

Enter your levy amounts into the worksheet. You can save the values entered at any time by clicking the Calculate & Save button. You can calculate the Rates at any time by clicking Calculate & Save.

When you have the correct levy values placed on the page, just enter your phone number and name on the page and click Send to Treasurer. This will save the data and send a copy to the Dane County Treasurer's Office. It will also send an e-mail to the Treasurer's Office telling them that you have submitted your values.

The Mill Rate worksheet will be shown to you after you click the Send to Treasurer. It will look much like the following:

DANE COUNTY 2011 Mill Rate Worksheet TOWN OF WESTPORT						
THOMAS G WILSON, TREAS 5387 MARY LAKE RD WAUNAKEE, WI 53597						
Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	STATE OF WISCONSIN	727,661,100	3,242,300	730,903,400	121,697.91	0.000166503
	DANE COUNTY	727,661,100	3,242,300	730,903,400	2,322,816.79	0.003178008
	LOCAL	727,661,100	3,242,300	730,903,400	1,009,042.00	0.001380541
3269	MADISON METRO SCHOOL DIST	0	0	0	0.00	0.000000000
3549	MID-CR PLAINS SCHOOL DIST	197,150,000	225,800	197,375,800	980,000.00	0.004965148
6181	WAUNAKEE SCHOOL DIST	530,511,100	3,016,500	533,527,600	5,977,407.22	0.011203558
3301-F	WAUNAKEE FIRE	467,992,700	2,399,800	470,392,500	212,000.00	0.000450687
3302-F	MIDDLETON FIRE	259,668,400	842,500	260,510,900	145,000.00	0.000556599
33FP-O	FIRE PROTECTION DIST	200,102,100	1,131,900	201,234,000	54,181.02	0.000269244
0400	MADISON TECH COLLEGE	727,661,100	3,242,300	730,903,400	1,225,856.09	0.001677179
Description	RE Value	PP Value	Total Value	Amount Levied	Rate	
STATE SCHOOL CREDIT	727,661,100	3,242,300	730,903,400	121,697.91	0.000166503	
Code	Description	Count	Total			
A01	WATER	1	1,474.09			
A90	PRIVATE SEPTIC MAINTENANCE	407	3,572.04			
C07	FIRE PROT	10	6,486.98			
C09	DELINQUENT CHARGES	1	25,891.96			
C50	TRASH P U	1,279	263,337.00			
D06	SEWER USE	38	13,304.44			
D07	WATER USE	3	861.64			
Category	Count	Total				
TOTAL SPECIAL ASSESSMENTS	408	5,046.13				
TOTAL SPECIAL CHARGES	1,290	295,715.94				
TOTAL DELINQUENT UTILITIES	41	14,166.08				
Code	Description	Amount	Acres	Total		
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00000		
W2	PRIVATE FOREST CROP POST 71	1.660	0.000	0.00000		
W3	PRIVATE FOREST CROP SPECIAL	0.200	0.000	0.00000		
W4	COUNTY FOREST CROP	0.000	0.000	0.00000		
W5	MFL OPEN AFTER 2004	1.670	0.000	0.00000		
W6	MFL CLOSED AFTER 2004	8.340	0.000	0.00000		
W7	MFL OPEN BEFORE 2005	0.670	0.000	0.00000		
W8	MFL CLOSED BEFORE 2005	1.570	22.000	34.54000		
				Total: 22.000	34.54000	
Description	Real Estate	Personal Property				
TOTAL NUMBER OF PROPERTIES:	2,483	67				
Submitted By:	Steven Cripps	Phone:	(608) 266-4267			
Date & Time Submitted:	09/27/2012 1:34:57 PM					
Signature:	Date:					

[Return to Treasurer's Site](#)

Use your print function in your Browser to print the page.

When you click [Return to Treasurer's Site](#) you will be taken back to the menu. You can view the Mill Rate Worksheet by clicking on Mill Rate Worksheet View at any time.

You will not be able to get back into the Mill Rate Worksheet to update values after you submit.

If you need to update values in the Mill Rate Worksheet after you have submitted, you will have to contact the Treasurer's Office at (608) 266-4151 for it to be re-set. You will have to log out and back in to get the menu option for the ability to update it.

Some of the information is pre-filled on the page. This includes the Municipality and County. When you select a tax Year, all areas that should have a year will be filled in. You will need to provide the rest of the information. Most of the fields are required. If you do not fill in a field that is required, a message will be shown telling you which fields you need to fill in after you click the Get Totals button. All of the Darker Blue boxes will be filled in for you.

You must not use your browser to print this page. There are messages that invalidate its use as a Tax Bill.

Make Check Payable To: DANE COUNTY  TREASURER PO Box 1299 Madison, WI 53701-1299 And Second Installment Payable To: DANE COUNTY TREASURER PO Box 1299 Madison, WI 53701-1299	Full Payment Due On or Before January 31	\$19,886.00		
	Or First Installment Due On or Before January 31			
	And Second Installment Due On or Before July 31			
TOTAL DUE		\$19,886.00		
For Full Payment Pay by January 31st				
Property Tax Paid				
Balance Due		\$19,886.00		
Date Paid				

Get Totals

Link to Printable Page

Back To Menu

When you click Link to Printable Page you will see a page like the following:

County of DANE 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 ▶ Omitted Tax Bill ▶ Split Tax Bill ▶ Update Account Log Out

**TOWN OF WESTPORT
Submitted Tax Bills**

Bill Type	Tax Year	Parcel Number	Owner Name	Net Tax Total
Split	2012	10756103010	Test	\$19,896.00

[Printable Page](#)

[Back To Menu](#)

Dane County Home Page - Treasurer's Office Website - Contact Us

Click the Printable Page button and you will get a "File Download" question. If you click Open, you will see the properly formatted tax bill shown.

If you choose to print this, the state mandated backer is the second page. If your printer is capable of duplex printing, turn that on and print.

STATE OF WISCONSIN Year: 2010
PROPERTY TAX BILL FOR

IMPORTANT: • Correspondence should refer to tax number.
 • See reverse side 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. This is a legal Description

Municipality: TOWN OF WESTPORT
 County: DANE COUNTY
 Name: Kevin M Gehrke
 Address: 608 Albion Rd
 Edgerton WI 53534
 Property Address: 608 Albion Rd
 Original Parcel #: 0512-223-3141-0

Assessed Value Land	Ass'd. Value Improvements	Total Assessed Value	Average Assessment Ratio	Net Assessed Value Rate (Does NOT reflect Credits)
18,100	20,000	38,100	1.0110	0.016000166

Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Market	School taxes reduced by school levy tax credit
17,900	19,800	37,700	59.10

☐ A star in this box means unpaid prior year taxes.

Year: 2010	Net Tax	% Tax Change
State of Wisconsin	6.42	
Dane County	122.54	
TOWN OF WESTPORT	74.81	
School District: Edgerton School District	317.69	
Technical College: MATC	64.67	
	22.63	

OMITTED

Total: \$608.76
 First Dollar Credit: 67.73
 Lottery & Gaming Credit: 0.00
 Net Property Tax: \$541.03

Make Check Payable to:	Full Payment Due On or Before January 31	Net Property Tax:
Municipality: DANE COUNTY	\$ \$541.03	\$541.03
Address: TREASURER P.O. Box 1299 Madison, WI 53701-1299	Or First Installment Due On or Before January 31	
	\$ \$270.52	
And Second Installment Payable To: DANE COUNTY TREASURER P.O. Box 1299 Madison, WI 53701-1299	And Second Installment Due On or Before July 31	
	\$ \$270.51	

TOTAL DUE FOR FULL PAYMENT
 PAY BY JANUARY 31
 \$ \$541.03

WARNING: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and if applicable, penalty. (See reverse)

Property Tax Paid
Balance Due \$541.03
Date Paid



Tax Bill Viewer

Click on the Tax Bill Viewer menu option to see a list of all tax bills created for this municipality.

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

TOWN OF WESTPORT Submitted Tax Bills

Action	Bill Type	Tax Year	Parcel Number	Owner Name	Net Tax Total
Select	Omitted RE	2012	0809-292-8040-0	Douglas & Mary Markielewski	\$3,855.26
Select	Omitted RE	2016	0809-312-9850-3	Henry & Shirley Laufenberg	\$5,618.50
Select	Omitted PP	2016	33-05110	Nau-Ti-Gal	\$524.42
Select	Split	2016	0809-211-6519-3	Cathy Loring	\$3,545.89

Back To Menu

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

Click Select next to one of the bills and you should see the bill open up. Notice the Bill Type column that shows what type of bill was created.

Process Documentation



This document.

Logout

Always Log out of this application when you are done.

Top Menu

Gives you the same menu items you see below and the additional option of Updating your account



This Update Account Menu allows you to change information about your account and change your password:

Update your Account

Personal Info

Email Address *

Full Name *

Address

City, State, Zip

Country

Phone *

Additional Comments

Login Info

Change Your Password

Password

New Password

Confirm New Password

Table S2T2: DOR Contacts and Important Dates



Wisconsin Department of Revenue – State & Local Finance Division Local Government Services

(R. 8-25)

Director

Vacant

Property Tax Credits & Real Estate Transfer Returns

Jeremy Wedige (Supervisor) 608-266-0884 jeremy.wedige@wisconsin.gov

Lottery and gaming credit, manufactured/mobile home parking fee, first dollar credit

Michelle Eikland 608-266-9457 michelle.eikland@wisconsin.gov

Jonathan Hernandez 608-266-0772 jonathan.hernandez@wisconsin.gov

Real estate transfer returns, fees, exemptions

Stacy Leitner 608-266-1594 stacyl.leitner@wisconsin.gov

Vacant

Financial report forms, managed forest lands/private forest croplands, tax increment worksheet, taxation district exemption summary report, CMRE

Kathleen Springhorn 608-261-5341 kathleen.springhorn@wisconsin.gov

Jonathan Stengel 608-266-8207 jonathan.stengel@wisconsin.gov

Statement of Assessment, s. 74.41 chargebacks, apportionment of taxes, Statement of Taxes, school and special district equalized values, treasurer settlement, TVC bulletin

Lynn Oldenburg 608-266-2569 lynn.oldenburg@wisconsin.gov

Debra Werner 608-264-6892 debra.werner@wisconsin.gov

Shared Revenue & Innovation Grants

Nick Foerster (Supervisor) 608-266-2294 nicholas.foerster@wisconsin.gov

Municipal and county aid (shared revenue), expenditure restraint incentive (ERIP), utility aid, exempt computer aid, school levy tax credit, county and municipal levy limits, budgets, personal property aid, video service provider aid, maintenance of effort (MOE)

Frank Bozich 608-261-5167 frank.bozich@wisconsin.gov

Greg Edwards 608-266-6864 greg.edwards@wisconsin.gov

Ady Lee 608-266-2769 ady.lee@wisconsin.gov

Andrea Newman Wilfong 608-266-8618 andrea.newmanwilfong@wisconsin.gov

Innovation grants

James Fahley 608-266-1932 james.fahley@wisconsin.gov

Rama Devi Lingampally 608-266-5815 ramadevi.lingampally@wisconsin.gov

Mailing Address

Wisconsin Department of Revenue
Local Government Services Bureau
2135 Rimrock Road #6-97
PO Box 8971
Madison, WI 53708-8971

The Wisconsin Department of Revenue (DOR) is providing this resource for local governments. The dates and role duties are based on state statutes. This is meant to be a guide – we understand your municipality may assign duties differently.

Date	Event
When you take office	• Notify the following of your new position – and welcome to local government! ○ Wisconsin Department of Revenue – email lgs@wisconsin.gov or request office in MyDORGov ○ County clerk and county treasurer ○ Municipal assessor ○ Wisconsin Elections Commission (WEC) – review the New Clerk Checklist
January 1	• Start of the assessment year (sec. 70.10, Wis. Stats.) ○ Assessment roll is the basis for the tax roll/tax bills created in December (sec. 70.65, Wis. Stats.) ○ Local assessor starts assessing property for current year ○ Assessment and Tax Roll Instructions for Clerks – completed assessment roll delivered to clerk by first Monday in May ○ Assessor or assessment questions? ▪ Call (608) 266-7750 ▪ Email bapdor@wisconsin.gov • Review Wisconsin Department of Revenue's website ○ Assessor web page ○ Municipal clerk web page • Review 2025 Wisconsin Property Assessment Manual (WPAM)
January 15	• Deadline – January settlement – municipal treasurer files with taxing jurisdictions (sec. 74.23, Wis. Stats.) ○ Note: Check with your county treasurer for assistance – they can calculate the amounts for you ○ Form PC-500 or pre-printed Form PC-500 ○ Send a copy to the county treasurer – do not send a copy to DOR
January 31	• Deadline – First property tax installment due to municipal treasurer (sec. 74.11, Wis. Stats.) ○ Full payment of special assessments, special charges, special taxes, and personal property required ○ Last day for municipal treasurers to apply lottery and gaming, and first dollar credits to tax bills (sec. 79.10(10)(bn)2., Wis. Stats.) • Deadline – Wisconsin DOR forms ○ Form WT-6 – filing instructions for each employer withholding Wisconsin income tax ○ Form WT-7 (annual) – filing instructions for employers filing annually ○ Form UC-7823-E – quarterly report for unemployment insurance (UI) wage detail information (WI Dept of Workforce Development)
February 2	• Deadline – First day to charge-back delinquent personal property taxes (sec. 74.42(1), Wis. Stats.) ○ Form PC-200 – send a copy to municipal clerk and each affected taxing jurisdiction ○ Contacts – Lynn Oldenburg (608) 266-2569, Deb Werner (608) 264-6892 ○ Email lgs@wisconsin.gov or submit a question through our website ○ Complete chargebacks by April 1
February 15	• Deadline – Municipalities distribute payment in lieu of taxes (PILT) (secs. 70.113 and 70.114(4)(b), Wis. Stats.) (Stewardship) ○ PILT – compensates municipalities and other local taxing jurisdictions for land exempt from property tax because it is owned by the Wisconsin Department of Natural Resources • Deadline – DOR posts manufacturing notification rolls to website ○ DOR notifies local assessors of manufacturing and telecommunication property to be assessed by DOR during the current assessment year (sec. 70.995(6), Wis. Stats.) ○ Note: Review the notification rolls and notify the Manufacturing & Utility Bureau District Office in your area if any information is missing or incorrect. It's better to catch errors before the assessment roll is finalized for the year.

February 20	• Deadline – February settlement – municipal treasurer settles with taxing jurisdictions (sec. 74.25, Wis. Stats.) ○ Treasurer must make payments whether or not the board approved the payments (sec. 74.25(2), Wis. Stats.) ○ Plan ahead – if your board meeting occurs after this date, sign the checks the month before; this way when you receive your settlement figures you can send them out promptly ○ Note: Check with your county treasurer for assistance – they can calculate the amounts for you ○ Send a copy to the county treasurer – do not send a copy to DOR
February 28	• Last day for municipalities to request direct payment of lottery and gaming, school tax levy, and first dollar credits (sec. 79.10(7m)(cm), Wis. Stats.). (2007 Wisconsin Act 190) • Contact the Local Government Services Bureau (LGS) at lgs@wisconsin.gov to request Form DOA-6456
March 1	• Deadline – Manufactured/Mobile Home Lottery and Gaming Credit Report (sec. 79.10(1m), Wis. Stats.) – required annually for municipalities with mobile home municipal permit fees ○ Form LC-664 – municipal treasurer e-files in MyDORGov ○ Contacts – Michelle Eikland (608) 266-9457, Jonathan Hernandez (608) 266-0772 ○ Email lgs@wisconsin.gov or submit a question through our website ○ Form PA-118 – Statement of Monthly Municipal Permit Fee (municipal clerk completes Section C) • Deadline – Lottery and Gaming and First Dollar Credit Reimbursement Report (sec. 79.10(1m), Wis. Stats.) – county data files e-filed with DOR ○ Form PA-662 – county reports the number of lottery and gaming credit, and first dollar credit claims issued ○ Note: County data files include total amount paid for each municipality • Deadline – Manufacturing assessment classification (sec. 70.995(5), Wis. Stats.) ○ Property owners request manufacturing assessment classification for current assessment year – if approved, these properties are assessed by DOR, not local assessor
March 15	• Deadline – Municipal Fallen Protective Service Officers Report (sec. 66.0137(5)(d), Wis. Stats.) ○ Form SL-320M – municipal clerk e-files in MyDORGov ○ Required annually for municipalities that had protective services personnel die in the line of duty and paid health insurance premiums for the surviving spouse and dependent children ○ Contacts – Andrea Newman Wilfong (608) 266-8618, Frank Bozich (608) 261-5167 ○ Email lgs@wisconsin.gov or submit a question through our website • Deadline – County submits treasurer's tax roll settlement sheets and current tax roll to DOR (sec. 59.25(3)(e), Wis. Stats.) and (sec. 59.25(3)(e)2, Wis. Stats.) ○ Note: County tax rolls include your municipal assessment and tax roll information. Make sure you share your information with the county. • Deadline – Property owner files with municipal clerk Unrelated Business Income Report (sec. 70.339, Wis. Stats.) ○ Form PC-227
4th Monday in March	• DOR makes lottery and gaming credit payments to county or directly to qualified municipalities (sec. 79.10(7m)(b), Wis. Stats.). County treasurer must settle with each taxing jurisdiction.
March 31	• Deadline – Municipal Financial Report (MFR) Form due (sec. 86.303(5), Wis. Stats.) ○ Municipalities with a population less than 2,500 – e-file in MyDORGov ○ Form SL-003 (Form C) – for cities and villages (and towns with proprietary funds) ○ Form SL-003T (Form CT) – for towns without proprietary funds ○ Instructions for Form C and Form CT and access to U.S. Census Bureau Annual Financial Report (F-65) ○ Training videos – on e-filing your Municipal Financial Report (MFR) • Deadline – EVEN YEARS ONLY – Tax exemption reports (sec. 70.337(1), Wis. Stats.) ○ Form PC-220 – property owners file tax exemption reports with municipality ○ Municipality files report with DOR by July 1 (Form PC-226 – e-file in MyDORGov) • Deadline – Municipal Fee for Manufacturing Property Assessment due (70.995(14), Wis. Stats.)

April 1	• Open Book/Board of Review Calendar – available to enter dates • Deadline – Chargeback of delinquent personal property taxes (sec. 74.42(1), Wis. Stats.) ○ Form PC-200 – send a copy to municipal clerk and each affected taxing jurisdiction ○ Contacts – Deb Werner (608) 264-6892, Lynn Oldenburg (608) 266-2569 ○ Email lgs@wisconsin.gov or submit a question through our website • Deadline – State Board of Assessors must notify municipalities of prior year manufacturing assessment objection determinations by April 1 (sec. 70.995(8)(a), Wis. Stats.)
April 15	• Deadline – Lottery and gaming credit settled by municipal treasurer with taxing jurisdictions (sec. 79.10(7m)(cm)1.c., Wis. Stats.) • Deadline – Tax Incremental District (TID) administrative certification fees due ○ Each year – municipalities must pay \$150 for each active TID ○ Pay fees in My Tax Account – DOR does not accept paper checks • Deadline – Tax Incremental District (TID) termination – email DOR the following: ○ Adopted termination resolution ○ Form PE-223 – Terminated TID Final Accounting Submission Date Agreement
3rd Tuesday in April	• Town annual meeting – third Tuesday in April or within 10 days of the third Tuesday in April (sec. 60.11(2), Wis. Stats.)
4th Monday in April	• Board of Review (BOR) to convene – (sec. 70.47, Wis. Stats.) (45-day period) BOR holds annual meeting during 45-day period starting Fourth Monday in April, but no sooner than seven days after the last day the assessment roll is open for examination (sec. 70.45, Wis. Stats.). ○ Enter Open Book/Board of Review Calendar dates and times on DOR's website ○ Assessor or assessment questions? ▪ Call (608) 266-7750 ▪ Email bapdor@wisconsin.gov ○ Review the Guide for Board of Review Members ▪ Form PA-115A – Objection Form for Real Property Assessment ▪ Form PA-115B – Objection Form for Personal Property Assessment • BOR Training Requirements – at least one member must meet the training requirements under state law (sec. 70.46(4), Wis. Stats.) ○ BOR training web page ○ PA-107 – Board of Review Member Training Affidavit (e-file in MyDORGov) ○ DOR's Board of Review web page – resources, procedures, training, common questions and forms
April 30	• Deadline – ARPA-SLFRF Annual Project and Expenditure Report (due annually until 2027) ○ Visit DOR's American Rescue Plan Act – State and Local Fiscal Recover Funds (ARPA-SLFRF) web page ○ U.S. Treasury – Recipient Compliance and Reporting Responsibilities web page • Deadline – Wisconsin DOR Form (WT-6) – filing instructions for each employer who withholds Wisconsin income tax
1st Monday in May	• Local assessor delivers completed assessment roll to clerk – first Monday in May (sec. 70.50, Wis. Stats.) ○ Must be delivered prior to the Board of Review meeting ○ Clerk examines and corrects assessment roll (sec. 70.52, Wis. Stats.) ○ Note: It is important to verify the assessment roll's accuracy at this time. Most of a clerk's tax work and reports depend on the accuracy of the assessment roll. ○ Assessment and Tax Roll Instructions for Clerks ○ Guide for Board of Review Members

May 1	• Deadline – Municipal Financial Report (MFR) Form (sec. 86.303(5)(d), Wis. Stats.) ○ Municipalities with a population of more than 2,500 – e-file in MyDORGov ○ Form SL-003 (Form C) – for cities and villages (and towns with proprietary funds) ○ Form SL-003T (Form CT) – for towns without proprietary funds ○ Instructions for Form C and Form CT and access to U.S. Census Bureau Annual Financial Report (F-65) ○ Training videos – on e-filing your Municipal Financial Report (MFR) • Deadline – Expenditure Restraint Program (ERP) Worksheet (sec. 79.05, Wis. Stats.) ○ Required annually for qualified municipalities ○ Form SL-203 – e-file in MyDORGov ○ Instructions ○ Form SL-204 – expenditure restraint program early payment request ○ Contact – Andrea Newman Wilfong (608) 266-8618 ○ Email lgs@wisconsin.gov or submit a question through our website • Deadline – Room Tax Report (sec. 66.0615, Wis. Stats.) ○ Required annually for municipalities with room tax ordinance ○ Form SL-304 – e-file in MyDORGov ○ Contacts – Lynn Oldenburg (608) 266-2569, Deb Werner (608) 264-6892 ○ Email lgs@wisconsin.gov or submit a question through our website
May 15	• Automatic extension to e-file Municipal Financial Report (MFR) (secs. 73.10, 86.303(5)(c) and (d), Wis. Stats.) ○ E-file in MyDORGov ○ Form SL-003 (Form C) – for cities and villages (and towns with proprietary funds) ○ Form SL-003T (Form CT) – for towns without proprietary funds ○ Instructions for Form C and Form CT and access to U.S. Census Bureau Annual Financial Report (F-65) ○ Training videos – on e-filing your Municipal Financial Report (MFR) ○ Contacts – Kathleen Springhorn (608) 261-5341, Jonathan Stengel (608) 266-8207 ○ Email lgs@wisconsin.gov or submit a question through our website
1st week of June	• End of 45-day period for initial meeting of Board of Review (BOR) ○ BOR holds annual meeting during 45-day period starting fourth Monday in April, but no sooner than seven days after the last day the assessment roll is open for examination (sec. 70.47, Wis. Stats.).
2nd Monday in June	• Deadline – Statement of Assessment (SOA) – filed annually the second Monday of June or after Board of Review (sec. 70.53, Wis. Stats.) ○ Form PA-521C – e-file in MyDORGov ○ Note: Generally, the county files most SOAs. Check with your county real property lister or treasurer to determine who files your municipality's SOA. ○ Assessment and Tax Roll Instructions for Clerks ○ Contacts – Lynn Oldenburg (608) 266-2569, Deb Werner (608) 264-6892 ○ Email lgs@wisconsin.gov or submit a question through our website ○ Form PA-106 – allows county to file/transmit reports to DOR (only necessary if county uses file transfer) • Municipal Assessor files Municipal Assessment Report (MAR) – e-file in MyDORGov ○ If assessor doesn't file the MAR: ▪ Municipality receives a reduced levy limit due to lack of new construction information ▪ Prior year's non-manufacturing full value is certified for the current year, which may result in less tax dollars available to the municipality ▪ DOR's Equalization Bureau files a formal complaint against assessor if not filed by deadline • Manufacturing full value rolls posted – on DOR website (sec. 70.995(8)(b)1, Wis. Stats.) ○ DOR mails Manufacturing Full Value Assessment Notices to taxpayers and municipal clerks ○ Clerk reviews full value rolls for correct taxation district and taxing jurisdiction identification
June 30	• Expiration of local cigarette, liquor and malt beverage operator licenses, except in first class cities (secs. 125.04, 125.51 and 134.65, Wis. Stats.) ○ Alcohol Beverage web page ○ Cigarette, Tobacco, and Vapor Products web page

July 1	• Deadline – Tax Incremental District Annual Report – municipal clerk (or delegate) e-files in MyDORGov by July 1 annually (secs. 60.85(6)(f)2, 66.1105(6m)(d)2 and 66.1106(10m)(b), Wis. Stats.) ○ Form PE-300 ○ Contact – (608) 266-7750 ○ Email tif@wisconsin.gov or visit our TIF web page for all TIF forms • Deadline - Maintenance of Effort Report (MOE) – every municipal and county clerk must e-file in MyDORGov by July 1 annually (sec. 66.0608(2m), Wis. Stats.) ○ Form SL-305 ○ Prior to filing – the persons in charge of providing law enforcement and fire/EMS services must provide the appropriate clerk the applicable certification forms (sec. 66.0608(2m), Wis. Stats.) ▪ Form SL-306 – Law Enforcement ▪ Form SL-307 – Combined Fire/Emergency Medical Services (EMS) ▪ Form SL-308 – Fire Services ▪ Form SL-309 – Emergency Medical Services (EMS) ○ Common questions ○ Form instructions ○ Email lgs@wisconsin.gov • Deadline – EVEN YEARS ONLY – Taxation District Exemption Summary Report (sec. 70.337(2), Wis. Stats.) ○ Form PC-226 – clerk e-files in MyDORGov ○ Contacts – Kathleen Springhorn (608) 261-5341, Jonathan Stengel (608) 266-8207 ○ Email lgs@wisconsin.gov or submit a question through our website
July 15	• Deadline – Wisconsin Liquor Licenses Report (sec. 125.04(4), Wis. Stats.) ○ Instructions for online filing (50 or less licenses) or bulk filing (more than 50 licenses to report) ○ You can file updates to your July 15 report throughout the year. For example, after a license premises is sold. ○ Contact – Compliance Bureau (608) 261-5251 or email DORLiquorLicense@wisconsin.gov
4th Monday in July	• DOR makes aid payments to Wisconsin municipalities ○ Exempt computer aid (sec. 79.095(4), Wis. Stats.) ○ Expenditure Restraint Program (ERP) (100%) ○ County and municipal aid and utility aid (15%) (sec. 79.02(2)(b), Wis. Stats.) ○ Video service provider aid (sec. 79.097(3)(b), Wis. Stats.) ○ School levy tax credit and first dollar credit (sec. 79.10(7m), Wis. Stats.) ○ Note: DOR sends payment notices to local clerks for all state aid and property tax credit payments
July 31	• Deadline – Second installment of property taxes paid to county treasurer (sec. 74.11(8), Wis. Stats.) (July 31) • Deadline – Municipalities with a population greater than 25,000 – file Comprehensive Annual Financial Report (CAFR) with DOR (sec. 86.303(5)(g), Wis. Stats.) ○ Submit an auditor's opinion within the MFR (Administrative Rule Tax 16) by attaching it in the e-file form ○ If attaching an auditor's opinion after the original filing is submitted, or if previously submitted amounts are amended, you must submit an amended Form C/CT and attach the auditor's opinion using MyDORGov ○ Do not send DOR a copy of your CAFR unless requested • Deadline – Wisconsin DOR Form (WT-6) – filing instructions for each employer who withholds Wisconsin income tax
August 1	• DOR posts preliminary equalized, TID and net new construction values for municipalities to review (sec. 70.57(1b), Wis. Stats.)
August 7	• Deadline – Notify DOR of potential errors in the preliminary equalized value or TID value (sec. 70.57(1b), Wis. Stats.)

August 15	• Deadline – Towns, villages and cities that received direct payment of school levy tax and first dollar credits forward to county treasurer (sec. 79.10 (7m)(cm)1.b, Wis. Stats.) ○ County then settles school levy tax, lottery and gaming and first dollar credits with taxing jurisdictions • Deadline (if applicable) – Video Service Provider Report (sec. 66.0420(7), Wis. Stats.) ○ Form SL-311 – municipal clerk e-files in MyDORGov ○ Each municipality that imposes a video service provider fee must report whether it imposed a fee in the prior year. Do not e-file Form SL-311 if your municipality does not impose a fee. ○ Contacts – Andrea Newman Wilfong (608) 266-8618, Frank Bozich (608) 261-5167 ○ Email lgs@wisconsin.gov or submit a question through our website • DOR releases certified equalized, Tax Incremental District and net new construction values by August 15 (sec. 70.57(1) (a), Wis. Stats.)
August 20	• Deadline – August settlement – county treasurer settles with taxing jurisdictions (sec. 74.29, Wis. Stats.) ○ Municipal treasurer pays in full all taxes on improvements on leased land that were not previously paid to, or retained by, the taxing jurisdiction (sec. 74.29(2), Wis. Stats.)
October 1	• Deadline – Request for Chargeback of Refunded or Rescinded Taxes (sec. 74.41(1), Wis. Stats.) ○ Form PC-201 – municipal clerk e-files in MyDORGov ○ Contacts – Lynn Oldenburg (608) 266-2569, Deb Werner (608) 264-6892 ○ Email lgs@wisconsin.gov or submit a question through our website ○ Training video, PA-600 information – Property Tax Refund Requests and the Chargeback Process • Deadline – Request for Sharing of Non-Manufacturing Omitted Property Tax (sec. 74.315, Wis. Stats.) • Form PC-205 – municipal clerk e-files in MyDORGov • Contacts – Deb Werner (608) 264-6892, Lynn Oldenburg (608) 266-2569 • Email lgs@wisconsin.gov or submit a question through our website • Training video • Deadline – Final Municipal Assessment Report (MAR) – assessor e-files in MyDORGov. DOR uses data for preliminary major class comparison. • Deadline – Late Lottery and Gaming Credit Applications (sec. 79.10(10)(bm)2, Wis. Stats.) ○ Forms LC-315 and LC-320 – Late Lottery and Gaming Credit Application (must apply online) ○ Property owners who didn't receive a lottery credit on prior year tax bill can file a late claim for credit • Manufacturing full value rolls posted on DOR website ○ DOR's manufacturing bureau begins notifying municipalities of current year municipal fee for manufacturing assessment (sec. 70.995(14), Wis. Stats.) ○ Fee due by March 31 of following year (sec. 70.995(14)(b), Wis. Stats.) • DOR certifies equalized values for school districts, technical colleges and special districts by October 1 • Deadline – Metro sewerage districts certify levy to municipalities (sec. 200.13(5), Wis. Stats.) ○ Form PC-505 – special district e-files with DOR ○ These values auto-fill on the municipality's Statement of Taxes (SOT) and Tax Increment Worksheet (TIW)
2nd Monday in October	• DOR begins production of equated manufacturing assessment rolls, omitted property rolls, correction of error rolls, and producing final Statements of Assessment (SOA) to post on DOR website ○ Equated real estate and personal property rolls – posted by county (these values used to calculate tax bills) ○ Manufacturing omitted property and correction of error rolls ○ Final SOAs – posted by county
October 30	• DOR posts on website Major Class Comparison Report and mails noncompliance notices to municipalities (sec. 70.05(5), Wis. Stats.) ○ Municipality is in compliance if each major class is within 10% of DOR's base value of the same class in the same year ○ If not in compliance, a revaluation is necessary

October 31	• Deadline – Technical colleges certify levy to municipalities (sec. 38.16(1), Wis. Stats.) ○ Form PC-401V – technical college e-files with DOR • Deadline – TID creations, territory amendments, base value redetermination and personal property base value adjustments (secs. 66.1105 and 60.23, Wis. Stats.) ○ Documents and fees due to DOR – TIF forms ○ Contact – (608) 266-7750 ○ Email tif@wisconsin.gov or visit our TIF web page • Deadline – Wisconsin DOR Form (WT-6) – filing instructions for each employer who withholds Wisconsin income tax
November 1	• Deadline – Special districts certify levy to municipalities ○ Town sanitary districts – sec. 60.77(6)(b), Wis. Stats. ○ Lake districts – sec. 33.30(4)(a), Wis. Stats. ○ Form PC-505 – special district e-files in MyDORGov by November 15 ○ These values auto-fill on the municipality's Statement of Taxes (SOT) and Tax Increment Worksheet (TIW) • Lottery and gaming credit special charges and nonprimary resident reports sent to county treasurers and municipal clerks (Tax 20.12(2)(a)2) ○ Municipal clerk adds the special charges to the property tax bill issued in December • DOR distributes oil pipeline terminal property tax to municipalities (sec. 76.24(2)(am), Wis. Stats.)
November 10	• Deadline – School districts send certified school levy to municipal clerks (sec. 120.12 (3), Wis. Stats.) ○ These values auto-fill on the municipality's Statement of Taxes (SOT) and Tax Increment Worksheet (TIW)
November 15	• DOR certifies chargebacks and omitted taxes to municipalities and other taxing jurisdictions (sec. 74.41, Wis. Stats., sec. 74.315, Wis. Stats.) ○ Each taxing jurisdiction that received a chargeback must pay the municipal treasurer by Feb. 15 ○ PA-600 information – Property Tax Refund Requests and the Chargeback Process • Deadline to e-file the following apportionment forms – e-file in MyDORGov ○ Form PC-400 – State and County Apportionment Form filed by county clerk ○ Form PC-505 – Special District Apportionment Form filed by the special district ○ These values auto-fill on the municipality's Statement of Taxes (SOT) and Tax Increment Worksheet (TIW)
3rd Monday in November	• DOR distributes final shared revenue payments and sends notices to municipalities and counties
November 20	• DOR sends to municipal clerk and posts on website ○ Maximum credit value for lottery and gaming, and first dollar credits (sec. 79.10 (2), Wis. Stats.) ○ School levy tax credit amount and estimated major state aids (full disclosure) ○ DOR certifies the amount of state property tax credits for real estate and personal property allocation
December 15	• Deadline – Municipal Levy Limit Worksheet (sec. 66.0602, Wis. Stats.) ○ Form SL-202M – municipal clerk e-files in MyDORGov ○ Instructions and Blank form ○ Contacts – Andrea Newman Wilfong (608) 266-8618, Frank Bozich (608) 261-5167 ○ Email lgs@wisconsin.gov or submit a question through our website

3rd Monday in December	• Deadline – Tax Increment Worksheet (sec. 66.1105, Wis. Stats.) ○ Form PC-202 – municipal clerk e-files in MyDORGov ○ Required annually for municipalities with tax incremental financing districts ○ The tax increment will auto-fill on the municipality's Statement of Taxes (SOT) ○ Contact – Kathleen Springhorn (608) 261-5341 • Deadline – Statement of Taxes (SOT) (sec. 69.61, Wis. Stats.) ○ Form PA-632A – municipal clerk e-files in MyDORGov ○ Contact – Lynn Oldenburg (608) 266-2569, Deb Werner (608) 264-6892 ○ Email lgs@wisconsin.gov or submit a question through our website • Deadline – Tax district clerk delivers roll to refund excess escrow amount within 15 days • Deadline to issue property tax bills (sec. 74.09(5), Wis. Stats.) ○ Note: Generally, the tax bills are generated by the county. Check with your county to determine who prints the tax bills for your municipality. ○ Instructions for calculations in property tax rolls (Form PC-203) ○ Explanation for Estimates of Fair Market Value for tax bill (Form SL-807)
December 31	• Deadline – Final or Amended Municipal Assessment Reports (MAR) local assessor e-files in MyDORGov • Deadline – Tax Incremental District project and allocation amendment documents emailed to DOR ○ Documents – TIF forms ○ Contact – (608) 266-7750 ○ Email tif@wisconsin.gov or visit our TIF web page

Topic	Contact Information
Alcohol Beverage	• Phone – (608) 264-4573 • Web – Alcohol (revenue.wi.gov/Pages/AlcoholBeverage/home.aspx) • Email – DORAlcoholTobaccoEnforcement@wisconsin.gov • Tax forms and instructions
Annual Calendar	• Annual calendar showing events in the State and Local Finance (SLF) reporting year, including filing deadlines • Web – Annual calendar (revenue.wi.gov/DORReports/tvccal.pdf)
Assessment or Assessor Questions	• Assessment and Tax Roll Instructions for Clerks (revenue.wi.gov/DOR%20Publications/pa502.pdf) • Phone – (608) 266-7750 • Web – Assessors (revenue.wi.gov/Pages/Assessors/home.aspx) • Email – bapdor@wisconsin.gov
Board of Review	• Guide for Board of Review Members (revenue.wi.gov/DOR%20Publications/pb056.pdf) • Phone – (608) 266-7750 • Web – Board of Review (revenue.wi.gov/Pages/Municipalities/boardofreview.aspx) • Email – bapdor@wisconsin.gov
Business Tax Registration	• Phone – (608) 266-2776 • Web – Businesses (revenue.wi.gov/Pages/Businesses/home.aspx) • Email – DORBusinessTax@wisconsin.gov
Certificate of Tax-Exempt Status	• Phone – (608) 266-2776 • Instructions for Wisconsin Sales and Use Tax Exemption Certificate • Forms – S-211, S-211E • Submit a question – DORSalesandUse@wisconsin.gov
Chargeback of Rescinded or Refunded taxes	• View our training video • Review PA-600 – Property Tax Refund Requests and the Chargeback Process • Phone – Lynn Oldenburg (608) 266-2569, Deb Werner (608) 264-6892 • Email – lgs@wisconsin.gov or submit a question through our website
Common Questions	• Questions and answers for a variety of programs, including property taxes, alcohol beverage, motor fuel , etc. • Web – Common Questions (revenue.wi.gov/Pages/FAQS/home.aspx)

Topic	Contact Information
Data Visualizations	Web – Interactive Data Visualizations (revenue.wi.gov/Pages/Report/Interactive-Data.aspx)
Email Updates	- Subscribe to DOR E-News lists to stay up-to-date on form postings, due dates and law changes - Web – Subscribe to DOR E-News (revenue.wi.gov/Pages/HTML/lists.aspx)
Equalized Values	District contacts (revenue.wi.gov/Documents/slfequmap.pdf) - Wisconsin's equalized values – overview
Exemption from State Mandates Request	- Review the General Waiver Review Criteria (sec. 66.0143 Wis. Stats.) and instructions - Use Form PA-050 for original/revised requests
Expenditure Restraint Program Worksheet (ERP)	- Link to Instructions (revenue.wi.gov/DORForms/erp-inst.pdf) - Phone – Andrea Newman Wilfong (608) 266-8618 - Email – lgs@wisconsin.gov or submit a question through our website
Financial Administration Handbook	- Phone – (608) 262-9961 - Web – Local Government Education (localgovernment.extension.wisc.edu/basic-financial-administration-handbook-now-available-for-purchase/) - Email – lgs@extension.wisc.edu
Government E-Services Online Filing	- Web – Online Services (revenue.wi.gov/Pages/OnlineServices/slffiling.aspx) - Web – Government Publications (revenue.wi.gov/Pages/HTML/govpub.aspx)
Governments Web Page	- Recent news, video resources, common questions, reports, calendar and more - Web – Governments (revenue.wi.gov/Pages/Governments/home.aspx)
Manufacturing Assessment Rolls	District contacts (revenue.wi.gov/Documents/slfdoc.pdf) - Web – Manufacturers (revenue.wi.gov/Pages/Manufacturing/home.aspx)
Motor Fuel	- Phone – (608) 266-6701 - Web – Motor Fuel Tax (revenue.wi.gov/Pages/Businesses/MotorFuel.aspx) - Submit a question – DORExciseTaxpayerAssistance@wisconsin.gov
Municipal Clerk Web Page	Web – Municipal clerk – online services, reports, common questions, resources, common forms, manuals and procedures, Tax Incremental Financing (TIF), calendar, recent news and partnerships
Municipal Financial Report – Form C & CT	- Link to instructions (revenue.wi.gov/DORForms/sl-103.pdf) Form C and Form CT and access to U.S. Census Bureau Annual Financial Report (F-65) Training videos – on e-filing your Municipal Financial Report (MFR) - Phone – Kathleen Springhorn (608) 261-5341, Jonathan Stengel (608) 266-8207 - Email – lgs@wisconsin.gov or submit a question through our website
Municipal Levy Limit Worksheet	- Link to Instructions (revenue.wi.gov/DORForms/munillinst.pdf) - Phone – Andrea Newman Wilfong (608) 266-8618, Frank Bozich (608) 261-5167 - Email – lgs@wisconsin.gov or submit a question through our website
Municipal Manufacturing Assessment Fees	- Sec. 70.995(14)(a), Wis. Stats. – DOR annually imposes a fee in an amount equal to the equalized value of the manufacturing property located in the municipality multiplied by a rate that is determined annually by DOR, so that the total amount collected is sufficient to pay for 50% of the budgeted costs to DOR (due by March 31) - Phone – (608) 266-7750 - Email – otas@wisconsin.gov
My DOR Government Account (MyDORGov)	- Form filing with DOR's State and Local Finance Division (assessment, shared revenue, property tax forms) - Phone – (608) 266-7750 (for system help) - Email – otas@wisconsin.gov (for system help) or lgs@wisconsin.gov (for municipal contact changes) - Web – MyDORGov login (ww2.revenue.wi.gov/VaultExternal/index.html) - Online help – Using My DOR Government Account (revenue.wi.gov/Pages/FAQS/slff-vault.aspx)

Topic	Contact Information
My Tax Account (MTA)	- Filing sales and use, withholding and motor fuel returns with DOR's Income, Sales and Excise Tax Division (IS&E) - Paying balances due – including TIF payments, Room Tax penalty payments - Phone – (608) 261-5338 (for system help) - Email – DORMyTaxAccountHelp@wisconsin.gov - Web – My Tax Account login (tap.revenue.wi.gov/mta) - Online help – My Tax Account – Contact Us (revenue.wi.gov/Pages/FAQS/mta-contact.aspx)
Omitted Property Tax – Request for Sharing of Non-Manufacturing Omitted Property	- Common Questions – Sharing Non-Manufacturing Omitted Taxes (revenue.wi.gov/Pages/FAQS/slf-nmomittx.aspx) - Review the training video - Phone – Deb Werner (608) 264-6892, Lynn Oldenburg (608) 266-2569 - Email – lgs@wisconsin.gov or submit a question through our website
Property Assessment	Property Assessment Process Guide for Municipal Officials (revenue.wi.gov/DOR%20Publications/pb062.pdf) - Assessment and Tax Roll Instructions for Clerks (revenue.wi.gov/DOR%20Publications/pa502.pdf) - Phone – (608) 266-7750 - Email – otas@wisconsin.gov or bapdor@wisconsin.gov
Property Taxes and Bills	Property Tax Refund Requests and the Chargeback Process (revenue.wi.gov/DOR%20Publications/pa600.pdf) - Phone – (608) 264-6892 or (608) 266-2569 - Email – lgs@wisconsin.gov
Publications	- Assessment, property tax, tax incremental financing, lottery credit and other SLF publications - Web – Government Publications (revenue.wi.gov/Pages/HTML/govpub.aspx#property)
Reports	- Published data for State and Local Finance (SLF) programs - Web – Reports (revenue.wi.gov/Pages/Report/Home.aspx)
Sales, Use and Withholding Tax	- Phone – (608) 266-2776 - Email – DORSalesandUse@wisconsin.gov or DORWithholdingTax@wisconsin.gov - Web – Sales and Use Tax (revenue.wi.gov/Pages/SalesAndUse/Home.aspx) Withholding (revenue.wi.gov/Pages/Withholding/home.aspx)
School, Special District and Technical College Equalized Values	- Phone – (608) 264-6892 - Email – lgs@wisconsin.gov
State Board of Assessors (BOA)	Appeal Guide for manufacturing assessments - Phone – (608) 266-3845 - Web – Manufacturers (revenue.wi.gov/Pages/Manufacturing/home.aspx)
State Debt Collection (SDC)	- Statewide Debt Collection (SDC) User Guide (revenue.wi.gov/Documents/debcoll5.pdf) - MTA User Guide – State Debt Collection (revenue.wi.gov/Documents/SDCUserGuide.pdf) - Phone – (608) 264-0344 - Email – SDC@wisconsin.gov - Web – State Debt Collection (revenue.wi.gov/Pages/HTML/debtcoll.aspx)
Tax Incremental Financing (TIF)	- Tax Incremental Financing TIF Manual (revenue.wi.gov/DOR%20Publications/tif-manual.pdf) - Phone – (608) 266-7750 - Email tif@wisconsin.gov - Web – TIF web page for all TIF forms (revenue.wi.gov/Pages/SLF/tif.aspx)

Topic	Contact Information
Tax Refund Intercept Program (TRIP)	• Tax Refund Intercept Program (TRIP) – (User Guide revenue.wi.gov/Documents/newusrguide.pdf) • Phone – (608) 264-0344 • Email – DORAgencyCollections@wisconsin.gov • Web – TRIP (revenue.wi.gov/Pages/ISE/trip-home.aspx)
Town, Village and City Forms	• Web – All DOR Town, Village and City Forms – revenue.wi.gov/Pages/Form/govtvc-Home.aspx • Web – Government E-Services Online Filing – revenue.wi.gov/Pages/OnlineServices/slfiling.aspx
Town, Village and City Tax Bulletin	• Provides a summary of the general property full values (equalized values), property taxes and rates for each Wisconsin town, village and city. It is posted in June annually for the prior year. • Web – revenue.wi.gov/Pages/Report/tvc-bulletin.aspx
Training Page	• Link to local government, MyDORGov, My Tax Account (MTA), and other training and webinars • Web – Training (revenue.wi.gov/Pages/Training/Home.aspx)
Wisconsin State Statutes	• Search for specific topics and statutes • Web – Search statutes (docs.legis.wisconsin.gov/statutes)
Withholding Tax Forms	• Web – Withholding Tax Forms (revenue.wi.gov/Pages/Form/with-home.aspx)

Table S3T3: County Levy

Form
PC-400

State and County Apportionment Form

WI Dept
of Revenue

Year 2021 CoMuni Code 13040 Account Number 0354 TOWN OF MONTROSE

A. STATE TAXES (Apportioned TID IN)		
1. Aggregate amount of state tax (use this amount to calculate state tax rate)		\$0.00
B. COUNTY TAXES (Apportioned TID OUT)		
B1. Portion of state special charges on county:		
2. Charitable and penal		\$-6.24
3. Other state special charges		\$0.00
4. SUBTOTAL - Section B1 (enter on Statement of Taxes (SOT), Line B1)		\$-6.24
B2. Other county taxes levied on entire town, village or city		
5. Health		\$37,737.59
6. Library (sec. 43.12, Wis. Stats.)		\$67,212.01
7. County Bridge Aid (sec. 82.08(2), Wis. Stats.)		\$10,332.19
8. Sanitation		
9. Children with Disabilities Education Boards (on entire town,village or city) (sec.121.135, Wis. Stats.)		
10. Property taxes charged back (sec. 74.41 & 74.42, Wis. Stats.)		\$96.49
11. Countywide EMS		
12. Other (describe) :		
13. All other county taxes (levied on every town, village, and city)		\$467,308.24
14. County Sales Tax Credit		
15. SUBTOTAL - Section B2 Taxes to be levied on entire municipality (enter on SOT, Line B2)		\$582,686.52
B3. County taxes levied on part of town, village or city (enter on SOT, line B3)		
16. Children with Disabilities Education Boards		\$0.00
17.		
18.		
19.		
20.		
21. TOTAL NET COUNTY TAXES (sum of Secs. B1-B3) (for county tax rate)		\$582,680.28
C. SPECIAL DISTRICT TAXES		
22. Special district code:NA	Amount levied	\$0.00
23. Special district code:NA	Amount levied	\$0.00
D. TOWN, VILLAGE OR CITY TAXES		
D1. Other state special charges		
24. Other:		
25. Other:		
26. SUBTOTAL - Section D1 (enter on SOT, Line D4)		\$0.00
D2. County Special Charges:		
27. Illegal real estate charged back (sec. 70.74(2), Wis. Stats.)		\$0.00
28. Highways and bridges (sec. 83.03, Wis. Stats.)		\$0.00
29. Highway aid (sec. 83.14, Wis. Stats.)		\$0.00
30.		
31.		
32.		
33.		
34. SUBTOTAL - Section D2 (enter on SOT, Line D5)		\$0.00
35. TOTAL - ALL TAXES AND CHARGES - sum of Secs. A-D		\$582,680.28

Use the highlighted numbers for Section A of the SOT

Table S3T4

Wisconsin Statement of Taxes (SOT)

The PA-632A or Statement of Taxes (SOT) must be completed on the State Department of Revenue (DOR) website.

<https://www.revenue.wi.gov/Pages/Form/govtvc-Home.aspx>

Complete sections A to E as part of Tax Calculation. A total will auto-calculate and show up in Section F. You cannot complete Section F until your tax bills have been created by the County.

Form PA-632a	2021 Statement of Taxes	WI Dept of Revenue
2021 YEAR	13 CO	070 MUN
		0369 ACCT NO
F. Total General Property Taxes Apportioned (Total of State, County, Special District, Local, School and Technical College Taxes)		1,417,870.23
Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected		

The amounts entered in table in Section F can be found AFTER tax bill calculation on the Tax Calc Report that is uploaded to your Access Dane account. See sample, **Table S3T9**.

In Section G, include any Special Assessments and Special Charges added to the tax bill.

Sections H and I are for corrections to tax bills (Omitted or 70.43 Corrections).

Section K is for any municipality with Managed Forest Lands.

Sections J & L are never used in Dane County.

Finally, Section M is the total of all your taxes and specials. This amount **MUST** match your Total on the Tax Roll Certificate.

10/6/25

Co-muni Code 13040	County DANE Muni Type TOWN Municipality MONTROSE	Account Number 0354	Report Type ORIGINAL
--------------------------	---	---------------------------	----------------------------

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
-----	---	--

A. County Taxes

1.	Portion of state special charges upon county	-6.24
2.	Portion of county tax levied over entire municipality	582,686.52
3.	Special purpose - county tax levied on part of municipality (ex. children with disabilities education boards)	0.00
4.	Total County Taxes	582,680.28

From County Apportionment Form found on the County Treasurer Website under Municipal Treasurer TAB.

Form PC-400	State and County Apportionment Form		WI Dept of Revenue
Year 2021	CoMuni Code 13040	Account Number 0354	TOWN OF MONTROSE
A. STATE TAXES (Apportioned TID IN)			
4. SUBTOTAL - Section B1 (enter on Statement of Taxes (SOT), Line B1)			\$-6.24
15. SUBTOTAL - Section B2 Taxes to be levied on entire municipality (enter on SOT, Line B2)			\$582,686.52
35. TOTAL - ALL TAXES AND CHARGES - sum of Secs. A-D			\$582,680.28

Table 27

Form PA-632a	2021 Statement of Taxes				WI Dept of Revenue
2022 YEAR	13 CO	### MUN	0### ACCT NO		

10/6/25

B. Special District Taxes

SD Code	Account No.	Special District Name	Property Taxes	State Special Charges	Property Taxes with State Special Charges
Total Special District Taxes			Only Non-Local Taxing Districts: Lake, Sewer		

C. Town, Village or City Taxes

1. Other special purpose district taxes		General Property Tax Levy	Valuation	Remarks	
				Local Fire, EMS, etc. (if set up as separately with DOR).	
2. Total tax increment (except county environmental remediation tax increment)					
3. County environmental tax increment					
4. Other state special charges					
5. County special charges					
6. All other town, village or city taxes				Enter your local levy amount as approved in your annual budget by your board or council.	428,578.00
7. Surplus funds applied				(subtract)	
8. Total Town Village, or City Taxes				Total Municipal Levy (includes Fire, EMS, and TID, if applicable)	428,578.00

Table 28

2022	13	###	0####
YEAR	CO	MUN	ACCT NO

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

\$7,266,403.00

\$1,438,936.70

CERTIFICATION

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

	F	Name of School District	School District Clerk
	R	Belleville (0350)	Marian Viney
	O	Signature of School District Clerk	Marian Viney
	M	Signature of Notary Public	Cheryl Adkins
		Signed before me this date	10-25-21
		My Commission Expires	3-27-23

NOTARY SEAL

Wisconsin Statutory References:

s.120.17(8)

5.120.44

Mail tax settlement to:

District Administrator

Belleville School District

Table 29

10/6/25

2022 13 ### 0###
YEAR CO MUN ACCT NO

D. Elementary and Secondary Schools

1.	School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
			School District of Belleville	428,578.00

E. Technical Colleges

1.	Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
	0400	0004	MADISON AREA TECHNICAL COLLEGE MADN	140,877.39
Total Technical College Taxes.....				140,877.39

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

Entire Technical College District	Portion of Technical College District Within County	Portion of Technical College District Within Municipality
\$99,188,787,104	\$72,322,114,923	\$174,622,200
100.0000000%	72.913599%	0.176050343%
\$80,021,085.00	\$58,346,253.34	\$140,877.39

4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)
5. Percentage of Entire Technical College District
6. Total Levy

Table 30

2021 Statement of Taxes

10/6/25

2021 13 ### 0###
YEAR CO MUN ACCT NO

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

Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected			
	Real Estate Roll	Personal Property Roll	Total
1. General property taxes from computerized summary			
2. School levy tax credit applied <i>(subtract)</i>			
3. Lottery and gaming credit applied <i>(subtract)</i>			
4. First dollar credit applied <i>(subtract)</i>			
5. Net general property taxes to be collected			
6. Underrun/Overrun			

3,047,780.53

G. Special Assessments and Charges

Special Assessments	For the Municipality		Municipality Assesses for:	Total
	Enterprise /	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. Private Septic Maintenance				

AFTER TAX BILL

Creation

Table 31

**WI Dept
of Revenue**

2021	13	###	0###
YEAR	CO	MUN	ACCT NO

2021	13	###	0####
------	----	-----	-------

WI Dept
of Revenue

3,047,780.53

Total of State, County, Special District, Local, School and Technical College Taxes)

Black Font Auto- Calculates

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. Private Septic Maintenance				

Table 32

10/6/25

2021 YEAR 13 CO 070 MUN ACCT NO 0369

Special Charges	For the Municipality	Municipality Acting as Agent for:		Total
		Enterprise / Utility	Other	
1. Weeds, tree planting, removal			0.00	0.00
2. Snow removal, plowing				0.00
3. Refuse and garbage collection	87,771.00			87,771.00
4. Grading, gravel, culvert, fencing				0.00
5. Fencing				0.00
6. Fire calls				0.00
7. Recycling				0.00
8. Delinquent utility charges	4,588.74			4,588.74
Total Special Assessments and Charges	92,359.74	0.00	2,556.72	92,359.74

H. Omitted Property Taxes

1. Net taxes levied on property omitted from taxation in prior years..... See Table S12T20 for more information from DOR.

0.00

I. Sec. 70.43 Corrections

1. Net taxes or refund due (use a minus sign(-) for a negative amount).....

-510.07

Table 33

10/6/25

J. Private Forest Crop Taxes

Acres	Rate per Acre	Total	Adjusted Total
1. Code 1 - regular.....	0.00	0.10	0.00
2. Code 2 - regular/variable	0.00	2.52	0.00
3. Code 3 - special.....	0.00	0.20	0.00
Total Private Forest Crop Taxes			
		0.00	

K. Managed Forest Land Taxes Municipalities with MFL need to add those totals here. Again, black font is auto-filled.

Acres	Rate per Acre	Total	Adjusted Total
1. Code 7 - open before 2005.....	0.00	0.74	0.00
2. Code 8 - closed before 2005.....	80.00	1.75	232.75
3. Code 5 - open after 2004	0.00	2.04	0.00
4. Code 6 - closed after 2004	21.00	10.20	899.64
5. Code 9 - closed before 2005 (<i>ferrous mining</i>).....	0.00	7.87	0.00
Total Managed Forest Land Taxes			
		1,132.39	

L. Occupational Taxes

Tons	Rate per Unit	Total
1. Coal (<i>sec. 70.42</i>).....	0.00	0.05
.....	0.00	0.07
2. Petroleum refineries (<i>sec. 70.421</i>)	0.00	0.05
3. Iron ore concentrates (<i>sec. 70.40</i>)	0.00	0.05
Total Occupational Taxes		
		0.00

Table 34

10/6/25

M. Aggregate Amount of Taxes

1. Sum of Lines F, F-6, G, H, I, J, K and L Verify this amount is correct and matches your tax roll

3,140,762.36

The total on this page will auto-calculate based on your entries in prior sections. This total **MUST** match the final number on your Tax Roll Certificate.

Form PA-632a	2021 Statement of Taxes		WI Dept of Revenue
Signature Statement			
Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.			
Do you agree with the statement above?			
☐ YES ☐ NO			
Submission Information			
You successfully submitted your report. Save and/or print a copy for your records.			
Co-muni code: 13040			
Submission date: Time			
Confirmation: Long Number			
Submission type: ORIGINAL			



2021 Assessment and Tax Roll Instructions for Clerks

Assessment and Tax Roll Instructions for Clerks

XIII. Statement of Taxes (SOT)/Instructions

The SOT bound in the Assessment Roll and Tax Roll ([Form PA-5/632](#)) remains in the rolls. When completed, the SOT ([Form PA-632A](#)) is e-filed with DOR and sent to the county treasurer. It must contain the same information that appears on the "SOT" bound in the tax roll. Complete the form in the roll. DOR posts the form to our website on approximately November 23. The SOT is due to DOR/LGS, on or before the third Monday of December.

Note: Do not complete the SOT until the tax roll is complete, summarized, returned to the clerk, and the district's TIW (if applicable) is completed. The total tax roll amount, including any overrun or underrun, must be known before completing the SOT. Submit the original electronically to DOR, send a copy to the county treasurer, and retain a copy for the district's records.

Accuracy is essential since the taxes reported are used to determine general property tax relief for each taxation district. The report is also used to administer the laws for the taxation of railroads and other public utilities and special taxes. Make all entries as indicated. The detail is needed for various statistical purposes.

There are a few instances in which a city or village is located in more than one county. Since taxing jurisdictions (ex: state, county, school) apportion taxes based the equalized value percentage of each particular "piece" in relationship to the total value of the taxing jurisdiction, the local clerk must levy these taxes against only the assessed value of the property in the corresponding county piece. There should be a separate calculation of mill rates and taxes for each county portion. Complete each showing its taxes as apportioned and send a copy to the respective county treasurers.

SOT Instructions

1. SOT has two important purposes

- Summarizes all taxes and charges placed on the tax roll for collection
- Enables the clerk to uniformly report the taxation district taxes and charges to DOR

2. Steps to follow

- Complete the tax roll
- Complete the roll copy of the SOT after the tax roll is complete
- Prepare two copies – one for the county treasurer and one for the local records. **Note:** E-file the original with DOR by the 3rd Monday of December.

3. General information

a. SOT is divided into sections

- Each section is intended for a particular tax, special assessment or special charge
- Each section is identified by a letter of the alphabet and each portion of a section is identified by a line number

b. Important

- Do not change the purpose of a line by changing or adding words. If you are not certain how to enter a given tax, special assessment or charge, contact DOR.
- Sections A, B, C, D, E, F and G include general property taxes only. Do not include special assessments and charges in these sections. Report special assessments and charges in Section H.
- General property taxes are taxes levied by a uniform mill rate upon the taxable general property of an entire town, village or city, or by a uniform mill rate upon all the property located in some portion therein, such as a school, fire, lighting, utility, sanitary district, which covers only part of the taxation district
- Note:** Do not reduce Section G, Line 1 by the amount of state tax credits, first dollar credits, or lottery and gaming credits per ([sec. 79.10\(7m\), Wis. Stats.](#)). Taxes reported in Section G should include all general property taxes prior to reduction by these credits.

Assessment and Tax Roll Instructions for Clerks

4. E-file form information

In the SOT e-file form, Sections A, B, C, E, and F auto-fill with the apportioned tax levies, reported to us by the taxing jurisdictions.

Section A – State Taxes

The county clerk apportions state taxes to the taxation districts each year on the county clerk's apportionment sheet (Line A-1, Column 2). As of 2017, state taxes are zero.

Section B – County Taxes

The county clerk also apportions county taxes. The county clerk receives the items to be apportioned to the taxation district under B-1 on the apportionment sheet from DOR. These items must be shown on Line B-1 of the SOT. Show the portion of county taxes that apply to the entire taxation district on Line B-2. Show any part of the county tax that applies to only part of the taxation district on Line B-3. If unsure, ask the county clerk which county tax items (if any) apply to only part of the taxation district. Do not move items from Section B on the county clerk's apportionment sheet to Section D of the district's SOT.

Section C – Special District Taxes

Enter amounts for special districts that levy a general property tax using total local value of the special district to calculate a mill rate which is then applied to the local value of property in such special districts. These taxes should not be shown in Section H, as special assessments. The Mill Rate Worksheet ([Form PA-5/623](#)) handles special districts in Section C. Space is provided there for the names of metropolitan sewer, sanitary and public lake districts to be entered.

Section D – Town, Village, or City Taxes

- **Line D-1** – is for other special purpose districts (ex: lighting, business improvement, utility), districts which may be located in part of the taxation district. On Line D-1, enter the taxes levied by all the special purpose districts on this line. Click the "Add" button to add special purpose districts and amounts.
- **Line D-2**
 - » Towns, villages and cities with Tax Incremental Finance (TIF) districts use this line. The total amount of tax increment generated for TIF districts auto-fills on this line from the [Tax Increment Worksheet](#) (TIW).
 - » **Note:** Complete the TIW first. If you amend the TIW, you must also amend your SOT.
- **Line D-3** – the total tax increment for the county environmental remediation TIF district
- **Lines D-4 and D-5** – are for items certified to the taxation district by the county clerk. These items are municipal taxes, not county taxes. Do not move items from Section D on the county clerk's apportionment sheet to Section B of the SOT.
- **Line D-6** – is for municipal taxes, items that were financed by other sources of revenue including state trust fund loans. This line's total is the general property tax levy on the tax roll for the municipality.
- **Line D-7** – is primarily for surplus funds ("cash") applied to reduce taxes of other taxing jurisdictions levied on the tax roll. There should be an entry only if Line D-6 is zero. If Line D-6 is not zero and the district plans to pay for other items in Section D (ex: county or state special charges) from surplus funds, reduce the amount shown on Line D-6. Do not enter that reduction on Line D-7. If the amount of surplus funds ("cash") is greater than the amount of the tax levy for municipal purposes after state aids are subtracted, or if no municipal tax is levied, the result is a negative local tax. When calculating tax rates, a negative municipal tax rate is calculated which when combined with all the other tax rates, serves to reduce the total combined taxes shown in Section G. The amounts levied for other taxing jurisdictions is then shown as they were apportioned.
- **Line D-8** – is the total of Section D. This amount automatically calculates.

Assessment and Tax Roll Instructions for Clerks

Section E – Elementary and Secondary Schools

This section provides a summary of elementary and secondary school district taxes.

- Names of elementary and secondary school district(s) auto-fill in Section E
- Tax apportionment certified by each school district is entered on the proper line
- This section auto-fills and the total automatically calculates

Section F – Tech Colleges

This section provides a summary of technical college district taxes.

- Technical college district(s) auto-fill in Section F
- Tax apportionment certified by each technical college district is entered on the proper line
- This section auto-fills and the total automatically calculates

Section G – Total General Property Taxes Apportioned

- **Line G** – this section provides a total of all gross general property taxes levied on the tax roll. This total adds totals from Sections A, B, C, D, E and F, and automatically calculates.
- **Line G-1 through G-5** – Summary of computerized tax roll. Obtain these numbers from the computerized summary of the tax roll.
 - » Column 1 – description
 - » Column 2 – real estate roll
 - » Column 3 – personal property roll
 - » Column 4 – total of columns 1 and 2
- **Line G-6** – Overrun or underrun – the difference between the total gross taxes intended for collection through the tax roll (Line G) and the actual total of all the individual tax liabilities (Line G-1). Subtract Line G from G-1. This is the overrun or underrun. A computerized tax roll total of more than the total of the gross taxes intended for collection means an overrun. A computerized tax roll total of less than the total of the gross taxes intended for collection means an underrun. Line G-6 automatically calculates.

Section H – Special Assessments and Charges

This section of the SOT is for totals of who retains the funds (municipal, enterprise/utility or others). Column 3 "Other" – are funds collected for another taxing jurisdiction (ex: state, county, special district or other taxation district). Report the detail of Section H. **Note:** The special assessments and special charges are separated on the form.

Detail summary of special assessments and special charges

- **Special assessments**
 - » Enter special assessments (principal and interest) indicating in the space provided the amount of each assessment type belonging to the town, village or city and the amount entered in the tax roll for individuals holding contractors' certificates and special assessment bonds
 - » Special assessments are not based on property values and are imposed on only some (not all) real estate parcels within a jurisdiction, generally to defray the cost of capital improvements to those parcels (ex: pavements, sidewalks, sewers, drains). These improvements are presumed to benefit the public and are of special benefit to such parcels of property.

Assessment and Tax Roll Instructions for Clerks

- **Special charges**

- » Special charges are for some special services (ex: clearing snow off sidewalks, fire calls, recycling, plowing, fencing, purchasing culverts or gravel, garbage collection, cutting weeds) performed for the owners of property. These charges may be thought of as service fees collected on the tax roll.
- » **Line 8** – enter the amount of utility charges consumers failed to pay and that are carried into the tax roll for collection. Tax levies to pay for hydrant rental or any water service to be paid by the taxation district, either to a private or municipal plant, should be part of the tax on Line D-6. Amounts entered for sewers are only delinquent sewer service charges authorized by sec. [66.0821\(4\)\(a\)](#) and [\(d\)](#), Wis. Stats. Enter the amounts in the proper column on Line 8.

Section J – Omitted Property Taxes

Record all omitted property taxes from previous year(s) as recorded on the rolls in this section as a positive amount.

Section K – S. 70.43 Corrections

Enter the total tax adjustments (difference between the original and corrected amounts) for assessments corrected under [sec. 70.43, Wis. Stats.](#) Include taxes due and tax refunds. Enter the net amount of total taxes due and tax refunds. Enter a negative amount if the tax refunds exceed the taxes due.

Section M – PFC Taxes

Acres are auto-filled from the SOA. PFC lands entered under regular classification are taxed at 10 cents per acre, or \$2.52 per acre the acreage is under DNR order of entry dated after December 31, 1971. Special PFC lands are taxed at 20 cents per acre. Totals are automatically calculated but can be manually changed to account for rounding.

Section N – MFL Taxes

MFL acres are auto-filled from the SOA. Total taxes are automatically calculated but can be manually changed to account for rounding.

- MFL entered before 2005
 - » Classed as "Open" are taxed at 74¢ per acre
 - » Classed as "Closed" are taxed at \$1.75 per acre
 - » Classed as "Closed" and located in a proposed ferrous mining site are taxed at \$7.87 per acre
- MFL entered after 2004
 - » Classed as "Open" are taxed at \$2.04 per acre
 - » Classed as "Closed" are taxed at \$10.20 per acre (this includes closed lands that are located in a proposed ferrous mining site)
- PFC lands and MFL entered by private owners must be assessed by municipal assessors, but these values are used only if the lands are later withdrawn from the program

Do not enter contributions received from this State in the form of state aids under the headings "Forest Crop Taxes" or "Managed Forest Lands."

Section O – Occupational Taxes

Enter the applicable number of tons. These can be obtained from the tax roll. The number(s) multiplied by the tax per unit equal the entry in the total column. The total column is automatically calculated.

Section T – Aggregate Amount of Taxes

Sums the total of Lines G, G-6, H, J, K, M, N and O. This total must equal the total taxes on the tax roll.

Table S3T5: TID Worksheet

This is an electronic form that you file on the DOR website. Most of the numbers on the form will be auto-filled already.

The only row you need to enter is your local levy amount from Section D of your SOT. That number may include your separate Fire/EMS amounts. See Highlight below.

Form PC-202		2021 Tax Increment Worksheet					WI Dept of Revenue	
Report Type ORIGINAL	Co-muni Code 13282	County Muni Type Municipality	DANE CITY SUN PRAIRIE	Account No. 0394	Total Equalized TID Value Increment 280,024,800	This worksheet is for all TIDs in this municipality		

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

General Information

Under state law (sec. 74.09(3)(db), 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

13 – ☐ Town ☐ Village ☐ City of _____

Dane County

(Co-muni Code)

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.

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				
Currently, there is no county referendum. If that changes, you will be notified with your Dane County Levy.				
Town, Village, City Taxes				
If there is a local referendum, it needs to be listed here				
School District Taxes				
Most referendum are school district. Fill out this form as shown below. It is best to use the TAB key between columns.				
Start simple, School District Name. Use one line for each school district with a referendum	Find this information on the second page of the information from your school district(s). Use the amount in the final column, "Amount due for Tax District."	The information from the school district will show the amount of the referendum that relates to your municipality.	This number will auto-calculate. This number needs to show up before you send this form to the County Treasurer.	The information from the school district will show an end date.
Technical College Taxes				

Preparer Information

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

Name	Title	Email
Signature	Date	Phone () -

Table S3T7

DANE COUNTY 2021 Millrate Worksheet TOWN OF MONTROSE

Check your address

TOWN OF MONTROSE
1341 DIANNE AVENUE
BELLEVILLE, WI 53508

This is the
only column
you need to
enter



This column will
auto-
calculate



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

Description	RE Value	PP Value	Total Value
STATE SCHOOL CREDIT	134,118,700	290,300	134,409,000

Code	Description	Count	Total
A90	PRIVATE SEPTIC MAINTENANCE	467	4,588.74
C60	TRASH P/U	448	87,771.00

Category	Count	Total
TOTAL SPECIAL ASSESSMENTS	467	4588.74
TOTAL SPECIAL CHARGES	448	87771.00
TOTAL DELINQUENT UTILITIES	0	0.00

Code	Description	Amount	Acres	Total
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00
W2	PRIVATE FOREST CROP POST 71	2.520	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	2.040	0.000	0.00
W6	MFL CLOSED AFTER 2004	10.200	88.200	899.64
W7	MFL OPEN BEFORE 2005	0.740	0.000	0.00
W8	MFL CLOSED BEFORE 2005	1.750	133.000	232.75
W9	MFL CLOSED PRE-2005 MINING	8.270	0.000	0.00

Total: 221.200 1132.39

Description	Real Estate	Personal Property
TOTAL NUMBER OF PROPERTIES:	1,257	20

Submitted By: Melissa Salisbury

Phone: (608) 424-3848

Date & Time Submitted: 12/3/2021 12:03:20 PM

Signature:

Date:

TAX ROLL CERTIFICATE FOR TAXES LEVIED _____, COLLECTIBLE _____
S. 70.65(3)

Use the TAB key to move between fields on this form. It sometimes failed to auto-calculate correctly otherwise.

10/6/25

I am _____, Clerk of the _____ County, and I certify that the information and taxes to be collected as summarized below are contained in this tax roll and are correct to the best of my knowledge.

_____,
(name) _____, _____
(county) _____, _____
(lvc name)

tax roll and are correct to the best of my knowledge.

Use the SOT, Section F to complete this form

1. NET GENERAL REAL ESTATE TAXES	Line #5, RE column
2. NET GENERAL PERSONAL PROPERTY TAXES	Line #5, PP column
3. SCHOOL LEVY TAX CREDITS APPLIED TO TAX ROLL	Line #2 Total Column
4. LOTTERY AND GAMING CREDITS CLAIMED	Line #3 Total Column
5. FIRST DOLLAR CREDITS APPLIED TO TAX ROLL	Line #4 Total Column
6. SUBTOTAL — GROSS GENERAL PROPERTY TAXES	Auto - Calculates
(Must agree with the total Column Line G-1 on the Statement of Taxes)	(Total of Lines 1-5)
7. SPECIAL ASSESSMENTS	SOT Section G
8. SPECIAL CHARGES	SOT Section G
9. DELINQUENT UTILITY CHARGES	SOT Section G, Line 8
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes)	SOT Section K, you will not have Section J
11. OCCUPATIONAL TAXES	SOT Section L but this will be \$0.00
12. OMITTED PROPERTY TAXES	SOT Section H
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS	SOT Section I
TOTAL TAXES LEVIED ON THIS TAX ROLL	Auto-Calculates. Must equal Section T of the SOT
(Must agree with Line T on the Statement of Taxes)	(Total of Lines 6-13)

Signed

Date

Table S3T8A
DOR Tax Roll Certificate Instructions



2021
Assessment and Tax Roll
Instructions for Clerks

Assessment and Tax Roll Instructions for Clerks

XIV. Tax Roll Certificate (PA-601)

Tax district clerks must complete the form, "[Tax Roll Certificate for Taxes Levied](#)" as required by [sec. 70.65\(3\), Wis. Stats.](#) On the certificate, list the various taxes levied on the tax roll and certify that they are correct to the best of your knowledge. The various amounts required on the certificate are found on the tax roll summaries prepared by the computer system and from the manually prepared sections in the tax roll. The grand total should be the total of all taxes levied in the tax roll.

Following is an explanation of each line to help you identify the entry:

- **Line 1** – Net General Real Estate Taxes. These are the general property taxes levied on all real estate after state tax credits and lottery credits are subtracted.
- **Line 2** – Net General Personal Property Taxes. These are general property taxes levied on all personal property after state tax credits and lottery credits are subtracted.
- **Line 3** – Total of School Levy Tax Credits applied to real estate and personal property tax rolls
- **Line 4** – Lottery and Gaming Credits applied to real estate and personal property tax rolls
- **Line 5** – First Dollar Credit applied to tax roll
- **Line 6** – Total of Lines 1 through 5. This amount is the Total Gross General Property Taxes levied on the tax roll and must equal to the amount entered on Line G-1 on the SOT.
- **Line 7** – Total Special Assessments levied on the tax roll
- **Line 8** – Total Special Charges levied on the tax roll
- **Line 9** – Delinquent Utility Charges. Total of delinquent water and sewer charges levied on the tax roll.
- **Line 10** – Special Taxes. Total of all private forest crop and managed forest land taxes levied on the tax roll.
- **Line 11** – Total of Occupational Taxes levied on the tax roll
- **Line 12** – Total of Omitted Property Taxes levied on the tax roll
- **Line 13** – Total of Sec. 70.43 Assessor's Corrections NET tax adjustments. This is the net amount of all adjustments.
- **Last Line** – Enter Total of Lines 6 through 13. This is the total tax roll amount and must be equal to the amount on Line T on the SOT.

The clerk must sign and date the certificate and attach it to the tax roll before turning it over to the tax district treasurer for collection.

The certificate, if properly completed, is a valuable reference when working with the tax roll and aids the county and tax district treasurers in the settlement process. Correct the certificate if any changes or corrections are made to any tax roll amounts.

Table S3T9 Tax Calc to SOT

To complete Section F of your municipal SOT, you will need the amounts from the Property Tax Calculation report (CALTAXESLST) that is uploaded to Access Dane after your tax bills are created.

The Over/Under amount at the end of Section F can be found on the STOTAXESLST in the second to the last column of the report. This number will auto-fill on the SOT.

The next page provides a sample of where to pull the numbers to complete your SOT.

LAND IMPROVE TOTAL	FAIR MARKET	GROSS TAX CREDITS FIRST DOLLAR LOTTERY CREDIT	LOTTERY CREDIT CLAIMS	SPECIAL ASSMNT SPECIAL CHRGES DELINQ CHRGES	FOREST CROP WOODLAND MANAGED OCCUPATIONAL	TOTAL DUE
39,878,900	178,496,900	3,041,347.99	A	4,588.74	0.00	2,711,419.04
94,239,800		284,366.85	D	87,771.00	0.00	
134,118,700		42,300.55	K	0.00	1,132.39	
		2,714,680.59			0.00	
		96,753.68	G 337			
		2,617,926.91	M			
PERSONAL PROPERTY	290,300	6,432.31	B	0.00	0.00	5,816.80
0		615.51	E	0.00	0.00	
290,300		0.00		0.00	0.00	
		5,816.80	H 0		0.00	
		5,816.80	N			
TAX ROLL TOTALS	178,872,200	3,047,780.30	C	4,588.74	0.00	2,717,235.84
40,169,200		284,982.36	F	87,771.00	0.00	
94,239,800		42,300.55	L	0.00	1,132.39	
134,409,000		2,720,497.39			0.00	
		96,753.68	J 337			
		2,623,743.71	P			

Statement of Taxes

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

Tax Bill Creation

S3T10

Sample Tax Calcs

Town of Montrose
Village of Waunakee
City of Sun Prairie

- TAX ROLL CERTIFICATE FOR TAXES LEVIED 2021
- I am _____, Clerk of the ☒ Town ☐ Village of _____, _____ County, and I certify that the information and taxes to be collected on this tax roll are correct to the best of my knowledge.
1. NET GENERAL REAL ESTATE TAXES
2. NET GENERAL PERSONAL PROPERTY TAXES
3. SCHOOL LEVY TAX CREDITS APPLIED TO TAX ROLL
4. LOTTERY AND GAMING CREDITS CLAIMED
5. FIRST DOLLAR CREDITS APPLIED TO TAX ROLL
6. SUBTOTAL - GROSS GENERAL PROPERTY TAXES
(Must agree with the total Column Line G-1 on the Statement of Taxes)
7. SPECIAL ASSESSMENTS
8. SPECIAL CHARGES
9. DELINQUENT UTILITY CHARGES
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes)
11. OCCUPATIONAL TAXES
12. OMITTED PROPERTY TAXES
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS
- TOTAL TAXES LEVIED ON THIS TAX ROLL
(Must agree with Line T on the Statement of Taxes)

DANE COUNTY
2021 Millrate Worksheet
TOWN OF MONTROSE

RE Value	PP Value	Total Value	Amount Levied	Rate
134,338,700	298,300	134,637,000	562,600.28	0.004175228
134,338,700	298,300	134,637,000	428,478.00	0.003183435
101,623,960	298,300	101,922,260	1,638,308.79	0.016069645
3,698,860	298,300	3,997,160	30,810.21	0.007708965
24,422,400	0	24,422,400	40,810.21	0.001671528
481,000	0	481,000	6,224.62	0.012962728
134,338,700	298,300	134,637,000	146,877.39	0.001091228
RE Value	PP Value	Total Value		
134,338,700	298,300	134,637,000		

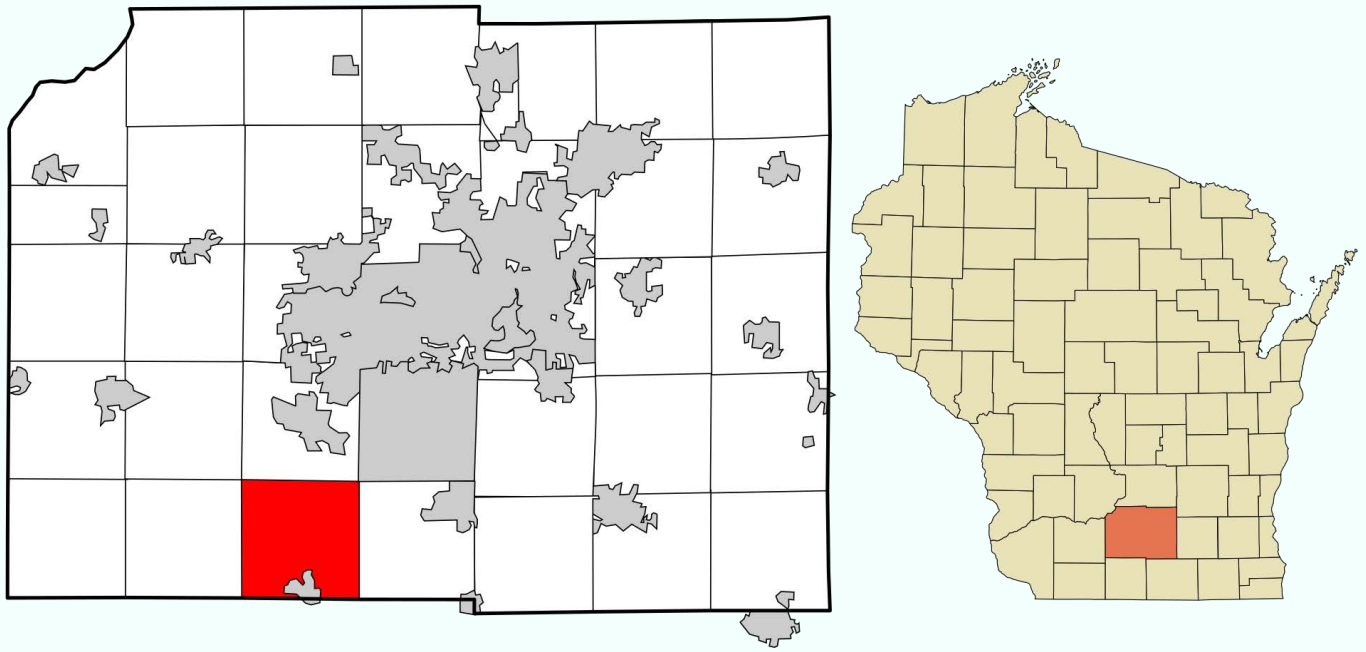
S3T10

Samples of Tax Bill Calculation Documents

This table provides you samples of other municipality tax calculation documents so you can see where to pull the numbers you need for your tax calculation. You will find these documents from three municipalities:

- ◆ County Levy - from Treasurer Website
- ◆ Local Levy - from your municipality November approved budget
- ◆ School District Levies - from School Districts. You can also find school district levies and referenda information on the DPI website: https://sfs.dpi.wi.gov/safr_ro/all_district_reports.asp
- ◆ Technical College Levy - from Tech College
- ◆ School District Referenda Document - from School Districts
- ◆ Tax Increment Worksheet (TID) - Created by Municipality, if applicable
- ◆ Statement of Assessment (SOA) - Completed by your assessor (finalized by County Property Listing), Use for Assessed Value Totals on PA 687
- ◆ PA 687 Referenda Form - Created by Municipality
- ◆ Mill Rate Worksheet - Created by Municipality
- ◆ Statement of Taxes (SOT) - Created by Municipality, Use the DOR online form
- ◆ Tax Roll Certificate - Created by Municipality using the completed SOT.

Thanks to Kristin (City of Sun Prairie), Renee (Village of Waunakee) and Melissa (Town of Montrose) for all our sample documents.



Town of Montrose 2021 Tax Documents

State and County Apportionment Form

Year 2021 CoMuni Code 13040 Account Number 0354 TOWN OF MONTROSE

A. STATE TAXES (Apportioned TID IN)		
1. Aggregate amount of state tax (use this amount to calculate state tax rate)		\$0.00
B. COUNTY TAXES (Apportioned TID OUT)		
B1. Portion of state special charges on county:		
2. Charitable and penal		\$-6.24
3. Other state special charges		\$0.00
4. SUBTOTAL - Section B1 (enter on Statement of Taxes (SOT), Line B1)		\$-6.24
B2. Other county taxes levied on entire town, village or city		
5. Health		\$37,737.59
6. Library (sec. 43.12, Wis. Stats.)		\$67,212.01
7. County Bridge Aid (sec. 82.08(2), Wis. Stats.)		\$10,332.19
8. Sanitation		
9. Children with Disabilities Education Boards (on entire town, village or city) (sec. 121.135, Wis. Stats.)		
10. Property taxes charged back (sec. 74.41 & 74.42, Wis. Stats.)		\$96.49
11. Countywide EMS		
12. Other (describe) :		
13. All other county taxes (levied on every town, village, and city)		\$467,308.24
14. County Sales Tax Credit		
15. SUBTOTAL - Section B2 Taxes to be levied on entire municipality (enter on SOT, Line B2)		\$582,686.52
B3. County taxes levied on part of town, village or city (enter on SOT, line B3)		
16. Children with Disabilities Education Boards		\$0.00
17.		
18.		
19.		
20.		
21. TOTAL NET COUNTY TAXES (sum of Secs. B1-B3) (for county tax rate)		\$582,680.28
C. SPECIAL DISTRICT TAXES		
22. Special district code: NA	Amount levied	\$0.00
23. Special district code: NA	Amount levied	\$0.00
D. TOWN, VILLAGE OR CITY TAXES		
D1. Other state special charges		
24. Other:		
25. Other:		
26. SUBTOTAL - Section D1 (enter on SOT, Line D4)		\$0.00
D2. County Special Charges:		
27. Illegal real estate charged back (sec. 70.74(2), Wis. Stats.)		\$0.00
28. Highways and bridges (sec. 83.03, Wis. Stats.)		\$0.00
29. Highway aid (sec. 83.14, Wis. Stats.)		\$0.00
30.		
31.		
32.		
33.		
34. SUBTOTAL - Section D2 (enter on SOT, Line D5)		\$0.00
35. TOTAL - ALL TAXES AND CHARGES - sum of Secs. A-D		\$582,680.28

2021

Table 53

Town of Montrose
Public Budget Hearing
1341 Diane Ave, Belleville WI 53508`

Notice is hereby given that on **November 16, 2021 at 7:00 p.m.** at the Montrose Town Hall, a public hearing on the proposed 2022 budget for the Town of Montrose in Dane County will be held. The proposed budget in detail is available for inspection at the town clerk's office by contacting the clerk at 608-424-3848 Monday through Friday. The following is a summary of the proposed 2022 Budget.

	2021 Budget	2022 Budget
<u>REVENUES</u>		
Intergovernmental Revenues	\$ 132,393	\$ 135,069
Licenses and Permits	7,300	7,400
Public Charges for Services	1,766	4,816
Miscellaneous Revenue	3,550	2,050
Total Revenue	\$ 145,009	\$ 149,335
<u>EXPENDITURES</u>		
General Government	\$ 95,300	\$ 109,200
Public Safety	95,967	103,068
Public Works	302,050	294,565
Health & Human Services	26,460	28,000
Culture, Recreation, Education	2,900	3,400
Miscellaneous Expense	1,500	-
Capital Expenditures	1,618	-
Debt Service	39,680	39,680
Total Expenses	\$ 565,475	\$ 577,913

Expenses Less Revenues Proposed 2021 total tax levy to be collected in 2022. Local Levy \$ 428,578, an increase of 1.7 %.

Town of Montrose
Special Town Meeting of Electors
1341 Diane Ave., Belleville WI 53508

Notice is hereby given that on **November 16, 2021 immediately following the Public Budget Hearing** at the Montrose Town Hall, a SPECIAL TOWN MEETING OF THE ELECTORS OF THE TOWN OF MONTROSE on the PROPOSED 2022 BUDGET for the Town of Montrose in Dane County will be held for the following purpose:

1. To approve the 2021 total tax levy to be collected in 2022 pursuant to sec. 60.10(1)(a), Wis. Stats.

Jennifer Novinska, Town Clerk

Posted October 22, 2021 at Town Hall, Paoli Park and Paoli Pub. Uploaded to townofmontrose.com on October 22, 2021.

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))

2021-2022 School Year

10/6/25

T 1. Municipal Clerk: JENNIFER NOVINSKA
O 1341 DIANE AVE
BELLEVILLE, WI 53508-9736

2. Municipality: Town of Montrose
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)

5. Percent of Entire School District

6. Total Levy

Entire School District	Portion of School District Lying Within Municipality
Column 1	Column 2
\$694,875,558.00	\$137,603,425.00
100%	19.802600%
\$7,266,403.00	\$1,438,936.70

CERTIFICATION

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

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

NOTARY SEAL

Wisconsin Statutory References:
s. 20.17(8)
s. 120.44
s. 121.06(2)

Mail tax settlement to:
District Administrator
Belleville School District
625 W Church St
Belleville, WI 53508



Per §74.09(3)(b) 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.

10/6/25

2021-2022 School Year

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

Municipal Clerk:	JENNIFER NOVINSKA 1341 DIANE AVE BELLEVILLE, WI 53508-9736	Municipality:	Town of Montrose	School District: Belleville (0350)			
		County:	Dane County	School District Clerk: Marian Viney			
Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-4037	11/8/2016	Issue Debt	2037	\$20,750,000	\$2,187,938.00	19.802599676%	\$433,268.60

PI-1508 TAX LEVY CERTIFICATION

ss. 24.71, 120.17 (8)

10/6/25

2021-2022 School Year

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

2. Municipality: Town of Montrose
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)

5. Percent of Entire School District

6. Total Levy

Portion of School District Lying Within Municipality

Entire School District	Column 1	Column 2
	\$3,078,091,975.00	\$4,753,243.00
	100.00000000%	0.154422%
	\$31,996,945.00	\$49,410.24

CERTIFICATION

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

F R O M	Name of School District	School District Clerk
	Oregon (4144)	Ahna Bizjak
	Signature of School District Clerk	<i>Ahna Bizjak</i>
	Signature of Notary Public	<i>Greg K. Larran</i>
Signed before me this date		My Commission Expires
10-28-2021		6-28-23

NOTARY SEAL

Wisconsin Statutory References:

- s. 24.71(8)
- s. 120.17(8)
- s. 120.44
- s. 121.06(2)

Mail tax settlement to: District Administrator

Oregon School District

123 E Grove St

Oregon, WI 53575

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))

10/6/25

2021-2022 School Year

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.

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

Municipal Clerk: JENNIFER NOVINSKA 1341 DIANE AVE BELLEVILLE, WI 53508-9736		Municipality: Town of Montrose	School District: Oregon (4144)		School District Clerk: Ahna Bizjak
County: Dane County	Year Expires: 2038	Total Referendum Amount: \$44,900,000	2021-2022 Levy Amount due to Referendum: \$3,794,943.76	Percent of Entire School District: 0.154421734%	2021-2022 Amount due to Referendum for Taxation District: \$5,860.22
Referenda ID: RF-4682	Vote Date: 11/6/2018	Type: Issue Debt			



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))

10/6/25

2021-2022 School Year

T O 1. Municipal Clerk: JENNIFER NOVINSKA
1341 DIANE AVE
BELLEVILLE, WI 53508-9736

2. Municipality: Town of Montrose
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)

5. Percent of Entire School District

6. Total Levy

Portion of School District Lying Within Municipality

Entire School District	Column 1	Column 2
	\$5,112,023,277.00	\$31,730,379.00
	100%	0.620701%
	\$64,615,973.00	\$401,072.00

CERTIFICATION

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

F Name of School District

R Verona Area (5901)

O Signature of School District Clerk

M Signature of Notary Public

School District Clerk

Kristina Novak-Hoffner
TEMP. FOR NOV 10



NOTARY SEAL

Signed before me this date

10/25/21
Tamara L. Stanley
My Commission Expires *July 5, 2024*

Wisconsin Statutory References:

s.120.17(8)
s.120.44
s.121.06(2)

Mail tax settlement to:

District Administrator

Verona Area School District

700 N Main St

Verona, WI 53593-1153

Per §74.09(3)(b) 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.

2021-2022 School Year

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

Municipal Clerk:	JENNIFER NOVINSKA 1341 DIANE AVE BELLEVILLE, WI 53508-9736	Municipality:	Town of Montrose	School District:	Verona Area (5901)		
		County:	Dane County	School District Clerk:	Jennifer Novinska Kristine Nevers-Hoffner		
Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-4208	4/4/2017	Issue Debt	2037	\$18,520,000	\$942,259.00	0.620700988%	\$5,849.00
RF-4207	4/4/2017	Issue Debt	2037	\$162,760,000	\$18,443,356.00	0.620700988%	\$114,478.00

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))

10/6/25

2021-2022 School Year

T 1. Municipal Clerk: JENNIFER NOVINSKA
O 1341 DIANE AVE
 BELLEVILLE, WI 53508-9736

2. Municipality: Town of Montrose
 3. County: Dane County

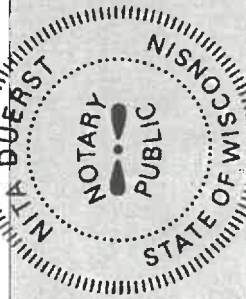
The levy is distributed using the same percentage as the equalized valuation.

Portion of School District Lying Within Municipality

Entire School District	Column 1	Column 2
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$588,158,371.00	\$535,154.00
5. Percent of Entire School District	100.0000000%	0.090988%
6. Total Levy	\$6,842,562.00	\$6,225.92

CERTIFICATION

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



F R O M	Name of School District	School District Clerk
	New Glarus (3934)	Jessica Geib
	Signature of School District Clerk	<i>Amelia</i>
	Signature of Notary Public	<i>Nina Duerst</i>
	Signed before me this date	My Commission Expires
	10/26/2021	11/16/2024

NOTARY SEAL

Table

Wisconsin Statutory References:
 s.120.17(8)
 s.120.44
 s.121.06(2)

Mail tax settlement to: District Administrator

New Glarus School District

PO Box 7

New Glarus, WI 53574-0007

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.

10/6/25

2021-2022 School Year

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

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

School District: New Glarus (3934)

School District Clerk: Jessica Geib

Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-5096	4/6/2021	Issue Debt	2041	\$28,900,000	\$2,529,108.00	0.0909888078%	\$2,301.19
RF-3813	2/16/2016	Issue Debt	2031	\$5,800,000	\$98,750.00	0.0909888078%	\$89.85

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

1. Municipal Clerk: Jennifer Novinska 1341 Diane Avenue Belleville, WI 53508-9736	2. Municipality: TOWN OF MONTROSE 3. County: DANE
--	--

	Entire Technical College District	Portion of Technical College District Within County	Portion of Technical College District Within Municipality
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$99,188,787,104	\$72,322,114,923	\$174,622,200
5. Percentage of Entire Technical College District	100.000000%	72.913599%	0.176050343%
6. Total Levy	\$80,021,085.00	\$58,346,253.34	\$140,877.39

CERTIFICATION

I HEREBY CERTIFY the amount shown on Line 6, column 3, above, to be assessed against the taxable property of that portion of the Technical College District lying within the municipality, as required by s.38.16(1): Annually by October 31, or within 10 days after receipt of the equalized valuations from the department of revenue, whichever is later, the district board may levy a tax on the full value of the taxable property of the district for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the district, and paying principal and interest on valid bonds or notes now or hereafter outstanding as provided in s. 67.035. The district board secretary shall file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue. Upon receipt of the certified statement from the district board secretary, the clerk of each city, village and town shall spread the amounts thereof upon the tax rolls for collection. When the taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer.

As the Board Secretary of the Technical College District of the State of Wisconsin listed here do hereby certify the amount shown on Line 6, column 3, above, was voted on and authorized at the District Board meeting held on the 6th day of October, 2021.

Technical College District Name: MADISON AREA TECHNICAL COLLEGE

Technical College District Board Secretary:


 MELANIE LICHFIELD

FINAL - EQUATED

STATEMENT OF ASSESSMENT FOR 2021

☐ This is an Amended Return

13 040 0354
CO MUN ACCT NO

FOR TOWN OF OF MONTROSE DANE COUNTY
Town - Village - City Municipality Name County Name

Line No.	REAL ESTATE (See Lines 18 - 22 for other Real Estate)	PARCEL COUNT		NO. OF ACRES WHOLE NUMBERS ONLY (Col. C)	VALUE OF LAND (Col. D)	VALUE OF IMPROVEMENTS (Col. E)	TOTAL VALUE OF LAND AND IMPROVEMENTS (Col. F)
		TOTAL LAND (Col. A)	IMPROVEMENTS (Col. B)				
1	RESIDENTIAL - Class 1	444	371	892	28,511,600	68,192,500	96,704,100
2	COMMERCIAL - Class 2	29	20	59	1,215,600	3,012,500	4,228,100
3	MANUFACTURING - Class 3	3	3	7	115,900	974,500	1,090,400
4	AGRICULTURAL - Class 4	682		15,248	3,400,800		3,400,800
5	UNDEVELOPED - Class 5	374		1,795	1,522,900		1,522,900
6	AGRICULTURAL FOREST - Class 5m	208		1,464	2,336,400		2,336,400
7	FOREST LANDS - Class 6	27		187	597,100		597,100
8	OTHER - Class 7	132	131	184	2,178,600	22,060,300	24,238,900
9	TOTAL - ALL COLUMNS	1,899	525	19,836	39,878,900	94,239,800	134,118,700
10	NUMBER OF PERSONAL PROPERTY ACCOUNTS IN ROLL			20	LOCALLY ASSESSED	MANUFACTURING	MERGED
11	BOATS AND OTHER WATERCRAFT NOT EXEMPT - Code 1			0	0	0	0
12	MACHINERY, TOOLS AND PATTERNS - Code 2					9,800	9,800
13	FURNITURE, FIXTURES AND EQUIPMENT - Code 3				45,200	34,600	79,800
14	ALL OTHER PERSONAL PROPERTY NOT EXEMPT - Codes 4A, 4B, 4C				198,400	2,300	200,700
15	TOTAL OF PERSONAL PROPERTY NOT EXEMPT (Total of Lines 11-14)				243,600	46,700	290,300
16	AGGREGATE ASSESSED VALUE OF ALL PROPERTY SUBJECT TO THE GENERAL PROPERTY TAX (Total of Lines 9F and 15F) MUST EQUAL TOTAL VALUE OF THE SCHOOL DISTRICTS (K-12 PLUS K-8) - Line 50, Col. F						134,409,000
17	BOARD OF REVIEW DATE OF FINAL ADJOURNMENT	07/27/2021		Name of Assessor GARDINER APPRAISAL SERVICE		Telephone # (608) 943-8009	

REMARKS

The Assessment Ratio to be used in calculating the estimated Fair Market Value on tax bills for this tax district is .773015547
This ratio should be used to convert assessed values to "Calculate Equalized Values" in Step 1 of the Lottery and Gaming Credit Calculations.
This ratio should be used in the "Computation of Tax Equivalent" schedule of the Annual Reports filed by the municipal electric, gas and water utilities with the Public Service Commission

SCHOOL DISTRICTS

2021 13 040 0354
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 and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
A. SCHOOL DISTRICTS (K-8 and K-12)						
36	130350	0081	SCH D OF BELLEVILLE	104,779,100	1,137,100	105,916,200
37	134144	0092	SCH D OF OREGON	3,658,500		3,658,500
38	135901	0095	SCH D OF VERONA AREA	24,422,400		24,422,400
39	233934	0149	SCH D OF NEW GLARUS	411,900		411,900
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50	TOTAL ASSESSED VALUE OF SCHOOL DISTRICTS (K-8 and K-12)			133,271,900	1,137,100	134,409,000
B. UNION HIGH SCHOOL DISTRICTS						
51						
52						
53						
54						
55	TOTAL ASSESSED VALUE OF UNION HIGH SCHOOLS					
C. TECHNICAL COLLEGE DISTRICTS						
56	000400	0004	MADISON AREA TECHNICAL COLLEGE MADN	133,271,900	1,137,100	134,409,000
57						
58						
59	TOTAL ASSESSED VALUE OF TECHNICAL COLLEGES			133,271,900	1,137,100	134,409,000

Use these values for the referendum form, PA-687. These will also show as the total values on your Mill Rate Worksheet.

I hereby certify, to the best of my knowledge and belief, this form is complete and correct.

Name	Title		Submission date
PEGGY LLONTOP			08 / 13 / 2021
Phone	Email address		
(608) 266 - 4120	LLONTOP@DANECOUNTY.GOV		

Form

PA-687

Property Tax Bill – Referenda/Resolution Data for 2021 Taxes, Payable 2022

 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

13 – 040 ☒ Town ☐ Village ☐ City of Montrose
(Co-muni Code)

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.

County

Dane

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				
Town, Village, City Taxes				
School District Taxes				
Belleville RF-4037	433,268.60	105,916,200	0.004090674	2037
New Glarus RF-5096	2,301.19	411,900	0.005586769	2041
New Glarus RF-3813	89.85	411,900	0.000218135	2031
Oregon RF-4682	5,860.22	3,658,500	0.001601809	2038
Verona RF-4208	5,849.00	24,422,400	0.000239493	2037
Verona RF-4207	114,478.00	24,422,400	0.004687418	2037
Technical College Taxes				

Preparer Information

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

Name	Title	Email
Melissa Salisbury	Treasurer	montrosetreasurer@chorus.net
Signature	Date	Phone
	12-03-2021	(608) 424 - 3848

PA-687 (R. 9-17)

Wisconsin Department of Revenue

DANE COUNTY

2021 Millrate Worksheet

TOWN OF MONTROSE

TOWN OF MONTROSE
1341 DIANNE AVENUE
BELLEVILLE, WI 53508

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

Description	RE Value	PP Value	Total Value
STATE SCHOOL CREDIT	134,118,700	290,300	134,409,000

Code	Description	Count	Total
A90	PRIVATE SEPTIC MAINTENANCE	467	4,588.74
C60	TRASH P/U	448	87,771.00

Category	Count	Total
TOTAL SPECIAL ASSESSMENTS	467	4588.74
TOTAL SPECIAL CHARGES	448	87771.00
TOTAL DELINQUENT UTILITIES	0	0.00

Code	Description	Amount	Acres	Total
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00
W2	PRIVATE FOREST CROP POST 71	2.520	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	2.040	0.000	0.00
W6	MFL CLOSED AFTER 2004	10.200	88.200	899.64
W7	MFL OPEN BEFORE 2005	0.740	0.000	0.00
W8	MFL CLOSED BEFORE 2005	1.750	133.000	232.75
W9	MFL CLOSED PRE-2005 MINING	8.270	0.000	0.00

Total: 221.200 1132.39

Description	Real Estate	Personal Property
TOTAL NUMBER OF PROPERTIES:	1,257	20

Submitted By: Melissa Salisbury

Phone: (608) 424-3848

Date & Time Submitted: 12/3/2021 12:03:20 PM

Signature:

Date:

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

Co-muni Code 13040	County DANE Muni Type TOWN Municipality MONTROSE	Account Number 0354	Report Type
--------------------------	---	---------------------------	----------------

Preparer Information		
Name Melissa Salisbury	Title Treasurer	Comments
Email montrosetreasurer@chorus.net	Phone 608-424-3848	

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
-----	---	--

A. County Taxes

1. Portion of state special charges upon county	-6.24
2. Portion of county tax levied over entire municipality	582,686.52
3. Special purpose - county tax levied on part of municipality (ex. children with disabilities education boards)	0.00
4. Total County Taxes	582,680.28

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 13 040 0354
YEAR CO MUN ACCT NO

10/6/25

B. Special District Taxes

SD Code	Account No.	Special District Name	Property Taxes	State Special Charges	Property Taxes with State Special Charges
Total Special District Taxes			0.00	0.00	0.00

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	428,578.00
7. Surplus funds applied..... (subtract)	0.00
8. Total Town Village, or City Taxes.....	428,578.00

Table 69

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 13 040 0354
YEAR CO MUN ACCT NO

D. Elementary and Secondary Schools

	School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1.	130350	0081	SCH D OF BELLEVILLE	1,438,936.70
2.	134144	0092	SCH D OF OREGON	49,410.24
3.	135901	0095	SCH D OF VERONA AREA	401,072.00
4.	233934	0149	SCH D OF NEW GLARUS	6,225.92
Total Elementary and Secondary School Taxes.....				1,895,644.86

E. Technical Colleges

	Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1.	0400	0004	MADISON AREA TECHNICAL COLLEGE MADN	140,877.39
Total Technical College Taxes.....				140,877.39

Form

PA-632a

2021 Statement of Taxes

WI Dept
of Revenue
 2021 13 040 0354
 YEAR CO MUN ACCT NO

10/6/25

F. Total General Property Taxes Apportioned

(Total of State, County, Special District, Local, School and Technical College Taxes)

Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected					3,047,780.53
	Real Estate Roll	Personal Property Roll	Total		
1. General property taxes from computerized summary	3,041,347.99	6,432.31	3,047,780.30		
2. School levy tax credit applied (subtract)	284,366.85	615.51	284,982.36		
3. Lottery and gaming credit applied (subtract)	96,753.68	0.00	96,753.68		
4. First dollar credit applied (subtract)	42,300.55		42,300.55		
5. Net general property taxes to be collected	2,617,926.91	5,816.80	2,623,743.71		
6. Underrun/Overrun					-0.23

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

Table 71

Form

PA-632a

2021 Statement of Taxes

WI Dept
of Revenue
 2021 13 040 0354
 YEAR CO MUN ACCT NO

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	87,771.00			87,771.00
4. Grading, gravel, culvert, fencing				0.00
5. Fencing				0.00
6. Fire calls				0.00
7. Recycling				0.00
8. Delinquent utility charges				0.00
9. Private septic maintenance	4,588.74			4,588.74
Total Special Assessments and Charges	92,359.74	0.00	0.00	92,359.74

H. Omitted Property Taxes

1. Net taxes levied on property omitted from taxation in prior years

0.00

I. Sec. 70.43 Corrections

1. Net taxes or refund due (use a minus sign(-) for a negative amount)

-510.07

Form PA-632a	2021 Statement of Taxes				WI Dept of Revenue
2021	13	040	0354		
YEAR	CO	MUN	ACCT NO		

J. Private Forest Crop Taxes

Acres	Rate per Acre	Total	Adjusted Total
0.00	0.10	0.00	
0.00	2.52	0.00	
0.00	0.20	0.00	
Total Private Forest Crop Taxes			
		0.00	

K. Managed Forest Land Taxes

Acres	Rate per Acre	Total	Adjusted Total
0.00	0.74	0.00	
133.00	1.75	232.75	
0.00	2.04	0.00	
88.20	10.20	899.64	
0.00	7.87	0.00	
Total Managed Forest Land Taxes			
		1,132.39	

L. Occupational Taxes

Tons	Rate per Unit	Total
0.00	0.05	0.00
0.00	0.07	0.00
0.00	0.05	0.00
0.00	0.05	0.00
Total Occupational Taxes		
		0.00

Form PA-632a		2021 Statement of Taxes		WI Dept of Revenue
2021	13	040	0354	
YEAR	CO	MUN	ACCT NO	
M. Aggregate Amount of Taxes				
1. Sum of Lines F, F-6, G, H, I, J, K and L				3,140,762.36

1. Sum of Lines F, F-6, G, H, I, J, K and L Verify this amount is correct and matches your tax roll

TAX ROLL CERTIFICATE FOR TAXES LEVIED 2021, **COLLECTIBLE** 2022
S. 70.65(3)

I am Jennifer Novinska, Clerk of the ☒ Town ☐ Village ☐ City of Montrose,
(name) (vc name)

Dane 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	2,617,926.91
2. NET GENERAL PERSONAL PROPERTY TAXES	5,816.80
3. SCHOOL LEVY TAX CREDITS APPLIED TO TAX ROLL	284,982.36
4. LOTTERY AND GAMING CREDITS CLAIMED	96,753.68
5. FIRST DOLLAR CREDITS APPLIED TO TAX ROLL	42,300.55
6. SUBTOTAL — GROSS GENERAL PROPERTY TAXES	3,047,780.30
(Must agree with the total Column Line G-1 on the Statement of Taxes)	(Total of Lines 1-5)
7. SPECIAL ASSESSMENTS	4,588.74
8. SPECIAL CHARGES	87,771.00
9. DELINQUENT UTILITY CHARGES	
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes)	1,132.39
11. OCCUPATIONAL TAXES	
12. OMITTED PROPERTY TAXES	
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS	-510.07
TOTAL TAXES LEVIED ON THIS TAX ROLL	3,140,762.36
(Must agree with Line T on the Statement of Taxes)	(Total of Lines 6-13)

Signed Jennifer Novinska
Date 12.14.2021
(mm/dd/yyyy)



Village of Waunakee 2021 Tax Documents

State and County Apportionment Form

Year 2021 CoMuni Code 13118 Account Number 0379 VILLAGE OF DEFOREST

A. STATE TAXES (Apportioned TID IN)		
1. Aggregate amount of state tax (use this amount to calculate state tax rate)		\$0.00
B. COUNTY TAXES (Apportioned TID OUT)		
B1. Portion of state special charges on county:		
2. Charitable and penal		\$-45.94
3. Other state special charges		\$0.00
4. SUBTOTAL - Section B1 (enter on Statement of Taxes (SOT), Line B1)		\$-45.94
B2. Other county taxes levied on entire town, village or city		
5. Health		\$277,875.14
6. Library (sec. 43.12, Wis. Stats.)		
7. County Bridge Aid (sec. 82.08(2), Wis. Stats.)		
8. Sanitation		
9. Children with Disabilities Education Boards (on entire town, village or city) (sec. 121.135, Wis. Stats.)		
10. Property taxes charged back (sec. 74.41 & 74.42, Wis. Stats.)		\$73,847.52
11. Countywide EMS		
12. Other (describe) :		
13. All other county taxes (levied on every town, village, and city)		\$3,440,955.50
14. County Sales Tax Credit		
15. SUBTOTAL - Section B2 Taxes to be levied on entire municipality (enter on SOT, Line B2)		\$3,792,678.16
B3. County taxes levied on part of town, village or city (enter on SOT, line B3)		
16. Children with Disabilities Education Boards		\$0.00
17.		
18.		
19.		
20.		
21. TOTAL NET COUNTY TAXES (sum of Secs. B1-B3) (for county tax rate)		\$3,792,632.22
C. SPECIAL DISTRICT TAXES		
22. Special district code: NA	Amount levied	\$0.00
23. Special district code: NA	Amount levied	\$0.00
D. TOWN, VILLAGE OR CITY TAXES		
D1. Other state special charges		
24. Other:		
25. Other:		
26. SUBTOTAL - Section D1 (enter on SOT, Line D4)		\$0.00
D2. County Special Charges:		
27. Illegal real estate charged back (sec. 70.74(2), Wis. Stats.)		\$0.00
28. Highways and bridges (sec. 83.03, Wis. Stats.)		\$0.00
29. Highway aid (sec. 83.14, Wis. Stats.)		\$0.00
30.		
31.		
32.		
33.		
34. SUBTOTAL - Section D2 (enter on SOT, Line D5)		\$0.00
35. TOTAL - ALL TAXES AND CHARGES - sum of Secs. A-D		\$3,792,632.22

2021

Table 77

VILLAGE OF WAUNAKEE
2022 BUDGET DOCUMENT
(as Required by Section 65.90(3))

2022 PROPOSED BUDGET
All Funds of the Village

The following are the proposed fund budgets of the Village for 2022:

Fund Number	Fund Name	Total Revenues	Total Expenditures	Excess (Deficit)	Balance January 1	Balance December 31	Property Tax Contribution
Governmental Funds							
100	<u>General Fund</u>	\$ 10,637,716	\$ 11,048,123	\$ (410,407)	\$ 7,150,450	\$ 6,740,043	\$ 6,719,289
<u>Special Revenue Funds</u>							
210	Park Impact	15,000	-	15,000	367,761	382,761	-
220	Library Fund	11,500	500	11,000	58,434	69,434	-
230	Senior Center	637,980	637,980	-	499,011	499,011	395,736
235	Senior Center Fundraising	4,100	3,160	940	8,212	9,152	-
236	Village Center	1,293,769	1,347,769	(54,000)	344,895	290,895	607,066
240	Park Reservation	-	-	-	46,863	46,863	-
245	Community Development/Betterment	-	6,000	(6,000)	16,811	10,811	-
255	Housing Betterment	510,268	326,600	183,668	-	183,668	-
270	Grants	735,401	451,783	283,618	654,333	937,951	-
300	<u>Debt Service</u>	2,661,301	2,830,301	(169,000)	605,424	436,424	2,659,801
<u>Capital Project Funds</u>							
402	TID No. 2 (Arboretum Office Park)	515,268	515,268	-	-	-	-
403	TID No. 3 (MLG Industrial Park)	1,228,546	817,914	410,632	(358,177)	52,455	-
404	TID No. 4 (Stokely Site)	114,285	134,900	(20,615)	159,960	139,345	-
405	TID No. 5 (Downtown)	539,908	320,609	219,299	(454,688)	(235,389)	-
406	TID No. 6 (Kilkenny Farms)	1,339,467	928,873	410,594	1,286,987	1,697,581	-
407	TID No. 7 (RenewAire)	108,935	55,668	53,267	150,198	203,465	-
408	TID No. 8 (Downtown Overlay/Hovde)	352,681	362,867	(10,186)	38,912	28,726	-
409	TID No. 9 (Tormach)	-	2,400	(2,400)	(47,100)	(49,500)	-
426	Capital Improvements	4,824,980	3,214,980	1,610,000	1,045,500	2,655,500	1,155,000
430	Equipment Replacement	470,072	401,000	69,072	767,539	836,611	415,000
470	Library Building Project	-	-	-	-	-	-
		<u>\$ 26,001,177</u>	<u>\$ 23,406,695</u>	<u>\$ 2,594,482</u>	<u>\$ 12,341,325</u>	<u>\$ 14,935,807</u>	<u>\$ 11,951,892</u>

The Village's property taxes are summarized as follows:

	Budget Year				Percentage Change Increase (Decrease)
	2019	2020	2021	2021	
General Fund	\$ 5,491,714	\$ 6,033,724	\$ 6,081,317	\$ 6,719,289	10.49%
Senior Center	356,022	395,447	404,293	395,736	-2.12%
Village Center	510,251	568,253	609,796	607,066	-0.45%
Debt Service Fund	2,564,093	2,367,055	2,636,743	2,659,801	0.87%
Capital Improvements	1,280,000	1,180,000	1,080,000	1,155,000	6.94%
Equipment Replacement	320,000	340,000	340,000	415,000	22.06%
TOTAL	\$ 10,522,080	\$ 10,884,479	\$ 11,152,149	\$ 11,951,892	7.17%
Assessed Tax Rate per Thousand	\$ 6.987	\$ 5.931	\$ 6.002	\$ 6.213	3.52%
Equalized Tax Rate per Thousand	\$ 6.001	\$ 5.641	\$ 5.726	\$ 5.678	-0.84%

The Village's outstanding general obligation debt at December 31, 2021 will be:

\$ 33,334,006

NOTICE IS HEREBY GIVEN that the Village Board will meet immediately following the completion of the Public Hearing for the purpose of acting on the proposed budget.

Dated this 18th day of October, 2021

Renee Meinholz
Finance Director



Instructions: This form must be signed by 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))

10/6/25

2021-2022 School Year

T 1. Municipal Clerk: CAITLIN STENE
O PO BOX 100
WAUNAKEE, WI 53597-0100

2. Municipality: Village of Waunakee
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

Entire School District	Portion of School District Lying Within Municipality
------------------------	--

Column 1	Column 2
\$3,437,359,073.00	\$2,104,806,100.00
100.00000000%	61.2332333%
\$37,434,390.00	\$22,922,287.36

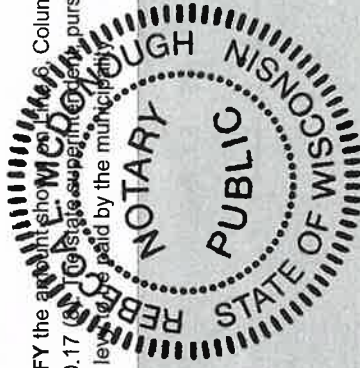
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)

5. Percent of Entire School District

6. Total Levy

CERTIFICATION

I HEREBY CERTIFY the amount shown in 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) of the Wisconsin Statutes, and that the amount shown in Column 2, above, is the amount of the equalized valuation shown on Line 4, which I have used to determine the portion of the school district levy to be paid by the municipality.



F	Name of School District	School District Clerk
R	Waunakee Community (6181)	Judith Engbreitson
O	Signature of School District Clerk	<i>Judith Engbreitson</i>
M	Signature of Notary Public	<i>Rebecca L. McDermott</i>
Signed before me this date <u>10/26/21</u>		My Commission Expires <u>1/26/25</u>

NOTARY SEAL

Table 7

Wisconsin Statutory References:
s.120.17(8)
s.120.44
s.121.06(2)

Mail tax settlement to: District Administrator
Waunakee Community School District
905 Bethel Cir
Waunakee, WI 53597



10/6/25

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.

2021-2022 School Year

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

Municipal Clerk: CAITLIN STENE

PO BOX 100

WAUNAKEE, WI 53597-0100

Municipality: Village of Waunakee

County: Dane County

School District: Waunakee Community (6181)

School District Clerk: Judith Engebretson

Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-5040	11/3/2020	NR - 2020	2026	\$10,637,510	\$2,127,502.00	61.233233285%	\$1,302,738.27

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

1. Municipal Clerk: Caitlin Stene PO Box 100 Waunakee, WI 53597-0100	2. Municipality: VILLAGE OF WAUNAKEE 3. County: DANE
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	Entire Technical College District	Portion of Technical College District Within County	Portion of Technical College District Within Municipality
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$99,188,787,104	\$72,322,114,923	\$2,104,806,100
5. Percentage of Entire Technical College District	100.000000%	72.913599%	2.122020202%
6. Total Levy	\$80,021,085.00	\$58,346,253.34	\$1,698,063.59

CERTIFICATION

I HEREBY CERTIFY the amount shown on Line 6, column 3, above, to be assessed against the taxable property of that portion of the Technical College District lying within the municipality, as required by s.38.16(1): Annually by October 31, or within 10 days after receipt of the equalized valuations from the department of revenue, whichever is later, the district board may levy a tax on the full value of the taxable property of the district for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the district, and paying principal and interest on valid bonds or notes now or hereafter outstanding as provided in s. 67.035. The district board secretary shall file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue. Upon receipt of the certified statement from the district board secretary, the clerk of each city, village and town shall spread the amounts thereof upon the tax rolls for collection. When the taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer.

As the Board Secretary of the Technical College District of the State of Wisconsin listed here do hereby certify the amount shown on Line 6, column 3, above, was voted on and authorized at the District Board meeting held on the 6th day of October, 2021.

Technical College District Name: MADISON AREA TECHNICAL COLLEGE

**Technical College District
Board Secretary:**



 MELANIE LICHFIELD

Property Tax Bill – Referenda/Resolution Data for 2021 Taxes, Payable 2022

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

13 – 191 ☐ Town ☒ Village ☐ City of Waunakee

(Co-muni Code)

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.

County Dane

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				
Town, Village, City Taxes				
School District Taxes				
Waunakee Community	1,302,738.27	2,108,332,700	0.000617900	2026
Technical College Taxes				

Preparer Information

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

Name Caitlin Stene	Title Village Clerk	Email cstene@waunakee.com
Signature 	Date 11-30-2021	Phone (608) 850 - 2827

PA-687 (R, 9-17)

Wisconsin Department of Revenue

Form

PC-202

2021 Tax Increment Worksheet

WI Dept
of Revenue

Report Type ORIGINAL	Co-muni Code 13191	County DANE Muni Type VILLAGE Municipality WAUNAKEE	Account No. 0388	Total Equalized TID Value Increment 202,117,900	This worksheet is for all TIDs in this municipality
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Taxing Jurisdiction	Col. A	Col. B	Col. C	Col. D	Col. E	Col. F
	Apportioned Levy	Equalized Value (less TID Value Increment)	Interim Rate	Equalized Value (with TID Value Increment)	Total Levy Amount (use on Mill/Rate Worksheet)	Col. E - A = Tax Increment
1. County						
DANE	\$6,087,487.47 /	2,104,806,100.00 =	0.002892184	X 2,306,924,000.00 =	\$6,672,048.68	\$584,561.21
2. Special Districts (metro, sanitary, lake)						
MADISON METRO SEWER DISTRICT	\$0.00 /	2,100,503,259.00 =	0	X 2,302,621,159.00 =	\$0.00	\$0.00
3. Tax District (town, village, city)						
WAUNAKEE	\$11,951,892.00 /	2,104,806,100.00 =	0.005678381	X 2,306,924,000.00 =	\$13,099,593.41	\$1,147,701.41
4. School Districts						
SCH D OF WAUNAKEE COMMUNITY	\$22,922,287.36 /	2,104,806,100.00 =	0.010890451	X 2,306,924,000.00 =	\$25,123,442.78	\$2,201,155.42
5. Technical College Districts						
MADISON AREA TECHNICAL COLLEGE MADN	\$1,698,063.59 /	2,104,806,100.00 =	0.000806755	X 2,306,924,000.00 =	\$1,861,122.47	\$163,058.88
6. Tax Increment Total						
	\$42,659,730.42				\$46,756,207.34	\$4,096,476.92

FINAL - EQUATED

STATEMENT OF ASSESSMENT FOR 2021

☒ This is an Amended Return

13 CO 191 MUN 0388 ACCT NO

FOR VILLAGE OF OF WAUNAKEE DANE COUNTY
Town - Village - City Municipality Name County Name

Line No.	REAL ESTATE (See Lines 18 - 22 for other Real Estate)	PARCEL COUNT		NO. OF ACRES WHOLE NUMBERS ONLY (Col. C)	VALUE OF LAND (Col. D)	VALUE OF IMPROVEMENTS (Col. E)	TOTAL VALUE OF LAND AND IMPROVEMENTS (Col. F)
		TOTAL LAND (Col. A)	IMPROVEMENTS (Col. B)				
1	RESIDENTIAL - Class 1	4,835	4,661	1,266	429,306,300	1,315,753,300	1,745,059,600
2	COMMERCIAL - Class 2	233	209	459	62,585,400	204,916,800	267,502,200
3	MANUFACTURING - Class 3	21	18	170	8,898,000	60,150,500	69,048,500
4	AGRICULTURAL - Class 4	320		1,013	270,500		270,500
5	UNDEVELOPED - Class 5	38		219	318,700		318,700
6	AGRICULTURAL FOREST - Class 5m	10		35	173,800		173,800
7	FOREST LANDS - Class 6	0		0	0		0
8	OTHER - Class 7	2	2	5	218,000	525,700	743,700
9	TOTAL - ALL COLUMNS	5,459	4,890	3,167	501,770,700	1,581,346,300	2,083,117,000
10	NUMBER OF PERSONAL PROPERTY ACCOUNTS IN ROLL			353	LOCALLY ASSESSED	MANUFACTURING	MERGED
11	BOATS AND OTHER WATERCRAFT NOT EXEMPT - Code 1				0	0	0
12	MACHINERY, TOOLS AND PATTERNS - Code 2					10,711,400	10,711,400
13	FURNITURE, FIXTURES AND EQUIPMENT - Code 3				7,258,500	2,859,600	10,118,100
14	ALL OTHER PERSONAL PROPERTY NOT EXEMPT - Codes 4A, 4B, 4C				4,028,400	357,800	4,386,200
15	TOTAL OF PERSONAL PROPERTY NOT EXEMPT (Total of Lines 11-14)				11,286,900	13,928,800	25,215,700
16	AGGREGATE ASSESSED VALUE OF ALL PROPERTY SUBJECT TO THE GENERAL PROPERTY TAX (Total of Lines 9F and 15F) MUST EQUAL TOTAL VALUE OF THE SCHOOL DISTRICTS (K-12 PLUS K-8) - Line 50, Col. F						
17	BOARD OF REVIEW DATE OF FINAL ADJOURNMENT	06/08/2021		Name of Assessor ASSOCIATED APPRAISAL CONSULTANTS INC		Telephone # (920) 749-1995	

REMARKS

The Assessment Ratio to be used in calculating the estimated Fair Market Value on tax bills for this tax district is .915287785
This ratio should be used to convert assessed values to "Calculate Equalized Values" in Step 1 of the Lottery and Gaming Credit Calculations.
This ratio should be used in the "Computation of Tax Equivalent" schedule of the Annual Reports filed by the municipal electric, gas and water utilities with the Public Service Commission

SCHOOL DISTRICTS

2021
YEAR

13
CO

191
MUN

0388
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 and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
A. SCHOOL DISTRICTS (K-8 and K-12)						
36	136181	0096	SCH D OF WAUNAKEE COMMUNITY	2,025,355,400	82,977,300	2,108,332,700
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50	TOTAL ASSESSED VALUE OF SCHOOL DISTRICTS (K-8 and K-12)			2,025,355,400	82,977,300	2,108,332,700
B. UNION HIGH SCHOOL DISTRICTS						
51						
52						
53						
54						
55	TOTAL ASSESSED VALUE OF UNION HIGH SCHOOLS					
C. TECHNICAL COLLEGE DISTRICTS						
56	000400	0004	MADISON AREA TECHNICAL COLLEGE MADN	2,025,355,400	82,977,300	2,108,332,700
57						
58						
59	TOTAL ASSESSED VALUE OF TECHNICAL COLLEGES			2,025,355,400	82,977,300	2,108,332,700

I hereby certify, to the best of my knowledge and belief, this form is complete and correct.

Name	Title		Submission date
PEGGY LLONTOP			07 / 01 / 2021
Phone	Email address		
(608) 266 - 4120	LLONTOP@DANECOUNTY.GOV		

DANE COUNTY
2021 Millrate Worksheet
VILLAGE OF WAUNAKEE

VILLAGE OF WAUNAKEE
PO BOX 100
WAUNAKEE, WI 53597

Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	2,083,117,000	25,215,700	2,108,332,700	6,672,048.68	0.003164609
	LOCAL	2,083,117,000	25,215,700	2,108,332,700	13,099,593.41	0.006213248
6181	WAUNAKEE SCHOOL DIST	2,083,117,000	25,215,700	2,108,332,700	25,123,442.78	0.011916261
0400	MADISON TECH COLLEGE	2,083,117,000	25,215,700	2,108,332,700	1,861,122.47	0.000882746

Description	RE Value	PP Value	Total Value
STATE SCHOOL CREDIT	2,083,117,000	25,215,700	2,108,332,700

Code	Description	Count	Total
A90	PRIVATE SEPTIC MAINTENANCE	39	372.06
C04	TRASH P/U	12	139.72
C10	SIDEWALK	8	2,869.50
C99	AG CONVERSION CHARGE	23	7,917.71
D01	ELECTRIC	12	1,849.00
D02	WATER	2	60.28
D03	SEWER	5	736.50

Category	Count	Total
TOTAL SPECIAL ASSESSMENTS	47	3241.56
TOTAL SPECIAL CHARGES	35	8057.43
TOTAL DELINQUENT UTILITIES	19	2645.78

Code	Description	Amount	Acres	Total
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00
W2	PRIVATE FOREST CROP POST 71	2.520	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	2.040	0.000	0.00
W6	MFL CLOSED AFTER 2004	10.200	0.000	0.00
W7	MFL OPEN BEFORE 2005	0.740	0.000	0.00
W8	MFL CLOSED BEFORE 2005	1.750	0.000	0.00
W9	MFL CLOSED PRE-2005 MINING	8.270	0.000	0.00
			Total:	0.000 0.00

Description	Real Estate	Personal Property
TOTAL NUMBER OF PROPERTIES:	5,709	353

Submitted By: Renee Meinholz

Phone: (608) 850-6622

Date & Time Submitted: 12/1/2021 4:27:55 PM

Signature:

Date:

Form PA-632a	2021 Statement of Taxes		WI Dept of Revenue
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Co-muni Code 13191	County DANE Muni Type VILLAGE Municipality WAUNAKEE	Account Number 0388	Report Type ORIGINAL
--------------------------	--	---------------------------	----------------------------

Preparer Information		
Name Renee Meinholz	Title Treasurer	Comments
Email rmeinholz@waunakee.com	Phone 608-850-6622	

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
-----	---	---

A. County Taxes

1. Portion of state special charges upon county	-75.21
2. Portion of county tax levied over entire municipality	6,087,562.68
3. Special purpose - county tax levied on part of municipality (ex. children with disabilities education boards)	0.00
4. Total County Taxes	6,087,487.47

Form

PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 13 191 0388
YEAR CO MUN ACCT NO

10/6/25

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

C. Town, Village or City Taxes

1. Other special purpose district taxes	0.00
2. Total tax increment (except county environmental remediation tax increment)	4,096,476.92
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	11,951,892.00
7. Surplus funds applied..... (subtract)	0.00
8. Total Town Village, or City Taxes.....	16,048,368.92

Table 88

Form PA-632a	2021 Statement of Taxes				WI Dept of Revenue
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2021	13	191	0388
YEAR	CO	MUN	ACCT NO

D. Elementary and Secondary Schools

School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1. 136181	0096	SCH D OF WAUNAKEE COMMUNITY	22,922,287.36
Total Elementary and Secondary School Taxes.....			22,922,287.36

E. Technical Colleges

Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1. 0400	0004	MADISON AREA TECHNICAL COLLEGE MADN	1,698,063.59
Total Technical College Taxes.....			1,698,063.59

2021 Statement of Taxes

WI Dept
of Revenue2021 13 191 0388
YEAR CO MUN ACCT NO

10/6/25

F. Total General Property Taxes Apportioned

(Total of State, County, Special District, Local, School and Technical College Taxes)

Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected				46,756,207.34
	Real Estate Roll	Personal Property Roll	Total	
1. General property taxes from computerized summary	46,197,002.29	559,205.14	46,756,207.43	
2. School levy tax credit applied (subtract)	3,642,848.11	44,095.79	3,686,943.90	
3. Lottery and gaming credit applied (subtract)	1,048,098.42	0.00	1,048,098.42	
4. First dollar credit applied (subtract)	397,490.89		397,490.89	
5. Net general property taxes to be collected	41,108,564.87	515,109.35	41,623,674.22	
6. Underrun/Overrun				0.09

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)	2,869.50			2,869.50
4. Street light installation				0.00
5. Greenbelts				0.00
6. Drain ditch and watercourse (sec. 88.42 & 88.43)				0.00
7. Private septic maintenance			372.06	372.06

Table 90

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue2021 13 191 0388
YEAR CO MUN ACCT NO

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	139.72			139.72
4. Grading, gravel, culvert, fencing				0.00
5. Fencing				0.00
6. Fire calls				0.00
7. Recycling				0.00
8. Delinquent utility charges		2,645.78		2,645.78
9. Ag conversion charge			7,917.71	7,917.71
Total Special Assessments and Charges	3,009.22	2,645.78	8,289.77	13,944.77

H. Omitted Property Taxes

1. Net taxes levied on property omitted from taxation in prior years

0.00

I. Sec. 70.43 Corrections

1. Net taxes or refund due (use a minus sign(-) for a negative amount)

0.00

Form

PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 13 191 0388
YEAR CO MUN ACCT NO

J. Private Forest Crop Taxes

Acres	Rate per Acre	Total	Adjusted Total
0.00	0.10	0.00	
0.00	2.52	0.00	
0.00	0.20	0.00	
Total Private Forest Crop Taxes			0.00

1. Code 1 - regular.....
2. Code 2 - regular/variable
3. Code 3 - special.....

K. Managed Forest Land Taxes

Acres	Rate per Acre	Total	Adjusted Total
0.00	0.74	0.00	
0.00	1.75	0.00	
0.00	2.04	0.00	
0.00	10.20	0.00	
0.00	7.87	0.00	
Total Managed Forest Land Taxes			0.00

1. Code 7 - open before 2005.....
2. Code 8 - closed before 2005.....
3. Code 5 - open after 2004
4. Code 6 - closed after 2004
5. Code 9 - closed before 2005 (*ferrous mining*).....

L. Occupational Taxes

Tons	Rate per Unit	Total
0.00	0.05	0.00
0.00	0.07	0.00
0.00	0.05	0.00
0.00	0.05	0.00
Total Occupational Taxes		0.00

1. Coal (sec. 70.42).....
2. Petroleum refineries (sec. 70.421)
3. Iron ore concentrates (sec. 70.40)

2021

13

191

0388

YEAR

CO

MUN

ACCT NO

M. Aggregate Amount of Taxes

1. Sum of Lines F, F-6, G, H, I, J, K and L

Verify this amount is correct and matches your tax roll

46,770,152.20

TAX ROLL CERTIFICATE FOR TAXES LEVIED 2021, **COLLECTIBLE** 2022
S. 70.65(3)

I am Caitlin Stene (name), Clerk of the ☐ Town ☒ Village ☐ City of Waunakee (tvc name)

Dane (county) County, and I certify that the information and taxes to be collected as summarized below are contained in this

tax roll and are correct to the best of my knowledge.

1. NET GENERAL REAL ESTATE TAXES	41,108,564.87
2. NET GENERAL PERSONAL PROPERTY TAXES	515,109.35
3. SCHOOL LEVY TAX CREDITS APPLIED TO TAX ROLL	3,686,943.90
4. LOTTERY AND GAMING CREDITS CLAIMED	1,048,098.42
5. FIRST DOLLAR CREDITS APPLIED TO TAX ROLL	397,490.89
6. SUBTOTAL — GROSS GENERAL PROPERTY TAXES	46,756,207.43
(Must agree with the total Column Line G-1 on the Statement of Taxes)	(Total of Lines 1-5)
7. SPECIAL ASSESSMENTS	3,241.56
8. SPECIAL CHARGES	8,057.43
9. DELINQUENT UTILITY CHARGES	2,645.78
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes)	
11. OCCUPATIONAL TAXES	
12. OMITTED PROPERTY TAXES	
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS	
TOTAL TAXES LEVIED ON THIS TAX ROLL	46,770,152.20
(Must agree with Line T on the Statement of Taxes)	(Total of Lines 6-13)

Signed

Date

(mm/dd/ccyy)



2021 Tax Documents

State and County Apportionment Form

Year 2021 CoMuni Code 13282 Account Number 0394 CITY OF SUN PRAIRIE

A. STATE TAXES (Apportioned TID IN)		
1. Aggregate amount of state tax (use this amount to calculate state tax rate)		\$0.00
B. COUNTY TAXES (Apportioned TID OUT)		
B1. Portion of state special charges on county:		
2. Charitable and penal		\$-139.22
3. Other state special charges		\$0.00
4. SUBTOTAL - Section B1 (enter on Statement of Taxes (SOT), Line B1)		\$-139.22
B2. Other county taxes levied on entire town, village or city		
5. Health		\$841,987.12
6. Library (sec. 43.12, Wis. Stats.)		
7. County Bridge Aid (sec. 82.08(2), Wis. Stats.)		
8. Sanitation		
9. Children with Disabilities Education Boards (on entire town, village or city) (sec. 121.135, Wis. Stats.)		
10. Property taxes charged back (sec. 74.41 & 74.42, Wis. Stats.)		\$3,383.12
11. Countywide EMS		
12. Other (describe) :		
13. All other county taxes (levied on every town, village, and city)		\$10,426,409.46
14. County Sales Tax Credit		
15. SUBTOTAL - Section B2 Taxes to be levied on entire municipality (enter on SOT, Line B2)		\$11,271,779.70
B3. County taxes levied on part of town, village or city (enter on SOT, line B3)		
16. Children with Disabilities Education Boards		\$0.00
17.		
18.		
19.		
20.		
21. TOTAL NET COUNTY TAXES (sum of Secs. B1-B3) (for county tax rate)		\$11,271,640.48
C. SPECIAL DISTRICT TAXES		
22. Special district code: NA	Amount levied	\$0.00
23. Special district code: NA	Amount levied	\$0.00
D. TOWN, VILLAGE OR CITY TAXES		
D1. Other state special charges		
24. Other:		
25. Other:		
26. SUBTOTAL - Section D1 (enter on SOT, Line D4)		\$0.00
D2. County Special Charges:		
27. Illegal real estate charged back (sec. 70.74(2), Wis. Stats.)		\$0.00
28. Highways and bridges (sec. 83.03, Wis. Stats.)		\$0.00
29. Highway aid (sec. 83.14, Wis. Stats.)		\$0.00
30.		
31.		
32.		
33.		
34. SUBTOTAL - Section D2 (enter on SOT, Line D5)		\$0.00
35. TOTAL - ALL TAXES AND CHARGES - sum of Secs. A-D		\$11,271,640.48

2021

Table 96

2022 FUND BALANCE SUMMARY

2022 Fund Balance Summary

FUND TYPE	Projected 2022 Beginning		2022 Approved Budget		Projected 2022 Ending		Property Tax Levy
	Fund Balance		Revenues	Expenditures	Fund Balance		Contribution
GENERAL FUND	\$ 12,685,082	\$	33,404,110	\$ 33,404,110	\$ 12,685,082	\$	20,106,531
SPECIAL REVENUE FUNDS							
Park Improvement Fund	1,514,405		457,971	447,100	1,525,276		-
Street Tree Fund	258,987		101,500	154,875	205,612		-
Grants and Donations Fund	1,861,380		951,320	1,168,275	1,644,425		-
Sun Prairie Media Fund	93,817		386,434	470,082	10,169		-
Westside Traffic Impact Fee	2,148,466		400,000	802,980	1,745,486		-
Sanitation Fund	168,953		1,405,402	1,479,158	95,197		-
Tourism Fund	418,868		164,343	203,642	379,569		-
Transportation Fund	259,996		1,510,402	1,583,325	187,073		-
Housing Fund	163,237		-	163,237	-		-
Total Special Revenue Funds	6,888,109		5,377,372	6,472,674	5,792,807		-
CAPITAL PROJECTS FUNDS							
Capital Projects	4,426,727		11,150,084	11,427,643	4,149,168		-
TIF No. 8	(1,949,546)		2,491,050	2,343,402	(1,801,898)		-
TIF No. 9	(91,176)		2,040,303	2,485,059	(535,932)		-
TIF No. 11	539,245		1,179,220	777,765	940,700		-
TIF No. 12	(1,569,738)		979,683	1,089,299	(1,679,354)		-
TIF No. 13	(616,242)		229,596	341,219	(727,865)		-
TIF No. 14	(263,257)		-	42,493	(305,750)		-
Development Projects	18,463		450,000	450,000	18,463		-
Total Capital Projects Funds	494,476		18,519,936	18,956,880	57,532		-
DEBT SERVICE FUNDS							
Debt Service Fund	704,500		6,594,787	6,826,812	472,475		6,469,805
Total Debt Service Funds	704,500		6,594,787	6,826,812	472,475		6,469,805
PERMANENT FUNDS							
Ashley Trust Fund	1,000		2	2	1,000		-
Total Permanent Funds	1,000		2	2	1,000		-
ENTERPRISE FUNDS							
Fleet Inservice	928,600		3,071,954	3,705,883	294,671		-
Healthcare Inservice Fund	431,106		3,475,109	3,576,595	329,620		-
Water Pollution Control	34,401,517		6,491,162	8,865,475	32,027,204		-
Stormwater Utility	13,230,648		3,442,172	3,686,764	12,986,056		-
Water & Light	88,110,609		37,060,815	33,629,516	91,541,908		-
Total Enterprise Funds	137,102,480		53,541,212	53,464,233	137,179,459		-
AGENCY FUNDS							
MPSISC	314,767		661,715	661,715	314,767		-
Total Agency Funds	314,767		661,715	661,715	314,767		-
COMPONENT UNITS							
Business Improvement District	52,583		137,000	159,220	30,363		-
Community Development Authority	62,889		99,068	99,068	62,889		-
Total Component Units	115,472		236,068	258,288	93,252		-
Grand Total	\$ 158,305,886	\$	118,335,202	\$ 120,044,714	\$ 156,596,373	\$	26,576,336
Note: Includes Transfers. General Fund includes Fund Balance Applied, all other funds exclude Fund Balance Applied.							
TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION							\$ 26,576,336



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))

10/6/25

2021-2022 School Year

1. Municipal Clerk: ELENA HILBY
300 E MAIN ST
SUN PRAIRIE, WI 53590-2227

2. Municipality: City of Sun Prairie
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)

5. Percent of Entire School District

6. Total Levy

Entire School District

Column 1

\$5,996,945,308.00

100.0000000%

\$69,639,228.00

Column 2

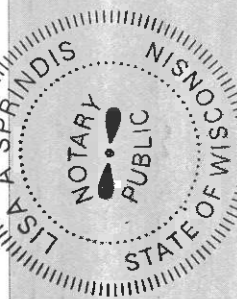
\$3,892,271,187.00

64.904230%

\$45,198,805.00

CERTIFICATION

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



Name of School District

Sun Prairie Area (5656)

Signature of School District Clerk

Signature of Notary Public

Signed before me this date

10/27/2021

School District Clerk

Carol Albright

My Commission Expires

11/25/2023

NOTARY SEAL

Wisconsin Statutory References:

s.120.17(8)

s.120.44

s.121.06(2)

Mail tax settlement to:

District Administrator

Sun Prairie Area School District

501 S Bird St

Sun Prairie, WI 53590-2803

Per §74.09(3)(b) 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.

2021-2022 School Year

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

Municipal Clerk: ELENA HILBY 300 E MAIN ST SUN PRAIRIE, WI 53590-2227		Municipality: City of Sun Prairie County: Dane County	School District: Sun Prairie Area (5656)				
		School District Clerk: Carol Albright					
Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-4853	4/2/2019	Issue Debt	2041	\$164,000,000	\$7,257,871.00	64.904230189%	\$4,710,666.00
RF-4003	11/8/2016	Issue Debt	2036	\$89,500,000	\$3,374,926.00	64.904230189%	\$2,190,469.00



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))

2021-2022 School Year

T 1. Municipal Clerk: ELENA HILBY
O 300 E MAIN ST
SUN PRAIRIE, WI 53590-2227

2. Municipality: City of Sun Prairie
3. County: Dane County

The levy is distributed using the same percentage as the equalized valuation.

4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)

5. Percent of Entire School District

6. Total Levy

Portion of School District Lying Within Municipality

Entire School District	Column 1	Column 2
	\$3,160,655,640.00	\$3,834,913.00
	100.0000000%	0.121333%
	\$33,882,597.00	\$41,110.71

CERTIFICATION

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



F Name of School District

R Deforest Area (1316)

O Signature of School District Clerk

M Signature of Notary Public

Signed before me this date

10/27/21

School District Clerk

Linda Leonhart

Linda Leonhart

Ann M. Stettbacher

My Commission Expires

04/04/25

Wisconsin Statutory References:

s.120.17(8)
s.120.44
s.121.06(2)

Mail tax settlement to:

District Administrator

Deforest Area School District

520 E Holm St

De Forest, WI 53532-1395



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.

2021-2022 School Year

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

Municipal Clerk: ELENA HILBY		Municipality: City of Sun Prairie	School District:	Deforest Area (1316)			
300 E MAIN ST		County: Dane County	School District Clerk:	Linda Leonhart			
SUN PRAIRIE, WI 53590-2227							
Referenda ID	Vote Date	Type	Year Expires	Total Referendum Amount	2021-2022 Levy Amount due to Referendum	Percent of Entire School District	2021-2022 Amount due to Referendum for Taxation District
RF-4876	4/2/2019	Issue Debt	2041	\$125,000,000	\$7,039,224.00	0.121332832%	\$8,540.89
RF-3554	4/7/2015	Issue Debt	2036	\$41,000,000	\$3,159,831.00	0.121332832%	\$3,833.91

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

1. Municipal Clerk:	ELENA HILBY 300 E MAIN ST SUN PRAIRIE, WI 53590-2227	2. Municipality:	CITY OF SUN PRAIRIE
		3. County:	DANE

	Entire Technical College District	Portion of Technical College District Within County	Portion of Technical College District Within Municipality
4. Equalized Valuation (TID Out) Tax Apportionment (October Certification)	\$99,188,787,104	\$72,322,114,923	\$3,896,106,100
5. Percentage of Entire Technical College District	100.000000%	72.913599%	3.927970302%
6. Total Levy	\$80,021,085.00	\$58,346,253.34	\$3,143,204.45

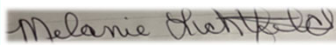
CERTIFICATION

I HEREBY CERTIFY the amount shown on Line 6, column 3, above, to be assessed against the taxable property of that portion of the Technical College District lying within the municipality, as required by s.38.16(1): Annually by October 31, or within 10 days after receipt of the equalized valuations from the department of revenue, whichever is later, the district board may levy a tax on the full value of the taxable property of the district for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the district, and paying principal and interest on valid bonds or notes now or hereafter outstanding as provided in s. 67.035. The district board secretary shall file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue. Upon receipt of the certified statement from the district board secretary, the clerk of each city, village and town shall spread the amounts thereof upon the tax rolls for collection. When the taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer.

As the Board Secretary of the Technical College District of the State of Wisconsin listed here do hereby certify the amount shown on Line 6, column 3, above, was voted on and authorized at the District Board meeting held on the 6th day of October, 2021.

Technical College District Name: MADISON AREA TECHNICAL COLLEGE

**Technical College District
Board Secretary:**


MELANIE LICHFIELD

Form **PA-687** **Property Tax Bill - Referenda/Resolution Data** **Wisconsin**
for 2021 Taxes, Payable 2022 **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

13 - 282 ☐ Town ☐ Village ☒ City of Sun Prairie

(Co-muni Code)

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.

County

Dane

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				
Town, Village, City Taxes				
School District Taxes				
Sun Prairie (5656)	2,190,469.00	3,886,598,800	0.000563595	2036
Sun Prairie (5656)	4,710,666.00	3,886,598,800	0.001212028	2041
DeForest (1316)	3,833.91	3,447,800	0.001111987	2036
DeForest (1316)	8,540.89	3,447,800	0.002477200	2041
Technical College Taxes				

Preparer Information

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

Name Kristin Vander Kooi	Title Finance Director	Email kvanderkooi@cityofsunprairie.com
Signature <i>Kristin Vander Kooi</i>	Date 11-30-2021	Phone (608) 825 - 1173

PA-687 (R. 9-17)

Wisconsin Department of Revenue

FINAL - EQUATED

STATEMENT OF ASSESSMENT FOR 2021

☐ This is an Amended Return

13 CO 282 MUN 0394 ACCT NO

FOR CITY OF OF SUN PRAIRIE DANE COUNTY
Town - Village - City Municipality Name County Name

Line No.	REAL ESTATE (See Lines 18 - 22 for other Real Estate)	PARCEL COUNT		NO. OF ACRES WHOLE NUMBERS ONLY (Col. C)	VALUE OF LAND (Col. D)	VALUE OF IMPROVEMENTS (Col. E)	TOTAL VALUE OF LAND AND IMPROVEMENTS (Col. F)
		TOTAL LAND (Col. A)	IMPROVEMENTS (Col. B)				
1	RESIDENTIAL - Class 1	10,296	9,613	2,570	589,777,600	2,118,359,600	2,708,137,200
2	COMMERCIAL - Class 2	772	680	1,246	239,566,600	826,917,600	1,066,484,200
3	MANUFACTURING - Class 3	33	32	185	16,090,500	55,700,100	71,790,600
4	AGRICULTURAL - Class 4	381		402	126,300		126,300
5	UNDEVELOPED - Class 5	23		64	183,100		183,100
6	AGRICULTURAL FOREST - Class 5m	0		0	0		0
7	FOREST LANDS - Class 6	0		0	0		0
8	OTHER - Class 7	1	1	1	75,000	183,500	258,500
9	TOTAL - ALL COLUMNS	11,506	10,326	4,468	845,819,100	3,001,160,800	3,846,979,900
10	NUMBER OF PERSONAL PROPERTY ACCOUNTS IN ROLL			985	LOCALLY ASSESSED	MANUFACTURING	MERGED
11	BOATS AND OTHER WATERCRAFT NOT EXEMPT - Code 1				8,200	0	8,200
12	MACHINERY, TOOLS AND PATTERNS - Code 2					3,581,300	3,581,300
13	FURNITURE, FIXTURES AND EQUIPMENT - Code 3				30,460,100	2,241,000	32,701,100
14	ALL OTHER PERSONAL PROPERTY NOT EXEMPT - Codes 4A, 4B, 4C				7,575,200	791,500	8,366,700
15	TOTAL OF PERSONAL PROPERTY NOT EXEMPT (Total of Lines 11-14)				38,043,500	6,613,800	44,657,300
16	AGGREGATE ASSESSED VALUE OF ALL PROPERTY SUBJECT TO THE GENERAL PROPERTY TAX (Total of Lines 9F and 15F)						3,891,637,200
16	MUST EQUAL TOTAL VALUE OF THE SCHOOL DISTRICTS (K-12 PLUS K-8) - Line 50, Col. F						
17	BOARD OF REVIEW DATE OF FINAL ADJOURNMENT	06/22/2021		Name of Assessor PETER KRYSZTOWIAK		Telephone # (608) 825-1186	

REMARKS

The Assessment Ratio to be used in calculating the estimated Fair Market Value on tax bills for this tax district is .93818681
This ratio should be used to convert assessed values to "Calculate Equalized Values" in Step 1 of the Lottery and Gaming Credit Calculations.
This ratio should be used in the "Computation of Tax Equivalent" schedule of the Annual Reports filed by the municipal electric, gas and water utilities with the Public Service Commission

SCHOOL DISTRICTS

2021 13 282 0394
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 and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
A. SCHOOL DISTRICTS (K-8 and K-12)						
36	131316	0085	SCH D OF DEFOREST AREA	3,447,800		3,447,800
37	135656	0094	SCH D OF SUN PRAIRIE AREA	3,809,785,000	78,404,400	3,888,189,400
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50	TOTAL ASSESSED VALUE OF SCHOOL DISTRICTS (K-8 and K-12)			3,813,232,800	78,404,400	3,891,637,200
B. UNION HIGH SCHOOL DISTRICTS						
51						
52						
53						
54						
55	TOTAL ASSESSED VALUE OF UNION HIGH SCHOOLS					
C. TECHNICAL COLLEGE DISTRICTS						
56	000400	0004	MADISON AREA TECHNICAL COLLEGE MADN	3,813,232,800	78,404,400	3,891,637,200
57						
58						
59	TOTAL ASSESSED VALUE OF TECHNICAL COLLEGES			3,813,232,800	78,404,400	3,891,637,200

I hereby certify, to the best of my knowledge and belief, this form is complete and correct.

Name	Title		Submission date
PEGGY LLONTOP			10 / 20 / 2021
Phone	Email address		
(608) 266 - 4120	LLONTOP@DANECOUNTY.GOV		

10/6/25

Report Type ORIGINAL	Co-muni Code 13282	County DANE Muni Type CITY Municipality SUN PRAIRIE	Account No. 0394	Total Equalized TID Value Increment 280,024,800	This worksheet is for all TIDs in this municipality
-------------------------	-----------------------	--	---------------------	---	--

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

Table 106

DANE COUNTY
2021 Millrate Worksheet
CITY OF SUN PRAIRIE

CITY OF SUN PRAIRIE
300 E MAIN STREET
SUN PRAIRIE, WI 53590

Code	Description	RE Value	PP Value	Total Value	Amount Levied	Rate
	DANE COUNTY	3,845,389,300	44,657,300	3,890,046,600	12,081,768.03	0.003105816
	LOCAL	3,845,389,300	44,657,300	3,890,046,600	28,486,457.96	0.007322909
5656	SUN PRAIRIE SCHOOL DIST	3,842,184,000	44,414,800	3,886,598,800	48,450,578.53	0.012466061
1316	DEFOREST SCHOOL DIST	3,205,300	242,500	3,447,800	41,110.71	0.011923751
0400	MADISON TECH COLLEGE	3,845,389,300	44,657,300	3,890,046,600	3,369,114.48	0.000866086

Description	RE Value	PP Value	Total Value
STATE SCHOOL CREDIT	3,845,389,300	44,657,300	3,890,046,600

Code	Description	Count	Total
A01	BID	73	112,000.00
A05	SANITARY SEWER LATERAL	4	1,191.74
A90	PRIVATE SEPTIC MAINTENANCE	21	209.88
C01	WEED ELIMINATION/SNOW REMOVAL	43	3,875.58
C07	REFUSE	9,666	787,350.00
C60	RECYCLING	9,682	506,304.00
C99	AG CONVERSION CHARGE	3	12,225.22
D02	DELQ UTILITY	35	24,579.47

Category	Count	Total
TOTAL SPECIAL ASSESSMENTS	98	113401.62
TOTAL SPECIAL CHARGES	19394	1309754.80
TOTAL DELINQUENT UTILITIES	35	24579.47

Code	Description	Amount	Acres	Total
W1	PRIVATE FOREST CROP PRE 72	0.100	0.000	0.00
W2	PRIVATE FOREST CROP POST 71	2.520	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	2.040	0.000	0.00
W6	MFL CLOSED AFTER 2004	10.200	0.000	0.00
W7	MFL OPEN BEFORE 2005	0.740	0.000	0.00
W8	MFL CLOSED BEFORE 2005	1.750	0.000	0.00
W9	MFL CLOSED PRE-2005 MINING	8.270	0.000	0.00
			Total:	0.000 0.00

Description	Real Estate	Personal Property
TOTAL NUMBER OF PROPERTIES:	12,272	951

Submitted By: Kristin Vander Kooi **Phone:** (608) 825-1173

Date & Time Submitted: 12/1/2021 11:58:59 AM

Signature: **Date:**

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

Co-muni Code 13282	County DANE Muni Type CITY Municipality SUN PRAIRIE	Account Number 0394	Report Type ORIGINAL
--------------------------	--	---------------------------	----------------------------

Preparer Information		
Name Kristin Vander Kooi	Title Finance Director	Comments
Email kvanderkooi@cityofsunprairie.com	Phone 608-825-1173	

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
-----	---	--

A. County Taxes

1. Portion of state special charges upon county	-139.22
2. Portion of county tax levied over entire municipality	11,271,779.70
3. Special purpose - county tax levied on part of municipality (ex. children with disabilities education boards)	0.00
4. Total County Taxes	11,271,640.48

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 13 282 0394
YEAR CO MUN ACCT NO

B. Special District Taxes

SD Code	Account No.	Special District Name	Property Taxes	State Special Charges	Property Taxes with State Special Charges
Total Special District Taxes			0.00	0.00	0.00

C. Town, Village or City Taxes

1. Other special purpose district taxes	0.00
2. Total tax increment (except county environmental remediation tax increment)	6,197,933.07
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	26,576,336.00
7. Surplus funds applied	0.00
8. Total Town Village, or City Taxes	32,774,269.07

Form

PA-632a

2021 Statement of Taxes

WI Dept
of Revenue
 2021 13 282 0394
 YEAR CO MUN ACCT NO

D. Elementary and Secondary Schools

	School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1.	131316	0085	SCH D OF DEFOREST AREA	41,110.71
2.	135656	0094	SCH D OF SUN PRAIRIE AREA	45,198,805.00
Total Elementary and Secondary School Taxes.....				45,239,915.71

E. Technical Colleges

	Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1.	0400	0004	MADISON AREA TECHNICAL COLLEGE MADN	3,143,204.45
Total Technical College Taxes.....				3,143,204.45

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue2021 13 282 0394
YEAR CO MUN ACCT NO

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

Summary of General Property Taxes, State Tax Credits Applied and Net General Property Taxes to be Collected					92,429,029.71
	Real Estate Roll	Personal Property Roll	Total		
1. General property taxes from computerized summary	91,368,066.34	1,060,964.94	92,429,031.28		
2. School levy tax credit applied (subtract)	7,638,804.65	88,711.04	7,727,515.69		
3. Lottery and gaming credit applied (subtract)	2,339,532.86	0.00	2,339,532.86		
4. First dollar credit applied (subtract)	897,491.14		897,491.14		
5. Net general property taxes to be collected	80,492,237.69	972,253.90	81,464,491.59		
6. Underrun/Overrun					1.57

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		1,191.74		1,191.74
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. Business Improvement District			112,000.00	112,000.00
8. Private Septic			209.88	209.88

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue
 2021 13 282 0394
 YEAR CO MUN ACCT NO

Special Charges	For the Municipality	Municipality Acting as Agent for:		Total
		Enterprise / Utility	Other	
1. Weeds, tree planting, removal	3,875.58			3,875.58
2. Snow removal, plowing				0.00
3. Refuse and garbage collection	787,350.00			787,350.00
4. Grading, gravel, culvert, fencing				0.00
5. Fencing				0.00
6. Fire calls				0.00
7. Recycling	506,304.00			506,304.00
8. Delinquent utility charges		24,579.47		24,579.47
9. Ag Conversion Charge			12,225.22	12,225.22
Total Special Assessments and Charges.....	1,297,529.58	25,771.21	124,435.10	1,447,735.89

H. Omitted Property Taxes

1. Net taxes levied on property omitted from taxation in prior years.....

4,721.96

I. Sec. 70.43 Corrections

1. Net taxes or refund due (use a minus sign(-) for a negative amount).....

-9,841.12

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue2021 13 282 0394
YEAR CO MUN ACCT NO

10/6/25

J. Private Forest Crop Taxes

Acres	Rate per Acre	Total	Adjusted Total
0.00	0.10	0.00	
0.00	2.52	0.00	
0.00	0.20	0.00	
Total Private Forest Crop Taxes		0.00	

1. Code 1 - regular.....
2. Code 2 - regular/variable
3. Code 3 - special.....

K. Managed Forest Land Taxes

Acres	Rate per Acre	Total	Adjusted Total
0.00	0.74	0.00	
0.00	1.75	0.00	
0.00	2.04	0.00	
0.00	10.20	0.00	
0.00	7.87	0.00	
Total Managed Forest Land Taxes		0.00	

1. Code 7 - open before 2005.....
2. Code 8 - closed before 2005.....
3. Code 5 - open after 2004.....
4. Code 6 - closed after 2004.....
5. Code 9 - closed before 2005 (*ferrous mining*).....

L. Occupational Taxes

Tons	Rate per Unit	Total
0.00	0.05	0.00
0.00	0.07	0.00
0.00	0.05	0.00
0.00	0.05	0.00
Total Occupational Taxes		0.00

1. Coal (sec. 70.42).....
2. Petroleum refineries (sec. 70.421)
3. Iron ore concentrates (sec. 70.40)

Table 113

2021 Statement of Taxes

Form PA-632a					WI Dept of Revenue
2021 YEAR	13 CO	282 MUN	0394 ACCT NO		

M. Aggregate Amount of Taxes

1. Sum of Lines F, F-6, G, H, I, J, K and L Verify this amount is correct and matches your tax roll

93,871,648.01

TAX ROLL CERTIFICATE FOR TAXES LEVIED 2021, COLLECTIBLE 2022

S. 70.65(3)

I am Kristin Vander Kooi (name) Treasurer (title)

☐ Town ☐ Village ☒ City of Sun Prairie (lvc name)

Dane (county) County, and I certify that the information and taxes to be collected as summarized below are contained in this tax roll and are correct to the best of my knowledge.

1. NET GENERAL REAL ESTATE TAXES	80,492,237.69
2. NET GENERAL PERSONAL PROPERTY TAXES	972,253.90
3. SCHOOL LEVY TAX CREDITS APPLIED TO TAX ROLL	7,727,515.69
4. LOTTERY AND GAMING CREDITS CLAIMED	2,339,532.86
5. FIRST DOLLAR CREDITS APPLIED TO TAX ROLL	897,491.14
6. SUBTOTAL — GROSS GENERAL PROPERTY TAXES	92,429,031.28
(Must agree with the total Column Line G-1 on the Statement of Taxes)	(Total of Lines 1-5)
7. SPECIAL ASSESSMENTS	113,401.62
8. SPECIAL CHARGES	1,309,754.80
9. DELINQUENT UTILITY CHARGES	24,579.47
10. SPECIAL TAXES (PFC, MFL Per Acre Taxes)	0.00
11. OCCUPATIONAL TAXES	0.00
12. OMITTED PROPERTY TAXES	4,721.96
13. S. 70.43 ASSESSOR'S CORRECTIONS TAX ADJUSTMENTS	-9,841.12
TOTAL TAXES LEVIED ON THIS TAX ROLL	93,871,648.01
(Must agree with Line T on the Statement of Taxes)	(Total of Lines 6-13)

Signed Kristin Vander Kooi

Date 12/20/2021 (mm/dd/yyyy)

Table S4T11: Citrix Workstation Installation

<https://www.connect2dane.com/documents/pdf/Installing-Citrix-Workspaces-and-connecting-remotely.pdf>

Installing Citrix Workspaces and connecting remotely

To log into Dane County systems remotely, open an internet browser (preferably Edge, Chrome, or Safari) and browse to <https://dcapps.connect2dane.com>. Enter your username and password.

You will then get prompted to enter information that you set up during the self-registration process. Specifically, the site will want your four-digit personal verification number (PVN) and a grid challenge (either an eGrid or soft token).

If this is your first time logging in, you will need to install the Citrix Workspaces application. The DCApps website will give you a download button and wait for you to install the software.

Installing the software is very straightforward. You simply need to click 'next' several times. One page will ask about "app protection" and that is not something we need. You can leave that box unchecked. After the install is finished, Citrix Workspaces may open and ask you to enter an email address. There is no need to do that either. Simply close that window and go back to the DCApps site.

After Citrix Workspaces is installed, you may need to log into the [DCApps site](#) again. That should not be the case for everyone but some browsers require it. This time, instead of needing to install the application, you will be presented with a list of your available remote applications.

Table S4T12: Entrust Self-Registration

[Entrust-Self-Service.pdf \(connect2dane.com\)](#)

Self-Registration for new Entrust Remote Access Accounts

Logging into some Dane County systems remotely requires 1) a valid county username & password and 2) Entrust remote access credentials in the form of an eGrid or soft token. An eGrid looks like a battleship board (see pic below):

	A	B	C	D	E	F	G	H	I	J
1	R	T	W	Q	H	W	D	W	W	D
2	D	D	0	F	P	P	9	7	F	F
3	E	Q	M	Y	1	C	3	4	1	5
4	2	Y	Y	2	Y	X	8	C	K	J
5	2	C	T	H	E	5	C	X	N	T

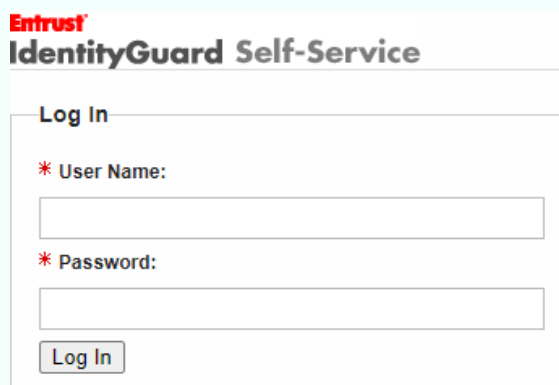
When logging in, you would be asked to enter something like **[A1]**, **[B2]**, **[C3]** which corresponds to **R**, **D**, and **M** in the grid above.

A soft token does the same thing but digitally on a smartphone, providing you with a random string of characters to enter into a login prompt.

Please give that choice (a printed eGrid vs. a smartphone app) some thought. If you prefer the eGrid, please proceed. If you prefer a smartphone app, please download the Entrust Identity app by Entrust ([Apple App Store](#), [Google Play Store](#)) before continuing.

To sign up for an eGrid and/or soft token, open your preferred browser and navigate to <https://entrust.danecounty.gov>

Sign into the site using the county username and password that has been provided to you.



The Entrust site will ask you to confirm your contact information. You just need to confirm that your email address appears correctly and click on the Next button to continue.

Full Name:

* Contact Information:

An email address is required.

Delete	Label	Value	Default
☐	Email		☐

On the following page, you will create personal security questions that can be used to recover your Entrust account should you lose your credentials – note that the answers to these questions will be case sensitive. Please know that the Dane County Help Desk can also assist with account recovery issues. Once you finish with your recovery questions answers, hit “Next”.

Questions & Answers

You must answer 5 predefined questions.

Predefined Questions

Predefined Question 1:

Please choose a question...

Answer:

Predefined Question 2:

Please choose a question...

Answer:

Predefined Question 3:

Please choose a question...

Answer:

Predefined Question 4:

Please choose a question...

Answer:

Predefined Question 5:

Please choose a question...

Answer:

Next

The following page will ask if you have already downloaded the Entrust IdentityGuard mobile application to your smartphone. This is optional. Regardless, click “No” for now.

✓ Your questions and answers have been successfully saved!

Soft Token

You have been selected to use a soft token for second-factor authentication.

Have you downloaded and installed the Entrust IdentityGuard Mobile ST application onto your mobile device, or the Entrust IdentityGuard Desktop Soft Token application onto your computer?

The following page has you make a choice between a printed eGrid (a sample of this is on page #1) or a soft token (same thing but done via a smartphone app):

Please select the option that best matches your current situation:

- ☐ 1. I haven't attempted to download the Entrust IdentityGuard Mobile ST or Desktop Soft Token application yet.
- ☒ 2. I don't have a mobile device or computer that supports the Entrust IdentityGuard Mobile ST or Desktop Soft Token application.
- ☐ 3. I've successfully downloaded and installed the Entrust IdentityGuard Mobile ST or Desktop Soft Token application.
- ☐ 4. I want to stop registration now.

If you would prefer to print an eGrid and use that when logging in, select Option #2. Follow the instructions for “**Option #2**” on the next page.

If you do not want an eGrid and would instead prefer an app on your phone, select Option #3. Please skip the next page and proceed to “**Option #3**” for app instructions.

Option #2 – eGrid card

After selecting Option #2, the site will ask if you are certain that is what you want, click “Yes”.

 Please confirm the following

Are you absolutely sure that you don't have a mobile device or computer that is capable of supporting the Entrust IdentityGuard Mobile ST or Desktop Soft Token application?

You will see a page with a button to download your eGrid. Please do so and click “Next” when done. That Next button will send you emails containing your eGrid and a temporary four-digit personal verification number (PVN) which is used alongside your eGrid when logging in.

You will need those two emails for the last registration page. It will ask you to enter your temporary PVN from the email and set a 4 digit PVN of your choosing. The page will finish by asking you for your first three-character challenge from your eGrid.

Self-Administration

Challenge

* Enter your personal verification number (PVN):

You must change your PVN. Please enter a new 4 digit value and then confirm it.

* New PVN:

* Confirm New PVN:

Please respond to the following challenge using the grid with serial number XXXXXXXXXX

[C2]

[F2]

[I2]

 I can't answer this type of challenge right now. Please let me answer a [question & answer challenge](#).

Once you are through that page – **you are all set!**

Option #3 – Smartphone App

The beginning of this document recommended that you install the app before starting. If you have not done so yet, you can download the Entrust Identity app by Entrust from either of the two major app stores: [Apple App Store](#) or [Google Play Store](#).

After selecting Option #3, the Entrust site will ask if your smartphone is connected to the internet. Please verify that it is connected and select Option #1.

Please select the option that best matches your current situation:

- 1. ☒ I want to activate a soft token identity on a mobile device that may not be connected to the Internet.
- 2. ☐ I am unable to activate my soft token identity using the above method, so I'll perform a manual activation.
- 3. ☐ I want to delay activating my soft token identity until later.

The site will display a QR code. Open the app on your phone, scan the QR code, and you will be prompted to enter the passcode shown on the page (circled in red):

QR Code Activation

To activate a soft token identity on a mobile device, use the Entrust IdentityGuard Mobile ST app on that device to scan the QR code below. If you're already on the mobile device where you want your soft token identity activated, save the password displayed below using your browser's copy capability and simply touch the QR code.



51 XXXXXXXXXX 6

To complete activation, you must provide Entrust IdentityGuard Mobile ST with the password displayed above.

Once you have saved your soft token identity, return here and click **Next**.

After scanning the QR code, click “register manually”

Your phone will then prompt you to enter an “Identity Name”. This can be whatever you want it to be. We have been using “Dane Entrust” to keep things simple. Click Next when done.

Your phone will then give you a registration code that needs to be entered into the Entrust site.

Entrust® IdentityGuard Self-Service

Entrust IdentityGuard Mobile ST or Desktop Soft Token Registration Code

Complete the activation of your soft token by entering the registration code displayed by the application.

* Registration Code:

Next

Cancel

Enter the code from the smartphone app into the website and click Next.

Then, on your smartphone, check the box that says you provided the code to the portal, and click Activate.

The app will ask you to create a four digit PIN. This PIN allows you to change settings and delete identities within the smartphone app.

Back on the website, you should be at a page giving you the option to download and email a eGrid and PVN to you.

Additional Authentication Types

eGrid

You have been issued the eGrid with serial number 305513 to use for second-factor authentication.

Please choose one of your email accounts to have your eGrid delivered to you:

Email ▼

To save your eGrid on this computer, please click the following button: [Download eGrid](#)

You can start using your eGrid right away!

Since you do not need an eGrid, simply click Next.

You will receive two emails. One contains an eGrid. You can discard that. The other contains a temporary, four-digit personal verification number.

On this page:

Challenge

* Enter your personal verification number (PVN):

You must change your PVN. Please enter a new 4 digit value and then confirm it.

* New PVN:

* Confirm New PVN:

Enter a response using the token with serial number 18[REDACTED]:

Enter that temporary, four-digit PVN into the first box and then create a new, permanent four-digit PVN known only to yourself.

The last box on the page wants the numbers from your newly connected smartphone app. When you open the app, you should see those numbers at the top:



Enter those numbers into the site, click the Next button, and **you are all set!**

Table S6T13 Importing Payments into LandNav

Import Entry Format

Dane County imports payment batches into LandNav using the format below.

Importing Payments into LandNav

Batch Description

Batch Number (6 characters)

Parcel Number

Always 14 Spaces

Tax Year

Today's Date (year - month - date)

Receipt Number (characters vary due to the amount paid and the number of the receipt)

Number is spaces is determined by the receipt number but is always 14 spaces from the end of the center section (date of payment) to the dot marking cents.

Amount Paid

Interest/Penalty Date

110633080924310032	14 Spaces	202220231106	100009138.39	20231031
110633061006225442		202220231106	200001070.63	20231031
110633070818394302		202220231106	300001105.18	20231031
110633050910460371		202220231106	400001500.00	20231031
110633070835206206		202220231106	500001000.00	20231031
110633061118182803		202020231106	600002000.00	20231031
110633061118182803		202020231106	700000247.83	20231031
110633061118182803		202120231106	800001922.17	20231031
110633070920417015		202220231106	900035000.00	20231031
110633061012280651		202220231106	1000000002.00	20231031
110633081202380006		202220231106	1100019955.50	20231031

The following page shows the format for imported payments. This sample defines the payments shown on the right.

Below is a description of the position of each number in the import batch. This example shows three receipts from a batch and then shows the position of each digit in the import.

Parcel Number	Amount Paid
0809-243-1003-2	9,138.39
0610-062-2544-2	1,070.63
0708-183-9430-2	1,105.18
0509-104-6037-1	1,500.00
0708-352-0620-6	1,000.00
0611-181-8280-3	2,000.00
0611-181-8280-3	2,170.00
0709-204-1701-5	35,000.00
0610-122-8065-1	2.00
0812-023-8000-6	19,955.50

Receipt #1

080132080626445903 202220230801 100000554.1820230728

Receipt #77

080132080916345390 202220230801 7700006498.0620230728

Receipt #549

080132050911420574 202220230801 54900003057.5920230730

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
Receipt #1	0	8	0	1	3	2	0	8	0	6	2	6	4	4	5	9	0	3															2	0	2	2	2	0	2	3	0	8	0	1							1	0	0	0	0	5	5	4	.	1	8	2	0	2	3	0	7	2	8																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
Receipt #77	0	8	0	1	3	2	0	8	0	9	1	6	3	4	5	3	9	0															2	0	2	2	2	0	2	3	0	8	0	1					7	7	0	0	0	6	4	9	8	.	0	6	2	0	2	3	0	7	2	8																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
Receipt #549	0	8	0	1	3	2	0	5	0	9	1	1	4	2	0	5	7	4															2	0	2	2	2	0	2	3	0	8	0	1					5	4	9	0	0	0	3	0	5	7	.	5	9	2	0	2	3	0	7	3	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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1106330
1106330

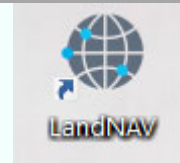
Your Batch Number is the first six digits of each string. In the Batch I show at the top of this document, the Batch # is 110633.

At the County level, this is our online payment batch string. The 1106 is for the date. The 33 is the current year identifier for delinquent taxes. You will have to work to set up these batch numbers with your online payment software or whoever is creating the import file.

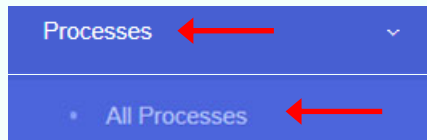
You can use a six digit date for your import but that means there can only be one import per day. For example, for December 13, 2023, you can use 121323.

LandNav Import Process

Go into the LandNav program by clicking on the Desktop Icon.

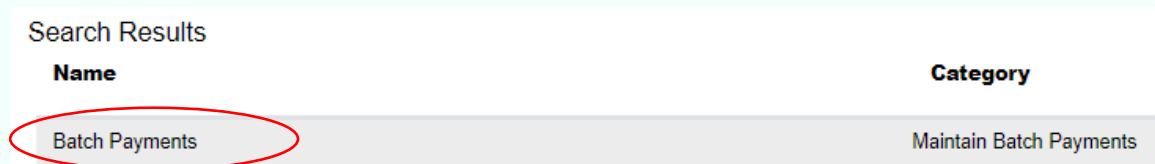


On the left side of your screen is the menu of actions.

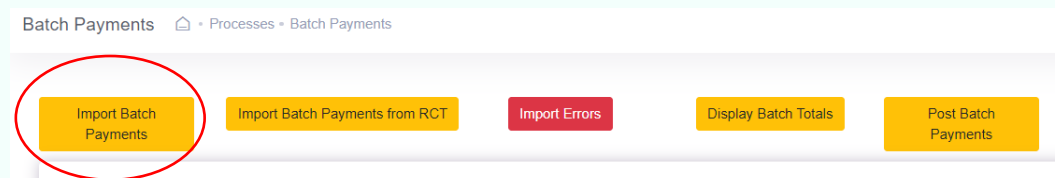


On the left side of your screen is the menu of actions.

Click on Processes and then All Processes and finally **Batch Payments**.



Next, click on Import Batch Payments.



The page below will pop up.

Import Batch Payment

Select a Tax Payment File to be Imported

Choose File 2021062...hFile.bch

Payment File Type

Format 2

Import Options

Type of File being Imported

Fixed Width

Specify the Payment Source

Municipality Payments

Import

Select the "Choose File" box and then add the batch file that looks like the ones above.

Payment File Type: Select Format 2.

Once you select the payment file type, the screen at left will appear.

Leave these entries as the default. You use Fixed Width and Municipality Payments as your Import Options.

Next, click on the Import Button.

The screen below will appear. Your interest and penalty date can always be the same as the date of the payment but must be January 31, 2024 or before. 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.

id	Batch #	Payment Date (yyyymmdd)	Interest/Penalty Date (yyyymmdd)	Use Payment Date as Interest and Penalty Date
062412	20210624		<i>Interest and Penalty Date MUST be on or before January 31,</i>	

Continue

Cancel

The import will start.

My Processes

 Next click on My Processes. You can proceed as soon as the “Load Format 2 Tax Payment Batch Process shows up as Complete.

Load Format 2 Tax Payment Batch Process	Lund, Kay	6/23/2021 8:43:25 AM	6/23/2021 8:44:04 AM	Complete
--	-----------	----------------------	----------------------	---------------------

Check Batch Totals

Back in Processes → All Processes → Batch Payments, you can do a quick look at your entries or check the Batch Total.

Batch Payments

Processes • Batch Payments

Import Batch Payments

Import Batch Payments from RCT

Import Errors

Display Batch Totals

Post Batch Payments

Search

Property Type

Real Estate

Batch #

Property #

Municipality #

Search

To check the entries in your batch, under Search, use the down arrow under batch to select the batch you want to review.

Then click on Search and the results will show up at the bottom of your screen. See below. Click on the column names to sort.

Search

Property Type

Real Estate

Batch #

111333

Property #

Search

Search Results

Manually Enter Batch Payment

☐	Property #	Year	Batch #	Municipality	Payment Date	Receipt :
☐	0511-053-7180-3	2022	111333	281	11/13/2023	1
☐	0811-092-4419-2	2022	111333	282	11/13/2023	10
☐	0811-092-4419-2	2018	111333	282	11/13/2023	11
☐	0811-092-4419-2	2019	111333	282	11/13/2023	12

If you click on the line of the payment, it will take you into the full page of detail. Here you can correct a payment until it is posted. Change the total due toward the bottom of the page and click on UPDATE.

Display Batch Totals

You can also do a quick check of the total payments in the batch. Click on Display Batch Totals at the top of the screen.

Batch #

111333

Municipality

Please Sel

Please Select

All
225 - CITY OF FITCHBURG
038 - TOWN OF MIDDLETON
046 - TOWN OF PLEASANT SPRINGS
282 - CITY OF SUN PRAIRIE
281 - CITY OF STOUGHTON
258 - CITY OF MONONA
251 - CITY OF MADISON

Select your Batch Number and your Municipality. Then click on Calculate.

Calculate

The screen that pops up will show the RE total collected in this batch.

Payments on Taxes Page in Bill Maintenance

If you look at these payments under Bill Maintenance, you will get a notice that this parcel has payments that are UNPOSTED.

Just click on Close to scroll down and see all the payments on this parcel.

Notice

There are UNPOSTED payments pending. You may wish to review and/or post the batch payments before modifying the payment history.

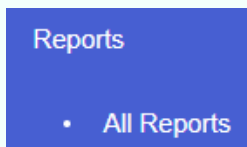
Close

Payments			
	Date	Receipt #	Batch #
☐	1/31/2023	716	251023
☐	3/31/2023	717	251023
☐ △Not Posted	11/13/2023	17	111333

The payment you just entered will not be posted. This means that the balance due will not include this payment and you will not be able to print a receipt. You will be able to correct the payment until it is Posted.

Create an Un-Posted Batch Report to Balance with your Payments

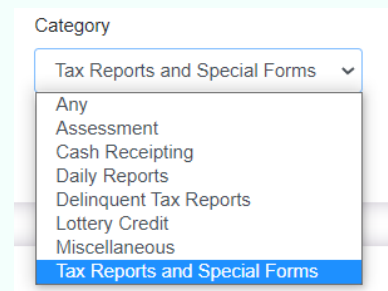
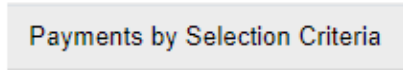
Now you can run an UN-Posted Report to see if your entry in LandNav matches the bank deposit or other information you have on this group of payments.



Go to Reports – All Reports.

Under Category, click on Tax Reports and Special Forms. Then click on the Search Button.

Select “Payments by Selection Criteria”



The page at the right will appear.

There are three tabs where you will design your report. Once you have your report set-up as you want it, you can click on Save and that report will always be available without creating it new each time.

To run a report of your UN-Posted payments, select the current tax year. This year 2023 and will be all you will see.

Scroll down to Municipalities. Again, you will only have the ability to click on your municipality.



Select the payments to include:

- ☐ Source: County
- ☐ Posted Payments
- ☒ Web Portal Payments

- ☒ Source: Municipality
- ☒ Unposted Batch Payments
- ☒ Non-Web Portal Payments

Scroll down the page again and select Municipality and UN-Posted Payments.

Leave Web and Non-Web Payments checked.

Payment Types

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

Under Payment Types, you only need: Adjustment, Tax, and Void. The others are not related to your collections.

Next, scroll back to the top of the page and select the middle Tab: Limit & Display.

General **Limit & Display** Ranges & Sorting

There are several options here that you may want to select. I click on the two below.

- ☒ Display summary page
- ☒ Display payment details

You can also limit to overpayments, display the owner name or show the payment note.

Finally, click on the last Tab: Ranges & Sorting. The display below will appear.

Select the payments to be included by completing the following:

(Leave blank for all)

	Beginning	Ending
Payment Date	For a daily report, select today's date as the beginning and ending date.	
Batch Number	This is for Imported or Manually Entered Batches. These are not the same as Cash Receipting Batch numbers.	
Receipt Number	If you know the specific receipt numbers, you could do a report from receipt #888 to receipt #999. Not likely to ever use this one.	
Parcel #	I cannot imagine a need for printing a report based on parcel number.	
Personal Property #	This will go away	
Cash Receipting Batch #	If you have multiple people entering in Cash Receipting, you may want to print a report for each person entering. Balance each and then run the full day report.	
☒ Include voids associated with the selected payments You will always want to include voids in your report.		

Then, scroll down to the bottom of the page to create your sort order. As you can see, you can sort by several categories and you can choose to Sub-Total by any category.

For example, you can run a daily report that includes multiple Cash Receipting Batches (four staff each in a different CR Batch). You can run the report that gives you a sub-total for each staffer and then the total for the day at the end. See samples later in this document.

You can sort by multiple categories. For example, you will likely sort by Payment Date, then CR Batch Number and then Receipt Number.

Sort Order		
Sort by:	Subtotal?	New Page?
☒ Payment Date	☐	☐
☒ CR Batch Number	☒	☒
☒ Receipt Number	☐	☐

See descriptions below for each category.

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

Payment Date: You will definitely sort by Payment date at some point to balance your tax system entry to your deposit.

CR Batch Number: This report will give you a total for a specific CR Batch. If you use a Batch for multiple days but you only want today's entry, you will have to add payment date to your sort options.

Receipt Number: This report will list every payment entered in receipt order. If you only want today's entry, you will have to add payment date to your sort options.

Batch Number: This is for imported or manual entry batches.

The remaining categories (parcel number, owner name, municipality and tax year) will not likely be used to create our reports.

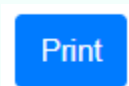
Once you have selected the order you want, you need to drag the category to the top to show it as the first sort order (then second and third).

Drag and drop to rearrange the below sort order

For example, you see the sort order at left below and you want to sort by 1) Payment Date, then 2) CR Batch Number, then 3) Receipt Number. First Check the boxes related to your sort. See at right below.

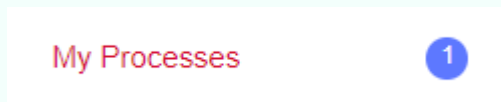
BEFORE SORT ORDER	SELECT CATEGORIES	DRAG INTO SORT ORDER												
Sort by: ☐ Batch Number ☐ CR Batch Number ☐ Parcel Number ☐ Payment Date ☐ Receipt Number	Sort by: ☐ Batch Number ☒ CR Batch Number ☐ Parcel Number ☒ Payment Date ☒ Receipt Number	Next, you need to drag the categories into your chosen order. You also want to see sub-totals of each Cash Receipting batch. See below. <table> <thead> <tr> <th>Sort by:</th><th>Subtotal?</th><th>New Page?</th></tr> </thead> <tbody> <tr> <td>☒ Payment Date</td><td>☐</td><td>☐</td></tr> <tr> <td>☒ CR Batch Number</td><td>☒</td><td>☒</td></tr> <tr> <td>☒ Receipt Number</td><td>☐</td><td>☐</td></tr> </tbody> </table>	Sort by:	Subtotal?	New Page?	☒ Payment Date	☐	☐	☒ CR Batch Number	☒	☒	☒ Receipt Number	☐	☐
Sort by:	Subtotal?	New Page?												
☒ Payment Date	☐	☐												
☒ CR Batch Number	☒	☒												
☒ Receipt Number	☐	☐												

Once you have this Report Template to your liking, click on the SAVE at the top of the page. Name this report. In the future, you will just click on the down arrow under Saved Criteria for this report. You will just have to change the payment date to today.



FINALLY, click Print to complete the report.

This is a good time to check your email because it can take a few minutes for the report to complete. When the report is complete, you will see a number on the left menu bar. If you have two monitors, it works great to work in one while you wait for this number to show. It will look like below:

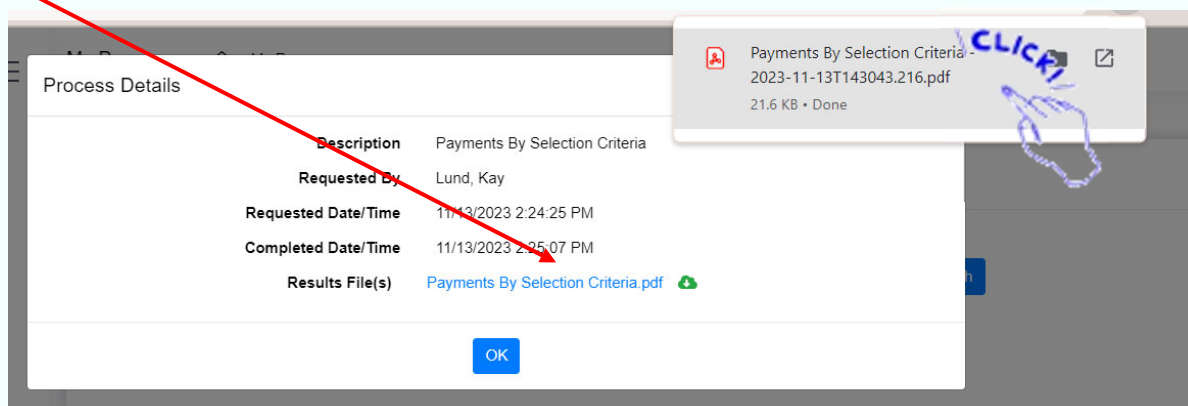


Click on My Processes and you will see that your Payments by Selection Criteria is complete. That line will also show as bold since it has not been opened. In the sample below, the second report has already been opened.

☐	Description	Requested By	Requested Date/Time	Completed Date/Time	Status
☐	Payments By Selection Criteria	Lund, Kay	11/13/2023 2:24:25 PM	11/13/2023 2:25:07 PM	Complete
☐	Payments By Selection Criteria	Lund, Kay	11/13/2023 8:01:43 AM	11/13/2023 8:03:08 AM	Complete

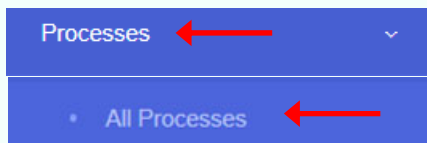
Once complete, click on the bolded line.

Then click on the Results File title that show up in a pale blue color below.



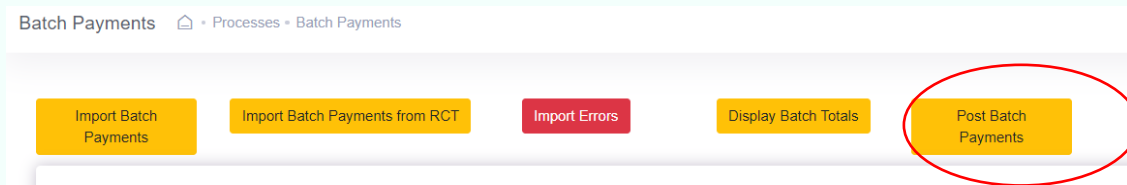
The report will show up on your screen to be downloaded. Click on it to open the report.

Post your Batch of Payments

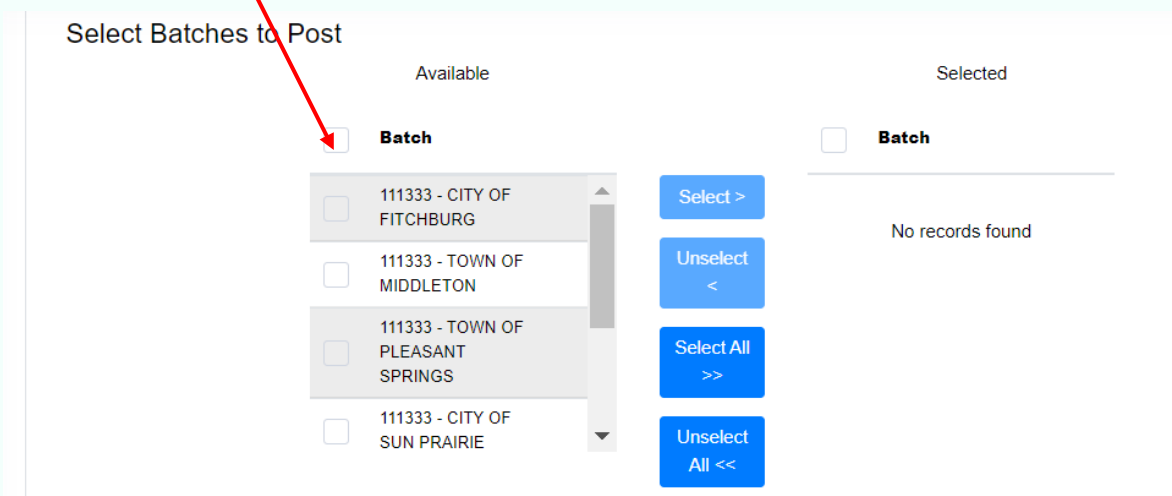


Click on Processes and then All Processes and finally **Batch Payments**.

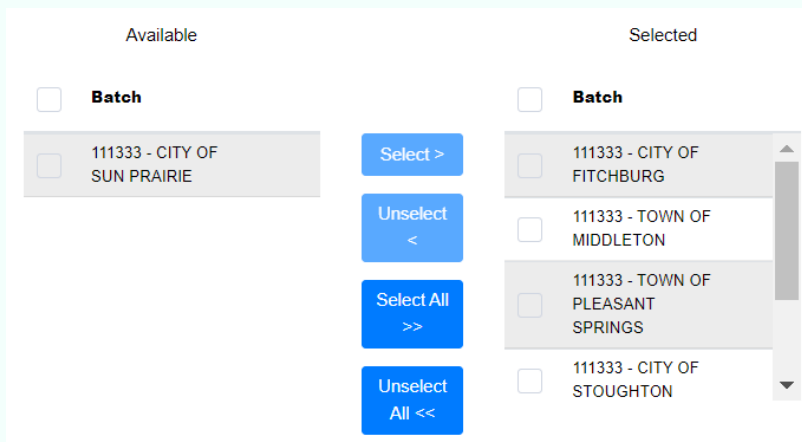
Click on the Post Batch Payments Tab.



You will see a list of unposted batches available to post. Add all or as many as you want to add to the “Selected to Post” box. If you want to Post all unposted batches, just click on the Batch at the top of the Available column.



Be careful not to post Batch numbers that are not yours unless you have checked the entry and it is ready to Post. When you have added all that you want to add to “Selected,” click on Select.



I selected all the payments except the City of Sun Prairie.

You will only see your municipality so if you have multiple Batches here, they will be different numbered Batches. All will be your municipality.

When you are ready, click Post.



This action will also show as Complete under My Processes.

My Processes 1					
☐	Description	Requested By	Requested Date/Time	Completed Date/Time	Status
☐	Post Batch Tax Payments Process	Lund, Kay	11/13/2023 3:34:23 PM	11/13/2023 3:35:12 PM	Complete

Now if you look at the payment from above, you will see it has posted and you can run a receipt.

BEFORE POSTING PAYMENT				AFTER POSTING PAYMENT			
Payments				Payments			
	Date	Receipt #	Batch #		Date	Receipt #	Batch #
☐ ⚠ Not Posted	11/13/2023	17	111333	☐	11/13/2023	17	111333

You can now run a receipt for this payment that looks like the one below.

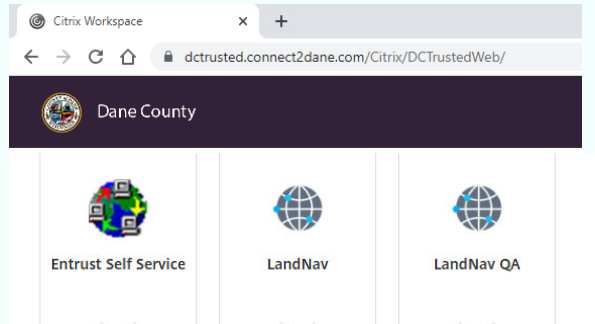
Table S6T14

First Login - LandNav Agent Set Up

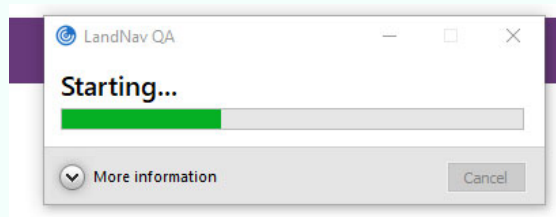
You only need to complete these steps:

IF you enter payments in Cash Receipting
AND you want to print a receipt after each entry.

First login

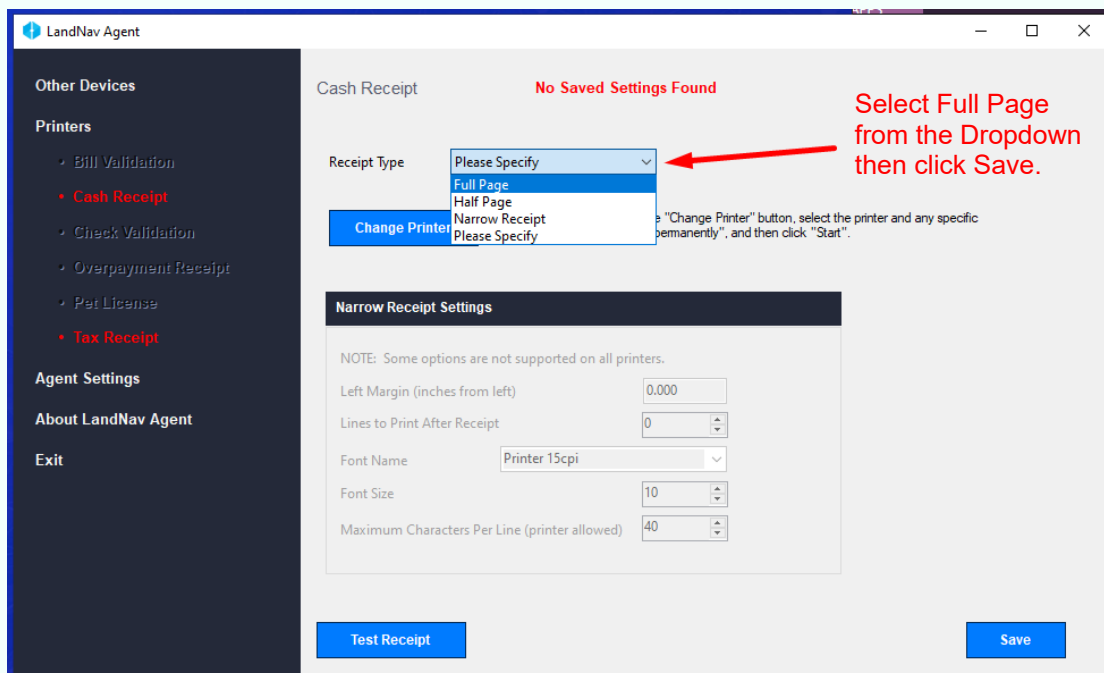


Click LandNav QA



Set Up Printer

You will then see the screen below. To set up a printer for your receipts, click on Cash Receipt.



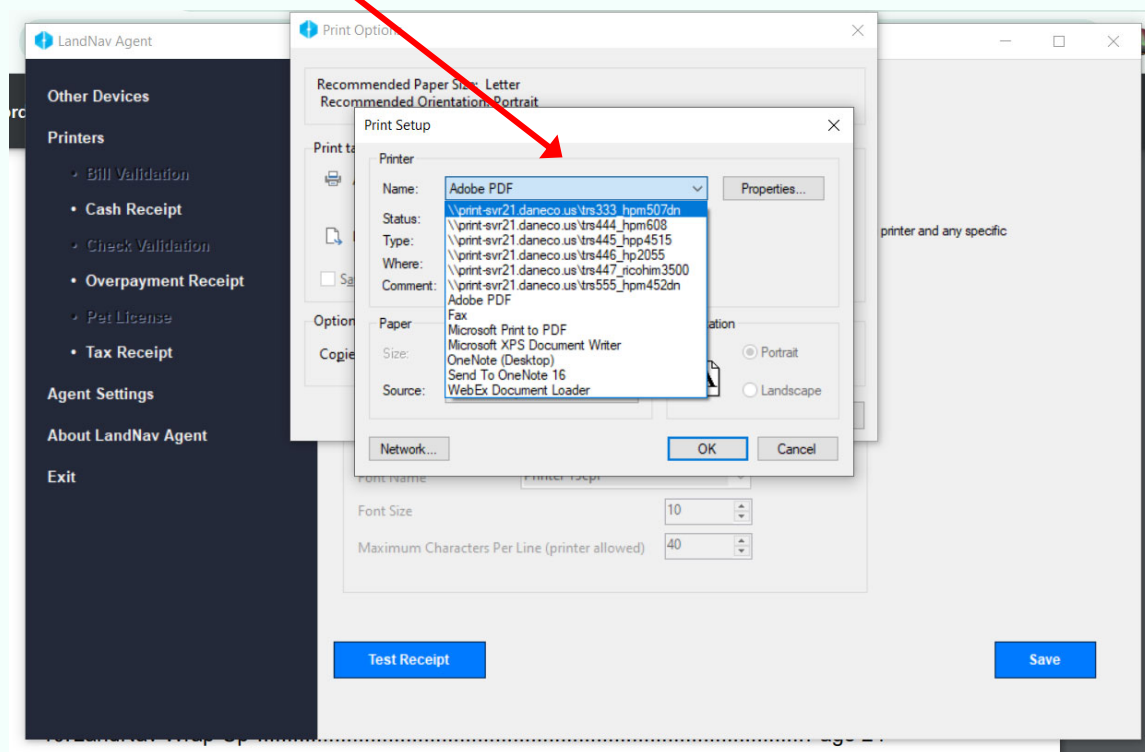
Then Click Change Printer

The screenshot shows the 'Cash Receipt' configuration window. On the left is a dark sidebar with a menu containing 'Other Devices', 'Printers', 'Agent Settings', 'About LandNav Agent', and 'Exit'. Under 'Printers', there are sub-items: 'Bill Validation', 'Cash Receipt' (highlighted with a red dot), 'Check Validation', 'Overpayment Receipt', 'Pet License', and 'Tax Receipt'. The main area is titled 'Cash Receipt' and features a 'Receipt Type' dropdown set to 'Full Page'. Below this is a blue 'Change Printer' button, which is pointed to by a red arrow. To the right of the button is a text instruction: 'To change the printer: click the "Change Printer" button, select the printer and any specific settings, check "Save options permanently", and then click "Start".' Below the instruction is a 'Narrow Receipt Settings' section with a note: 'NOTE: Some options are not supported on all printers.' This section contains several input fields: 'Left Margin (inches from left)' set to '0.000', 'Lines to Print After Receipt' set to '0', 'Font Name' set to 'Printer 15cpi', 'Font Size' set to '10', and 'Maximum Characters Per Line (printer allowed)' set to '40'. At the bottom of the window are two buttons: 'Test Receipt' and 'Save'.

Then Click Change

The screenshot shows the 'Print Options' dialog box. At the top, it states 'Recommended Paper Size: Letter' and 'Recommended Orientation: Portrait'. The 'Print target' section shows a printer icon and the path '\\print-svr21.daneco.us\trs447_ricohim3500', with a 'Change...' button to its right, which is pointed to by a red arrow. Below this is a 'Direct to...' section with a file icon, a 'Preview' dropdown menu, and an 'Options...' button. There is an unchecked checkbox labeled 'Save options permanently'. The 'Options' section at the bottom has a 'Copies' field set to '1'. At the very bottom are 'Start' and 'Cancel' buttons.

Select the printer you want to use from the dialog box

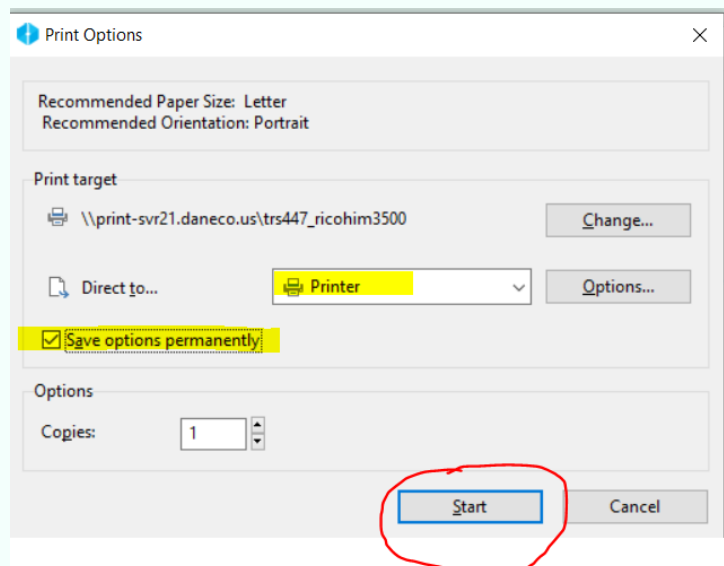


Click OK to finish.

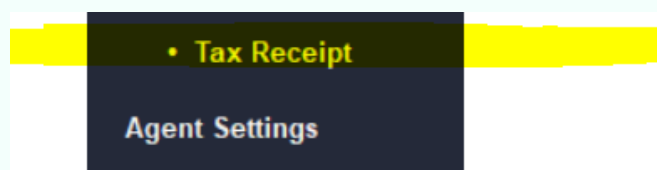
If you select Printer (not Preview), you will automatically print your receipts to the selected printer. If you leave the setting as Preview, you will view the receipts then choose to print as normal.

Then click Save Options Permanently and click Start

Note: LandNav Agent Printer settings are set up per network user. They can be different for different users in a municipality

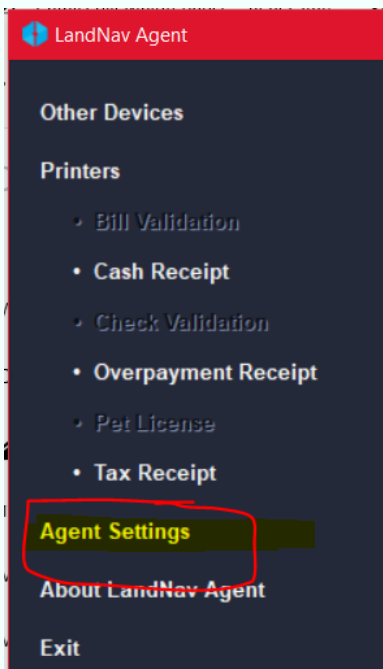


Next, you will do the same for Tax Receipt.

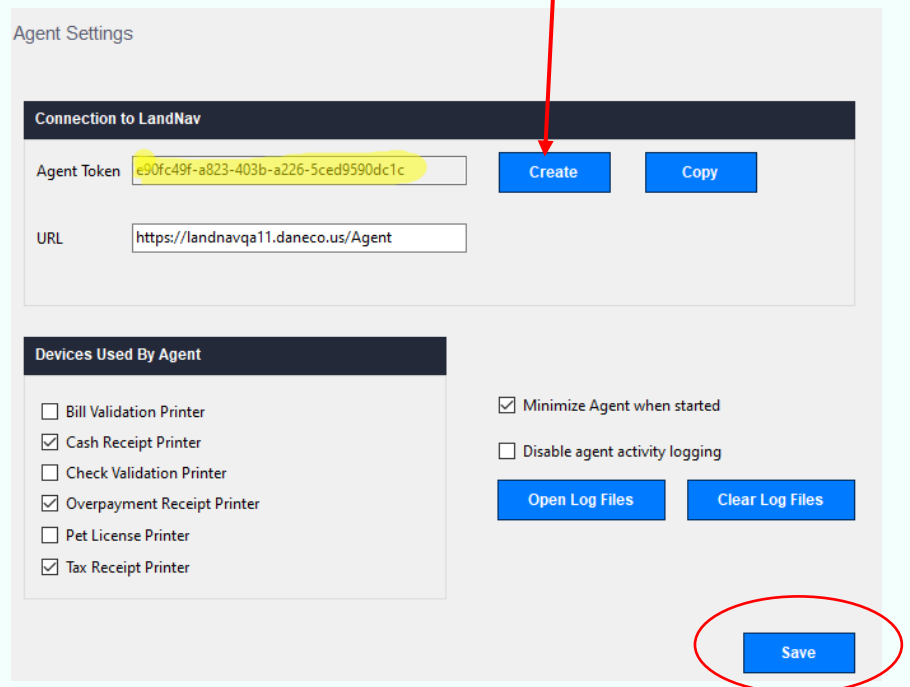


Set Up Agent

Once you are done with setting up Printers, click on Agent Settings:

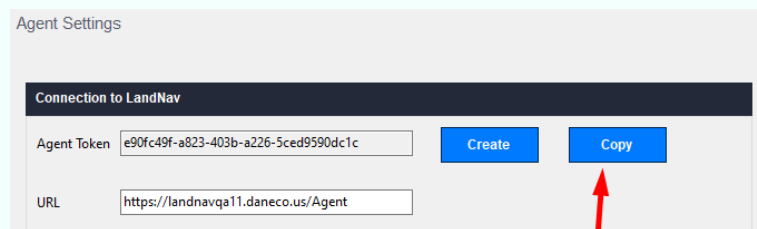


Next to the Agent Token, click on CREATE and then SAVE.



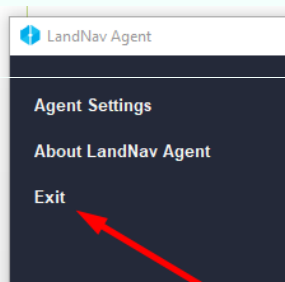
In the Saved Agent Settings Screen, click OK.

Next, click **Copy**, to copy the Agent Token to the clipboard.



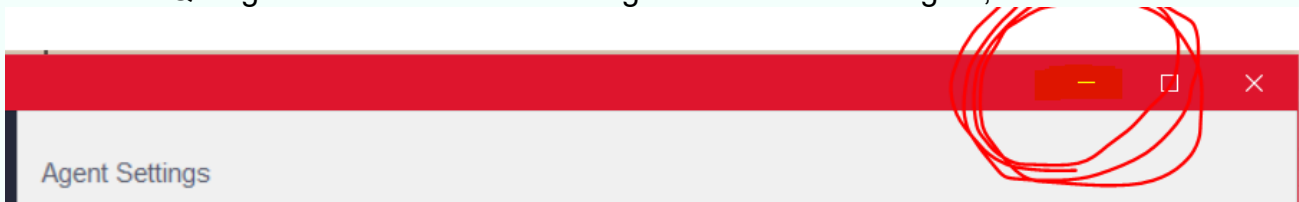
Click Exit, this is the only time you should EVER close the agent.

In the Close box that pops up, click YES.

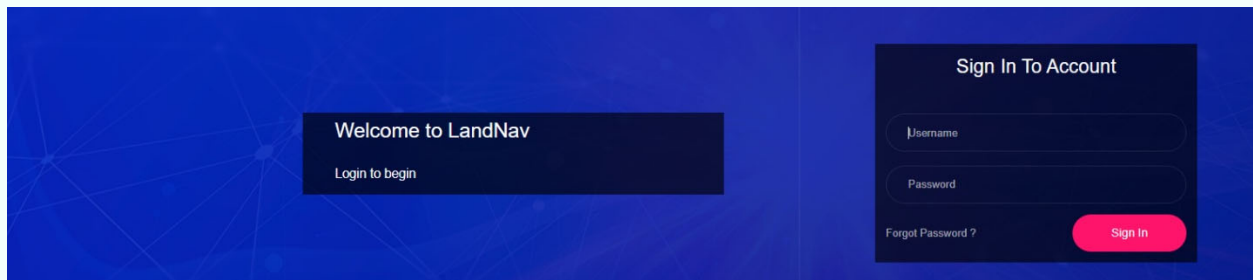


Close LandNav Agent and connection?

Click LandNav QA again. This will restart the agent. Minimize the Agent, do not hit the X to close.

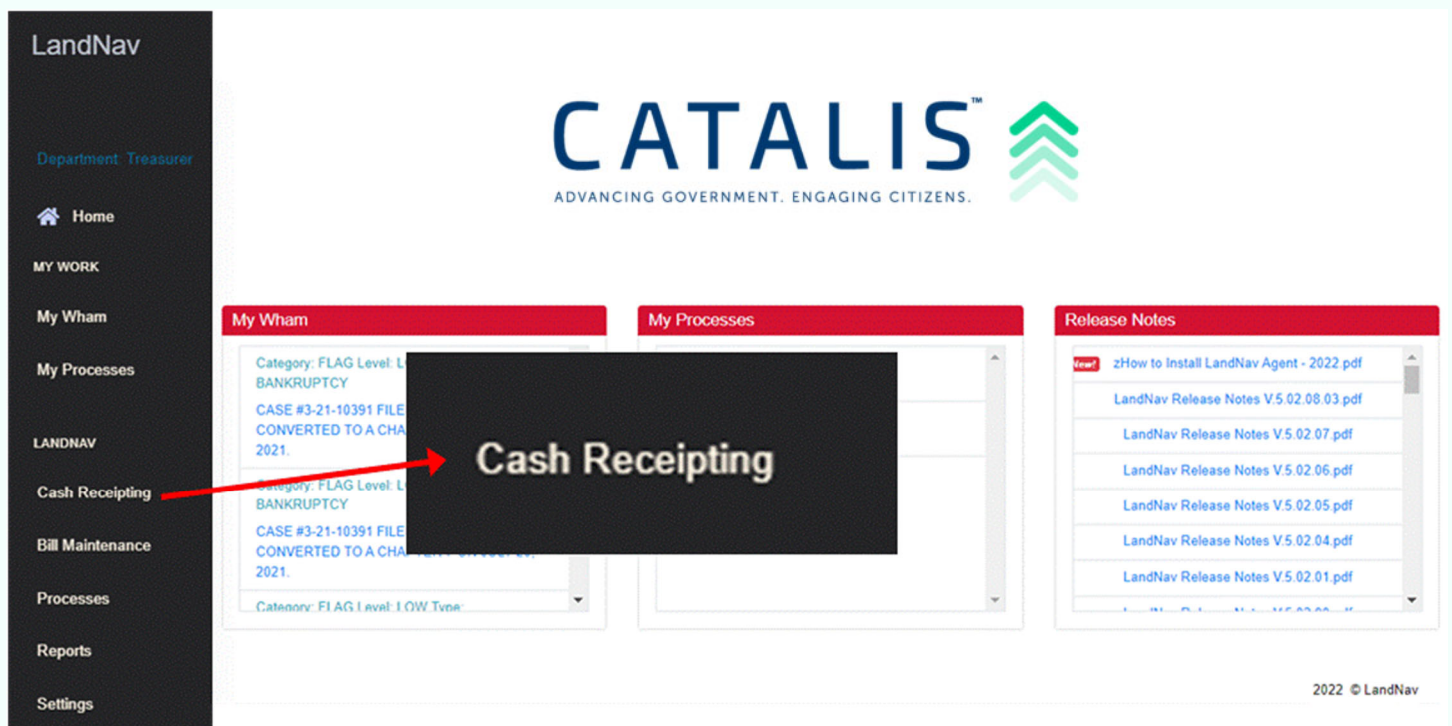


Next, enter your user name: Your user name will be your state DOR municipal code, your initials, and a number (It will be the same as your Login that you used previously to get here)

The image shows the LandNav login interface. On the left, a dark blue banner with a network pattern contains a black box with the text "Welcome to LandNav" and a "Login to begin" button. On the right, a "Sign In To Account" form is displayed. It includes fields for "Username" and "Password", a "Forgot Password?" link, and a red "Sign In" button.

The password for QA will be **P@ssword\$\$**
Please do not change in in QA. In the actual production application, change it after you log in.

Once into LandNav (Catalis or whatever it is called today), click on Cash Receipting – to finish setting up the agent

The image shows the Catalis LandNav dashboard. The header features the "CATALIS" logo with the tagline "ADVANCING GOVERNMENT. ENGAGING CITIZENS." and a green chevron icon. A left sidebar lists navigation options: "LandNav", "Department: Treasurer", "Home", "MY WORK", "My Wham", "My Processes", "LANDNAV", "Cash Receipting" (highlighted with a red arrow), "Bill Maintenance", "Processes", "Reports", and "Settings". The main content area has three red-titled tabs: "My Wham", "My Processes", and "Release Notes". The "My Wham" tab is active, showing a list of items with categories like "FLAG Level: L" and "BANKRUPTCY". A large black box with the text "Cash Receipting" is overlaid on the "My Wham" list. The "Release Notes" tab shows a list of PDF documents, including "zHow to Install LandNav Agent - 2022.pdf" and several "LandNav Release Notes" versions. The footer indicates "2022 © LandNav".

Cash Receipting • Cash Receipting Batch 786 - km17

✖ Agent Token is not available. 

Add Items

Account #	Last/Business	First Name	Municipalities

☐ Include Accounts without a Balance

 [Search](#) [Reset](#) [Add Receipt Item](#)

At the top of the Cash Receipting page screen, you will see a gear icon.



Click on the gear. On the screen that pops up, the Agent Key should be blank. *If it is not, click on DELETE at the bottom of the screen. Then click on the gear icon again.*

Paste the Agent Token you copied to the clipboard into this area. (Right click and say Paste or ctrl key + V)

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

Need the Agent Application?

[Click here to begin download](#)

[Save](#)
[Close](#)
[Delete](#)

Click Save.

Table S6T15

Cash Receipting Overpayments

Note: You may enter overpayments in your Cash Receipting batch but you may want to consider entering overpayments in a Manual Batch. At the County level, all overpayments are entered in Manual Batches.

Overpayment Entry

When you have a check that includes an overpayment: \$4000.00 for Parcel #0510-121-8000-7. The check is more than the balance due.

Start in Cash Receipting as normal by searching the parcel number and adding the correct parcel and year to Cash Receipting.

Transaction

Payment Date
 A

Receipt Copies
 B

Received Of

KNIGHT BARRY TITLE
 121 S BRISTOL ST STE 121
 SUN PRAIRIE WI 53590

C

Interest/Penalty Date

Tax Receipt Copies

Tender Payment

Tender

Amount *
 D

Check # *
 E

Bank

Reference
 F

Cart

Bill Type	Status	Reference	Balance	Payment
Real Estate Tax	Delinquent	2021 051012180007 MARILYN H LEIN	\$94.26	\$3,236.28

Payments

Tender	Reference	Bank Code	Amount
No records found			

- A)** First check the date
- B)** Next check your receipts. You will likely want one receipt for your records and one to send to the owner with their overpayment refund.
- C)** This check is from Knight Barry. Click in the Received Of box to add the payer name and address.

Search Frequent Payer

Last Name

First Name

Middle Name

Extension

Click on the box to add this as a frequent payer. You will not need to re-enter addresses for these.

Received Of

Attention

Title

First Name

Middle Name

Last Name *

KNIGHT BARRY TITLE

Extension

Extra Address (non-deliverable, reference only)

House # *

121

Suffix

Prefix Dir

S

Street Name/PO Box *

BRISTOL

Street Type *

ST

Suffix Dir

Unit Type

STE

Unit #

104

City *

SUN PRAIRIE

State *

WI

Zip Code *

53590

Zip Code Ex.

Country Code

Phone

Email

☒ Use this information on the Overpayment Received Of as well

Make sure you check on this box.

Continue

Cancel

- D) Enter the full check amount (including the overpayment).
- E) Enter the Check Number.
- F) Type OVERPAYMENT on Parcel #XXXX-XXX-XXXX-X in the Reference Box.

Finally, click on Add Payment, as normal. See sample below. The Overpayment shows as “Transaction Amount Due.” The “Received Of” box shows the Knight Barry payment information. The Overpayment Action defaults to “Use System Settings.” That is correct.

Payments

☐	Tender	Reference	Bank Code	Amount
☐	CHECK - 11111111	OVERPAYMENT	001 - BANK	\$4,000.00

OVERPAYMENT

Overpayment Received Of *

KNIGHT BARRY TITLE

121 S BRISTOL ST STE 121

SUN PRAIRIE WI 53590

Overpayment Action *

USE SYSTEM SETTINGS

Account Totals

Account Totals	
Payments	\$3,236.28
Tendered Payments	\$4,000.00
Transaction Amount Due	(\$763.72)

Click on Checkout. The tax receipt will automatically print based on your Agent Printer settings. t

Overpayment Receipt

DANE COUNTY OVERPAYMENT

KNIGHT BARRY TITLE
121 S BRISTOL ST STE 121
SUN PRAIRIE WI 53590

Date: March 23, 2022 02:28:51 PM
Trans # 13821 Batch # 26
Reference: CHECK
OVERPAYMENT

Paid Amount: 4,000.00
Paid Due: 3,236.28

Refund Due: 763.72

Transaction Receipt

DANE COUNTY

1
March 23, 2022 02:28:51 PM
Trans # 13821
Batch # 26

Received of:
KNIGHT BARRY TITLE
121 S BRISTOL ST STE 121
SUN PRAIRIE WI 53590

Three Thousand Two Hundred Thirty Six and 28/100 Amount
\$*****3236.28

Item	Category Reference	Account	Amount
1	REAL ESTATE TAXES 2021 051012180007 1	TAXES	3,236.28
2	OVERPAYMENT TRANSACTION OVERPAYMENT LINE ITEM	OVERPAYMENTS	763.72
Payment(s) Check [OVERPAYMENT]			4,000.00
Refund: 763.72 Change: 0.00 Total:			3,236.28

OFFICIAL RECEIPT WHEN VALIDATED IN THIS BOX
 km17 03/23/2022 14:28:51 *****3236.28

Normal Tax Receipt

Payment

Date Paid: 03/23/2022
Interest/Penalty Date: 03/23/2022
Receipt #: 280822

Gen. Property Tax:	3,132.48
Special Assessment:	9.54
Special Charges:	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: Mar 2022	62.84
Penalty: Mar 2022	31.42
Other Charges:	0.00
Total Amount Paid:	3,236.28

CR Batch #: 26 Transaction #: 13821

Transaction Cash:	0.00
Transaction Check:	4,000.00
Transaction Other:	0.00
Transaction Overpayment:	763.72

Balance

Prior Tax Balance:	3,142.02
Tax Amount Paid:	3,142.02
New Tax Balance:	0.00
Interest: Mar 2022	0.00
Penalty: Mar 2022	0.00
New Balance Due:	0.00

Payment Note:
OVERPAYMENT, CK # 11111111;

Overpayment Report

To run an overpayment report, go to Reports → All Reports. Under Category, click on “Tax Reports and Special Forms” then click Search. Now, selection Payments by Selection Criteria.

LandNav

Welcome km17
Department: Treasurer

Home

MY WORK

My Wham

My Processes 6

LANDNAV

Cash Receipting

Bill Maintenance

Processes

Reports

All Reports

Search

Name

Category
Tax Reports and Special Forms

Search

Search Results

Favorites	Name	Category
★	Bank Report	Tax Reports and Special Forms
★	First Dollar Credit Listing	Tax Reports and Special Forms
★	Payment Listing	Tax Reports and Special Forms
★	Payments by Batch	Tax Reports and Special Forms
★	Payments by Selection Criteria	Tax Reports and Special Forms
★	Receipts by Selection Criteria	Tax Reports and Special Forms
★	Reminder Notices	Tax Reports and Special Forms

On the page that pops up, start with the **General Tab**.

Payments By Selection Criteria

Payments By Selection Criteria

Saved Criteria:

Save Reset Delete Print

General Limit & Display Ranges & Sorting

Property Type

Real Estate & Personal Property

Real Estate
Personal Property
Real Estate & Personal Property

Tax Years

2021 2020 2019 2018

2017 2016 2015 2014

2013 2012 2011 2010

Start on the General Tab.

Click on the down arrow to select Real Estate

You will always use the current tax year.

In the Municipalities Section, check your municipality. See below.

At the bottom of the page, you select the payments to include. Likely, you only want Municipal payments.

If you entered the payment in Cash Receipting, click POSTED Payments. Then make sure that both Web and Non-Web payments are selected.

Select the payments to include:

☐ Source: County ☒ Source: Municipality

☒ Posted Payments ☐ Unposted Batch Payments

☒ Web Portal Payments ☒ Non-Web Portal Payments

Then select your municipality.

Municipalities		
☐ 002 - TOWN OF ALBION	☐ 004 - TOWN OF BERRY	☐ 006 - TOWN OF BLACK EARTH
☐ 010 - TOWN OF BLUE MOUNDS	☒ 012 - TOWN OF BRISTOL	☐ 014 - TOWN OF BURKE
☐ 018 - TOWN OF COTTAGE GROVE	☐ 020 - TOWN OF CROSS PLAINS	☐ 022 - TOWN OF DANE
☐ 026 - TOWN OF DUNKIRK	☐ 028 - TOWN OF DUNN	☒ 032 - TOWN OF MADISON

In the payment types section, click on 1) Adjustment, 2) Lottery, 3) Tax, and 4) Void.

Redemption is delinquent taxes but it can be clicked.:

Payment Types		
☒ Adjustment	☐ Quit Claim	☒ Tax
☒ Lottery	☒ Redemption	☒ Void

Note: If you save this report as a favorite, the Lottery Credit check box will not stay selected.

Limit & Display Tab

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		
		Print

General	Limit & Display	Ranges & Sorting
---------	-----------------	------------------

On the Limit and Display Tab, Check Overpayments and Display Owner Name. You may want to print a Summary Page or even print payment notes.

This will only print those entries with an overpayment. If you want to create a letter/envelope merge, you may want to create a CSV file.

Ranges & Sorting Tab

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

	Beginning	Ending
Payment Date	03/24/2022	03/24/2022
Batch Number		
Receipt Number		
Parcel #		
Personal Property #		
Cash Receipting Batch #		

☒ Include voids associated with the selected payments

General	Limit & Display	Ranges & Sorting
---------	-----------------	------------------

On the Ranges & Sorting Tab, you may select one date (all overpayments for that day will be shown). You may want to select a Batch Number (Manual Batch Entry) or a Cash Receipting Batch Number. Make sure to click on "include voids."

Drag and drop to rearrange the below sort order

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

Finally, you will set up the sort order for your report. It clearly depends on how you need to use the report. If you want a report of your current day collections, you will likely sort by the date and maybe by receipt (as shown at left).

You may want to sort by owner name or parcel number.

You can save your report criteria as a favorite.

Make sure you keep a separate spreadsheet to track your overpayments. You will want to check your spreadsheet to the report from the County at February Settlement.

TABLE S10T16 REPORT OPTION SAMPLES

Favorites ↓	Name	Category
★	Batch Totals	Cash Receipting
★	Check Deposit Summary	Cash Receipting
★	Lottery Claims List	Lottery Credit
★	Overpayments	Cash Receipting
★	Payment Listing	Tax Reports and Special Forms
★	Payments by Batch	Tax Reports and Special Forms
★	Payments by Selection Criteria	Tax Reports and Special Forms
★	Receipts by Selection Criteria	Tax Reports and Special Forms

Batch Total

I do not really see the use but here is what it shows.

DANE COUNTY BATCH TOTALS REPORT BATCH 997 POST BATCH TAX PAYMENTS			REPORT #: CRBATTLSLST RUN DATE: 10/02/2025 RUN TIME: 04:00:19 PM PAGE: 2		
Starting Batch Date . . .	09/12/2025	Starting Transaction # . . .		246170	
Ending Batch Date . . .	09/12/2025	Last Transaction # . . .		246186	
		Total Items		19	
Total Amount Due	48,677.15	Total Received		48,805.22	
Overpayments	128.07	Change		0.00	
Overpayments Refunded .	0.00	Overpayment Refunds . .		0.00	
Total	<u>48,805.22</u>	Total After		<u>48,805.22</u>	
Starting Till Cash . . .	0.00	Current Till Cash . . .		0.00	
Cash Total	0.00	Starting Till Cash . . .		0.00	
Change	0.00	Cash Deposit Amount . .		0.00	
Current Till Cash . . .	<u>0.00</u>				
PAYMENT TYPE	TOTAL	COUNT			
EFT Total	48,805.22	17			
Total Received	<u>48,805.22</u>	17			

Check Deposit Summary

Payment Types	
☐ BANK CREDIT	☒ CHECK
☒ CASH	☐ CREDIT CARD

You may want to use this report with your bank deposit slip. You can select Cash and Check as the type of payment.

Below is the report.

BANK: 001 - BANK

CHECK

DATE	TRANS#	REFERENCE	CHANGE	RECEIVED
09/19/2025	246352	CK# 2062		233.99
09/19/2025	246353	CK# 6175		4.87
09/19/2025	246354	CK# 5818		648.90
09/19/2025	246355	CK# 8173		2.28
09/19/2025	246356	CK# 9223		189.31
09/19/2025	246357	CK# 4146		335.43
09/19/2025	246358	CK# 214213816		176.46
09/19/2025	246359	CK# 2509		26.77
09/19/2025	246360	CK# 4171		226.35
09/19/2025	246361	CK# 2091		11,000.00
09/19/2025	246362	CK# 413208547		705.68
09/19/2025	246363	CK# 413205587		2,504.60
09/19/2025	246365	CK# 27700		7,369.25
09/19/2025	246367	CK# 1200017939		661.06
09/19/2025	246368	CK# 5591		6,141.94

CHECK TOTAL			15	30,226.89

CASH

DATE	TRANS#	REFERENCE	CHANGE	RECEIVED
09/19/2025	246364			2,400.00

CASH TOTAL			1	2,400.00

	COUNT	RECEIVED	CHANGE	TOTAL
TOTAL (ALL SELECTED TYP	16	32,626.89		32,626.89

Lottery Credit Claims List

This is not a report you will use often but you may be interested in a list that shows who has and does not have a lottery credit.

DANE COUNTY PROPERTY ASSESSMENT AND TAXATION SYSTEM 2024 REAL ESTATE LOTTERY CREDIT CLAIMS LIST VILLAGE OF ROCKDALE				REPORT #: CLAIMSLSTST RUN DATE: 10/03/2025 RUN TIME: 08:13:03 AM PAGE: 2
PARCEL # ALT. PARCEL # OWNER NAME	TAX ADDRESS PROPERTY ADDRESS	IMPROVE VALUE	CLAIM COUNT	
0612-231-6001-1 [REDACTED]	TA: 106 MONROE ST; CAMBRIDGE WI 53523 PA: 106 MONROE ST	203,500	0	
0612-231-6023-5 [REDACTED]	TA: 439 JONES ST; CAMBRIDGE WI 53523 PA: 439 JONES ST; WI 53523	290,000	1	
0612-231-6067-3 [REDACTED]	TA: 130 MONROE ST; CAMBRIDGE WI 53523 PA: 130 MONROE ST; WI 53523	102,900	1	
0612-231-6078-0 [REDACTED]	TA: 130 MONROE ST; CAMBRIDGE WI 53523 PA: 126 MONROE ST	47,500	0	
0612-231-6089-7 [REDACTED]	TA: 120 MONROE ST; CAMBRIDGE WI 53523 PA:	0	0	
0612-231-6100-1	TA: 5112 ERLING AVE; MCFARLAND WI 53558 PA: 120 MONROE ST; WI 53523	123,000	0	

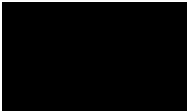
Overpayment

The “Payments by Selection Criteria” Report shows your overpayments but this report shows the owner name and address. You may also create a CSV file which you could use to run a merge for refund payment letters/labels.

DANE COUNTY OVERPAYMENT REPORT				REPORT #: CROVRPAYLST RUN DATE: 10/03/2025 RUN TIME: 08:12:06 AM PAGE: 2
Batch	Tran # Reference	Date & Time	Received Of	Overpaid
1010	246627 2023 070936417778 2023 070936417778 1	10/01/2025 05:27 PM	[REDACTED] 1010 N SUNNYVALE LN #I MADISON WI 53713	0.82
1010	246628 2024 091130205070 2024 091130205070 1	10/01/2025 05:27 PM	[REDACTED] 6826 KAROLINA WAY SUN PRAIRIE WI 53590	564.69
1010	246631 2024 070836310064 2024 070836310064 1	10/01/2025 05:27 PM	[REDACTED] 1611 MCKENNA BLVD MADISON WI 53711-3262	3.20
1010	246633 2024 070935113054 2024 070935113054 1	10/01/2025 05:27 PM	[REDACTED] 3541 ANDREW CIR LOT S31 AVON PARK FL 33825	0.01
1010	246634 2024 070936414138 2024 070936414138 1	10/01/2025 05:27 PM	[REDACTED] 1010 N SUNNYVALE LN I MADISON WI 53713	68.73
1010	246637 2024 071010118133 2024 071010118133 1	10/01/2025 05:27 PM	[REDACTED] 541 SHADY WOOD WAY MADISON WI 53714-2731	0.01
GRAND TOTAL				637.46

Payment Listing

This report is a nice summary of your daily payments with Payment Notes.

Tax Years: 2024		DANE COUNTY PAYMENT LISTING REPORT DATE RANGE: 10/01/2025 - 10/01/2025		REPORT #: SRTPRYLSTST RUN DATE: 10/03/2025 RUN TIME: 08:17:03 AM PAGE: 2	
RECEIPT	OWNER	PROPERTY NUMBER	PAYMENT	NOTES	
1		0911-302-0507-0	18,635.31	CASHIER'S CHECK #9173721259. OVERPAYMENT TO OWNER	
4		0709-364-1413-8	1,283.63	PREFERRED TITLE CHECK #210114 FOR 2022 TO 2024 TAXES	
7		0709-351-1305-4	98.82	CHECK #7965	
8		0708-363-1006-4	1,996.80	CHECK #8071	
9		0710-101-1813-3	229.74	CORELOGIC CHECK #68508268	
10		0710-101-1813-3	1,914.48	CORELOGIC CHECK #68508269	
TOTAL			24,158.78		

Payments by Batch

This a report by Cash Receipting Batch. There is no date field so it will just give you the list for one specific batch. You cannot choose a payment date and the order is owner name or parcel number or receipt. If you use a batch over multiple days, this report will not likely get you the report needed. The far better option is to use the "Payments by Selection Criteria" Report.

DANE COUNTY PAYMENTS BY BATCH REPORT REAL ESTATE & PERSONAL PROPERTY										REPORT #: SRPAYBYSELLST RUN DATE: 10/03/2025 RUN TIME: 08:31:59 AM PAGE: 2	
PROPERTY NUMBER	YEAR	RECEIPT	DATE	T	GENERAL	SPEC ASMT	FOREST	INT GEN	PEN GEN	OTHER CHRG	
OWNER NAME	BATCH		CR BATCH	S Y	OCCUP	SP CHRG	WOODLAND	INT SPEC	PEN SPEC	TOTAL	
PAYMENT NOTE			TRANS#	C E		DEL CHG	MANAGED			OVERPAYMENT	
0511-171-8885-6	2024	4	09/12/2025	C T	623.52	0.00	0.00	49.88	24.94	0.00	0.00
	091253	997				0.00	0.00	0.00	0.00	698.34	
		246171				0.00	0.00			0.00	
0606-122-0100-8	2024	2	09/11/2025	C R	2,936.26	0.00	0.00	234.90	117.45	0.00	0.00
	320911	997				0.00	0.00	0.00	0.00	3,288.61	
ESSENTIAL TITLE CHECK #1620006906		246179				0.00	0.00			0.00	
0610-062-2544-2	2024	3	09/12/2025	C T	346.86	0.00	0.00	27.75	13.87	0.00	0.00
	091253	997				546.00	0.00	43.68	21.84	1,000.00	
		246172				0.00	0.00			0.00	
0610-172-9020-8	2024	9	09/12/2025	C T	3,610.76	0.00	0.00	288.86	144.43	0.00	0.00
	091253	997				0.00	0.00	0.00	0.00	4,044.05	
		246173				0.00	0.00			0.00	

Payments by Selection Criteria

This should be your go-to report because you can set it up with the exact criteria you need in your report.

Payments by Selection Criteria

Saved Criteria:

DAILY BALANCE

General Limit & Display Ranges & Sorting

Property Type Real Estate

When you click on the report, the top of the page is your saved reports. Once you create a report that you use regularly, save those settings.

The property type can be Real Estate (RE) or RE and Personal Property since that does not even exist anymore.

You will also see the three TABS (highlighted above). Under the General Tab, you will select the current tax year, your municipality, and Payments to include (Source: Municipality, Posted¹, and both Web and Non-Web Payments). Under Payment Types, select Adjustment, Lottery Credit, Tax, and Void.

Limit & Display Tab. You should **ALWAYS ALWAYS click on the Include Cash Receipting Overpayments**. You may want to Display Owner Name and include a Summary Page. Display payment details will always be selected. There may be times when it is helpful to display your payment notes. If you want to run a report of just your overpayments, click here:

☐ Limit to payments with an overpayment

Ranges & Sorting Tab. The first section allows you to limit the payments in the report. You may just want today's entry. You may want one specific Batch or Cash Receipting Batch. Not really sure why they show receipt number or parcel/PP number – limiting a report to just one of those would be pointless. Maybe you can come up with a reason..

Always click on “include voids.”

☒ Include voids associated with the selected payments

Drag and drop to rearrange the below sort order

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

Finally, you will select the sort order for your report.

As an example, if you sort by payment date and receipt number, you will get a list of all of today's payments in the order they were entered. It will look like below:

Sort by:

☒ Payment Date

☒ Receipt Number

¹ If you use Manual Batch entry, you may want to run a report to balance a specific batch BEFORE it is Posted. In that case, you will click on UNPOSTED in the Include Payments Section.

If you have multiple people entering in Manual Batches, you will likely want your report to sort by the date AND the batch number. You will also want a subtotal for each batch (each person's entry). It will look like this.

Sort by:	Subtotal?	New Page?
☒ Payment Date	☐	☐
☒ Batch Number	☒	☒
☒ Receipt Number	☐	☐

It is possible you want to sort by Parcel number instead of Receipt Number, you can change the sort to that.

Sort by:	Subtotal?	New Page?
☒ Payment Date	☐	☐
☒ CR Batch Number	☒	☒
☒ Parcel Number	☐	☐

You can do the same with a Cash Receipting Batch. This one will show the list in Parcel Number order.

If you want a report of multiple days, you would want to click on the subtotal box next to payment date as well.

Now you are ready to Print your report. Click on the big blue PRINT button on the top or bottom of the page. This report will generally go to the que so you will find the final report under My Processes on the Left Menu Bar.

Your report will look similary to the one below. I used this sort order:

Sort by:	Subtotal?	New Page?
☒ Payment Date	☒	☒
☒ Owner Name	☒	☐

THE OPTIONS BELOW WERE USED FOR THIS REPORT:

Property Type	Real Estate and Personal Property
Municipalities	064 - TOWN OF VIENNA
Tax Years	2024
Payment Date Range	07/01/2025 - 08/31/2025
Include Municipal Payments	Yes
Include Payment Types	Tax, Adjustment, Lottery, Void
Include Associated Voids outside specified range(s)	Yes
Limit to Overpayment Payments	No
Display Owner Name	Yes
Display Overpayment Amounts	Yes
Include CR Overpayments	Yes
Display Payment Details	Yes
Display Payment Note	Yes
Display Summary Page	Yes
Sort Order	Payment Date, Owner Name
Print Subtotals for	Payment Date, Owner Name
Print New Page on Change for	Payment Date

PROPERTY NUMBER OWNER NAME PAYMENT NOTE	YEAR BATCH	RECEIPT	DATE CR BATCH TRANS#	T S Y R P C E	GENERAL OCCUP	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0909-354-0330-8 [REDACTED] CK # 32051	2024	308736	07/01/2025 18 219456	C T	3,002.21	0.00 0.00 0.00	0.00 0.00 0.00	150.11 0.00	75.06 0.00	0.00 3,227.38 0.00
0909-364-2064-5 [REDACTED] CK # 9074	2024	308790	07/02/2025 18 219568	C T	1,827.70	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 1,827.70 0.00
0909-071-9875-0 [REDACTED]	2024 310707	312	07/07/2025 937 220172	C T	3,898.44	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 3,898.44 0.00
0909-134-9810-5 [REDACTED]	2024 310707	153	07/07/2025 937 220174	C T	2,744.37	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 2,744.37 0.00
0909-364-8550-4 [REDACTED]	2024 310707	251	07/07/2025 937 220178	C T	5,283.76	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 5,283.76 0.00
0909-364-9200-0 [REDACTED]	2024 310707	273	07/07/2025 937 220179	C T	4,589.53	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 4,589.53 0.00

Receipts by Selection Criteria

You may choose to print out your receipts at the end of each day or at least run this report and select the receipts that you want for that day. Maybe you print the balance due receipts or the receipts with an overpayment. This report gives you many criteria to select to determine which receipts you want included.

You can select a Batch or Cash Receipting Batch number, a payment date, a specific staff entry, etc.

You can also sort by multiple columns: parcel number, owner name, receipt number, payment date, etc.

2024 Real Estate Property Tax Receipt				10/03/2025 08:37:04 AM	
Tax District:	CITY OF SUN PRAIRIE	Property Address:	1456 CHADSWORTH DR		
County:	DANE COUNTY	Section/Town/Range:	31-09N-11E SE SW		
Parcel #:	0911-313-7763-2	Volume/Page:	5522181 4775494 4749838		
Alt. Parcel #:		Acres:	0.260		
Plat:		089703-HICKORY GROVE ESTATES-3RD ADDITION			
		Block/Condo Bldg: LOT 343			
Legal Description:					
HICKORY GROVE ESTATES-3RD ADDITION LOT 343 SUBJ TO BIKE PATH ESMT					
Bill #: 28210482 Certificate #: 2218					
Total Land	Total Improve	Total Value	Ratio	Est. Fair Market Value	
71,000	384,300	455,300	0.9187	495,600	
Payment			Balance		
Date Paid: 09/29/2025			Prior Tax Balance: 4,372.34		
Interest/Penalty Date: 09/29/2025			Tax Amount Paid: 4,372.34		
Redemption #: 68914					
Gen. Property Tax:	4,372.34	New Tax Balance:		0.00	
Special Assessment:	0.00	Interest: Sep 2025		0.00	
Special Charges:	0.00	Penalty: Sep 2025		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: Sep 2025	349.79	Payment Note:			
Penalty: Sep 2025	174.89	CK # 413220737			
Other Charges:	0.00				
Total Amount Paid:	4,897.02				
CR Batch #: 19	Transaction #: 246578				
Transaction Cash:	0.00				
Transaction Check:	4,897.02				
Transaction Other:	0.00				
Transaction Overpayment:	0.00				

Table S11T17

Adjustments of Special Charges and Assessments.

Instructions:

Column Detailed Descriptions

Parcel Number: Enter the parcel number

Code: Enter the letter/number code for this charge or assessment. You can find this code on the Statement of Taxes.

Name: Enter the complete name of the charge or assessment as it appears on the SOT.

Value as Printed on the current Tax Bill: Enter the amount exactly as it appears on the tax bill.

Adjustment: Enter the amount to be added or (subtracted)

Desired New Amount: This cell will auto-populate. Make sure that this is the amount that should replace the amount currently on the tax bill (the new amount owed for the special).

NOTES

Keep a copy of this form for your records and email the information to the County Treasurer's Office at treasurer.admin@danecounty.gov. Please get changes to us as soon as they are discovered.

Include a copy of the original tax bill with corrections noted.

Adjustments will affect your SOT. Go to the DOR Fillable SOT form and make the amendments needed. Save a copy of the Amended SOT and email to the County Treasurer. You will need to correct lines H and T and the amendments must equal the total of the changes you have requested. Net zero changes do not require an amendment. For example, if a special charge is moved from an incorrect parcel to the correct parcel, there is no change your SOT.

Table S11T17

Adjustment of Special Assessments and Charges (Tax Year 2025)

Changes can be accepted until early January as determined by County Property Listing.
 After that, changes must be paid by the Municipality and will be returned in September when 2023 Specials are paid.

Email to Treasurer.Admin@danecounty.gov

MUNICIPALITY NAME					
Parcel Number	Code	Name of Charge or Assessment	Value as Printed on Tax Bill	Amount of Adjustment	Desired New Amount Due
					-
					-
					-
					-
					-
					-
					-
					-
TOTALS					-
Contact Name Represents Signature					Date Submitted

S13T18

District Summary (February Settlement)

The next page shows a sample of a District Summary report that is created for each municipality for February Settlement. This report is a complete summary of Settlements paid by your municipality and by the County for the tax year.

Many of you will see additional information added to the bottom of this report. In addition to the amount you send to the County for February Settlement, you may owe:

- ◆ 50% of the Agricultural Conversion Charges collected in December and January,
- ◆ 20% of the MFL collected in December and January,
- ◆ All Farm Drainage fees collected (the County Treasurer pays these funds to each Drainage District),
- ◆ All Lottery Credit Penalty fees collected (the County Treasurer pays these funds to the State)

SETTLEMENT DISTRICT SUMMARY REPORT, 2021 TAX ROLL
 DANE COUNTY
 TOWN OF COTTAGE GROVE

	Amounts on Tax Bills (on SOT)	Municipality Paid in January	Municipality Pays in February	County Pays in April	County Pays in August
	Levied	----- Paid By Municipality ----- January	February	Lottery Credit	Other Paid By County Payment Amount Due
SCHOOL DISTRICTS					
1309 DEERFIELD SCHOOL DIST	706,383.93	384,137.63	125,950.32	27,147.08	169,148.90
3332 MARSHALL SCHOOL DIST	44,994.00	24,468.12	8,022.56	1,729.17	10,774.15
3381 MCFARLAND SCHOOL DIST	93,978.00	51,106.04	16,756.55	3,611.67	22,503.74
3675 MONONA GROVE SCHOOL DIST	4,589,059.00	2,495,569.61	818,242.54	176,362.42	1,098,884.43
5621 STOUGHTON SCHOOL DIST	421,915.80	229,441.43	75,228.81	16,214.67	101,030.89
5656 SUN PRAIRIE SCHOOL DIST	4,306.00	2,341.64	767.77	165.48	1,031.11
ALL SCHOOL DISTRICTS TOTAL	5,860,636.73	3,187,064.47	1,044,968.55	225,230.49	1,403,373.22
TECHNICAL COLLEGE DISTRICTS					
0400 MADISON TECH COLLEGE	425,286.01	231,274.18	75,829.73	16,344.19	101,837.91
ALL TECHNICAL COLLEGES TOTAL	425,286.01	231,274.18	75,829.73	16,344.19	101,837.91
TOWN OF COTTAGE GROVE	1,738,961.60	945,662.22	310,061.90	66,830.13	416,407.35
DANE COUNTY	1,758,725.95	956,410.25	313,585.94	67,589.70	421,140.06
*** GRAND TOTALS ***	9,783,610.29	5,320,411.12	1,744,446.12	375,994.51	2,342,758.54

Additional Payments owed to the County

MFL Payments can go on the same check as Settlement.

Farm Drainage and Ag Conversion Payments must be on separate checks.

	Owed to County	MFL Paid	MFL to County	20%	Settlement Plus MFL Due
T COTTAGE GROVE	313,585.94	345.40	69.08	313,655.02	

S16T19

Dog License Reporting Instructions



Wisconsin requires pet owners to license dogs by five months of age. Dog tags are provided by the Dane County Clerk. The County Treasurer's office audits the dog reports and license payments.

Use the "Dog License Cover Sheet" as the first page of your report. **Reports must be balanced and no dog report is complete without full payment payable to the Dane County Treasurer.** Do not combine this payment in a check/ACH with other payments due to Dane County.

The following items must appear as **separate** columns on the license report. If you do not use the County Treasurer spreadsheet, make sure that your list includes all the categories shown.

- Dog License Number, listed in numerical order (**You must account for every license tag you receive from the County Clerk so do not skip any numbers**).
- Name of the dog owner
- Complete mailing address of the owner
- The total amount the owner paid for the license
- The dollar amount owed to the County Treasurer
- The sex of the dog or puppy with separate columns for number of neutered males, spayed females, un-neutered males, un-spayed females
- Breed of dog
- Color of dog
- Date of rabies vaccination expiration
- Indication of zero cost licenses for replacement or \$174.055 exemption for dogs "specially trained to lead blind or deaf persons or to provide support for mobility-impaired persons". You cannot request documentation for a therapy or support dog.

A \$0.50 rebate per license is available for correct reports and payments received by the second Friday of September.

To assure your rebate payment, email your "Dog License Cover Sheet" and your full worksheet to Treasurer.Admin@DaneCounty.gov by the **first Friday in September**. You will receive a call/email from the Treasurer's Office if there are questions about your entries or when your total check amount is verified. No changes can be made once the report is balanced and we will have hard copies for the County Clerk's Office.

Current amounts due to the County per dog are:

- \$13.75** Spayed or Neutered dog
- \$18.75** Un-spayed or Un-neutered dog
- \$12.25** Neutered/Spayed Puppy (5 months old by July 1)
- \$14.75** Un-Neutered/Un-Spayed Puppy (5 months old by July 1)
- \$43.25** Multiple Dogs (Kennel) License (includes up to 12 dogs)
- \$13.75 each** Additional tags (for dogs over the 12 included in the Multiple Dog, kennel, license)

DO NOT WAIT UNTIL SEPTEMBER TO TURN IN YOUR DOG LISTS, THE COUNTY TREASURER'S OFFICE OFTEN DOES NOT HAVE TIME TO BALANCE YOUR PAYMENT TO YOUR REPORT IN TIME FOR THE COUNTY CLERK REBATE. PLEASE SEND WHAT YOU HAVE COMPLETE IN JUNE OR EARLY JULY.

2026 Dane County Dog License Report Cover (2025 Tax Year)

Municipality	Contact Name	Contact Email

Regular Tag Numbers	Multi-Dog Tag Numbers
to	to

Amount Due to County

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

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

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

Totals

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

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

This Cover Sheet must accompany all dog reports.

S17T20: OMITTED TAX BILL CREATION

To create the tax bill you will need:

- Assessor has already provided written notice to the property owner and allowed time for a Board of Review appeal.
- The assessment amount originally omitted from the assessor

2016 (year)		OMITTED PROPERTY ROLL (SEC. 70.44, WIS. STATS.) (Also see sec. 74.315, Wis. Stats.)								
Use tab to navigate throughout form.		(a) Parcel / Account Number Property Location & School Code Owner's Name, Street Address, City, State, Zip (1)	(b) Year Omitted (2)	(c) Assessed Value of Omitted Real Estate	(d) Assessed Value of Omitted Personal Property	(e) Net Mill Rate for Year of Omission	(f) Net Taxes (3)	(g) L-Lottery & Gaming credit F-First Dollar credit T-Total credit (4)	(h) Total General Taxes Due (5)	(i) Special Assessments, Special Charges or Special Taxes
1	Parcel 12-116-0029-0000 Bill and Sue Homeowner RR9 Badger, WI	2014	120,000	0	0.017091622	2,050.99	L- 120.00 F- 75.00 T- 195.00	1,855.99		

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

Municipal Treasurer Access

Information on this page is intended for Municipal Treasurers.

[Municipal Treasurer Login](#)

Go to your secure County Treasurer Secure Site at <https://treasurer.danecounty.gov/> and login as defined in Attachment #1. The screen below will pop up.

The omitted bill template will appear.



Dane County Government
Treasurer's Office

City County Building, Room 210
210 Martin Luther King Jr. Blvd.
Madison, WI 53703
(608) 260-2600
treasurer@countyofdane.gov

[Home](#) [Mill Rate](#) [Split Tax Bill](#) [Omitted Tax Bill](#) [Update Account](#) [Log Out](#)

Treasurer Apps : Home

Welcome to the Dane County Treasurer's Office Secure Site

Your Account is Associated with the TOWN OF PERRY

Please select a link below:

[Mill Rate Worksheet View](#)
[Split Tax Bill Creation](#)
[Omitted Real Estate Tax Bill Creation](#) ◀
[Omitted Personal Property Tax Bill Creation](#)
[Tax Bill Viewer](#)

[Process Documentation](#)

[Log Out](#)

Select Omitted Real Estate Tax Bill



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](#)

Omitted Real Estate Tax Bill

Dark blue fields will be filled automatically.

Warnings

- This is NOT an Omitted Real Estate 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: 2014
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 PERRY
County: DANE COUNTY
Legal Desc:

Name: Taxpayer Name
Property Address: The parcel address

Address: Billing Address for Taxpayer
Original Parcel #: 0000-000-0000-0

City State Zip
Drainage Dist. Text:

Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Average Assessment Ratio	Net Assessed Value Rate (Does NOT reflect Credits)
Add \$0 or omitted tax amount provided by your assessor.				
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Market	☐ Check for unpaid taxes	School taxes reduced by school levy tax credit
Add \$0 or number from Assessor. Not used in calculations.				

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

Taxing Jurisdiction

State of Wisconsin

Dane County

TOWN OF PERRY

School District Enter the name of the school district for this parcel

Technical College Enter the name of the tech college for this parcel

Enter any special assessments, charges or delinquent utility fees.

Year: Net Tax

Currently always \$0

See below for how to calculate the Net Tax for each of these districts based on the omitted taxes.

Average Assessment Ratio: This number can be found near the top of the original tax bill or any existing bill in your municipality.

Parcel #:	0506
Alt. Parcel #:	
Ave. Assmt. Ratio	0.9870

The Net Assessed Value Rate is next to the ratio on the tax bill. It is a nine digit number. This number varies by school district so if you are using a

Net Assessed Value Rate (Does NOT reflect credits)	0.016290647
--	-------------

random bill (not the original bill from the same parcel) make sure you use the number from a parcel with the same school district.

Calculating Net Tax due on this omitted property.

- You will need the GCS Statement of Taxes Report that you received from the County Treasurer during tax bill creation. You will need the report from the year of the omitted taxes. See the sample below.
- Use each taxing districts mill rate times the omitted assessed value.

DANE COUNTY PROPERTY ASSESSMENT AND TAXATION SYSTEM 2018 STATEMENT OF TAXES 044 - TOWN OF PERRY							REPORT #:	STOTAXESLST
							RUN DATE:	12/04/2018
							RUN TIME:	05:52:04 PM
							PAGE:	1
----- DISTRICT ----- CODE DESCRIPTION	R.E. VALUE P.P. VALUE	TOTAL VALUE	R.E. AMOUNT P.P. AMOUNT	AMOUNT TO COLLECT	*AMOUNT* *LEVIED*	OVERRUN UNDERRUN	RATE	
STATE OF WISCONSIN	83,380,700 68,300	83,449,000	0.00 0.00	0.00	0.00	0.00	0.000000000	
DANE COUNTY	83,380,700 68,300	83,449,000	286,501.79 234.68	286,736.47	286,736.62	-0.15	0.003436070	
TOWN OF PERRY	83,380,700 68,300	83,449,000	356,849.92 292.30	357,142.22	357,142.00	0.22	0.004279764	
0490 PECATONICA AREA SCH DIST	7,986,100 0	7,986,100	95,658.94 0.00	95,658.94	95,659.00	-0.06	0.011978187	
3794 MOUNT HOREB SCHOOL DIST	67,583,200 62,100	67,645,300	648,099.82 595.51	648,695.33	648,695.39	-0.06	0.009589659	
3934 NEW GLARUS SCHOOL DIST	7,811,400 6,200	7,817,600	92,106.04 73.11	92,179.15	92,179.14	0.01	0.011791233	
0400 MADISON TECH COLLEGE	75,394,600 68,300	75,462,900	69,599.67 63.05	69,662.72	69,662.83	-0.11	0.000923140	
0300 SOUTHWEST WISC TECH COLL	7,986,100 0	7,986,100	10,092.82 0.00	10,092.82	10,092.80	0.02	0.001263796	
		TOTAL GENERAL	1,558,909.00 1,258.65	1,560,167.65	1,560,167.78	-0.13	0.043261849	
STATE SCHOOL CREDIT	83,380,700 68,300	83,449,000	161,590.77 132.36	161,723.13	161,722.97	0.16	0.001937986	
		TOTAL CREDIT	161,590.77 132.36	161,723.13	161,722.97	0.16	0.001937986	

- The Excel spreadsheet example at right shows how to get the numbers for each of the taxing districts in the omitted tax creation template.
- Enter the numbers from Column C and F into the omitted tax template.

Column A	Column B	Column C	Column D	Column E	Column F
Omitted Assessed Value 242,600.00					
Taxing District	Mill Rates from Omitted Tax Year Report	Tax Due (Col C x Assessed Value)	State Levy Credit Rate	School District Credit Amount	School District Tax Due
Dane County	0.003436070	833.59			
Local	0.004279764	1,038.27			
School District	0.009589659	2,326.45	0.001937986	470.16	1,856.30
MATC	0.000923140	223.95			

- Although it is unlikely, you MAY need to enter a First Dollar Credit or a Lottery Credit.

If you are adding to a parcel that was already taxed, it likely already included a 1st Dollar Credit. See First Dollar Credit in the Glossary for more information about calculating first and second installment amounts on an Omitted Bill with a First Dollar Credit.

If the omitted tax was part of an increased improvements assessment on a home the parcel either

already includes the lottery credit or it is not eligible for a credit. If the home should be eligible for a lottery credit, you may want to contact to owner to file a LC-100. That credit will not be included on this bill.

- Once the Net Tax numbers are entered into the template, go to the bottom of the page and click on GET TOTALS. Review the numbers for each district to see if they make sense. The most simple way to check is to look at another tax bill with a similar value for the same tax year. Compare the taxing district amounts for the two parcels to see if they are similar numbers.
- At the bottom of the page, a button will appear “LINK TO PRINTABLE PAGE.” Click on that button and then click on “Printable Page” and you will be able to open or save your Omitted Tax Bill. See below.

Total		
First Dollar Credit		
Lottery & Gaming Credit		
Net Property Tax		

Make Check Payable To:	Full Payment Due On or Before January 31	Net Property Tax:	
TOWN OF PERRY ☐			
	Or First Installment Due On or Before January 31		
	And Second Installment Due On or Before July 31		
And Second Installment Payable To:			
All Omitted tax bill installments are paid to the Municipality.			
TOTAL DUE For Full Payment Pay by January 31st			
Property Tax Paid			
Balance Due			
Date Paid			

Get Totals

Back To Menu

**STATE OF WISCONSIN
REAL ESTATE TAX BILL FOR**

Year: **2018**

IMPORTANT: • Correspondence should refer to tax number.
• See reverse side 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.

Municipality: **TOWN OF PERRY**

Legal Desc:

GCS or Assessor Legal Description

County.....: **DANE COUNTY**

Name: **Taxpayer**

Property Address: **Parcel Address**

Address: **Billing Address**

Original Parcel #: **0000-000-0000-0**

Assessed Value Land 0	Ass'd. Value Improvements 242,600	Total Assessed Value 242,600	Average Assessment Ratio 0.9870	Net Assessed Value Rate (Does NOT reflect Credits) 0.016290647
Est. Fair Mkt. Land 0	Est. Fair Mkt. Improvements 0	Total Est. Fair Market	☐ A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit 262.60

Year: 2018					
Taxing Jurisdiction	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Net Tax	Net Tax	% Tax Change
State of Wisconsin				0.00	
Dane County				833.59	
TOWN OF PERRY				1,038.27	
School District: Mount Horeb				1,856.30	
Technical College: MATC				223.95	
Total:				\$3,952.11	
First Dollar Credit:				0.00	
Lottery & Gaming Credit:				0.00	
Net Property Tax:				\$3,952.11	

Make Check Payable to: Municipality: TOWN OF PERRY Address	Full Payment Due On or Before January 31	Net Property Tax: \$3,952.11
	\$ 3,952.11	
	Or First Installment Due On or Before January 31	
And Second Installment Payable To: TOWN OF PERRY	\$ 1,976.06	
	And Second Installment Due On or Before July 31	
	\$ 1,976.05	

**TOTAL DUE FOR FULL PAYMENT
PAY BY JANUARY 31**

\$ 3,952.11

WARNING: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and if applicable, penalty. (See reverse)

Property Tax Paid	
Balance Due	\$3,952.11
Date Paid	

- Due dates for Omitted Tax Bills are the same as the dates for current tax bills, January 31.

- IF THE OMITTED TAXES EXCEED \$250, file a PC-205: Request for Sharing of Non-Manufacturing Omitted Property Tax electronically with the DOR.
<https://www.revenue.wi.gov/eserv/slfiling.html>. Forms are due October 1. You will need to know:
 - The year tax was omitted
 - The year tax was added to the tax roll
 - If it is Real or personal property
 - The assessment class/category
 - The omitted assessed value
 - The taxing jurisdictions affected (choose from a dropdown menu)
 - The net tax omitted
 - Explanation of how the property was omitted.
- On November 15, the DOR will notify the municipality of its decision on the validity of the omitted tax review. If approved, the DOR will also notify all affected taxing jurisdictions.
- The Municipality will pay each taxing district their portion once the omitted tax is collected.

Table S17T21
Omitted Taxes and Section 70.43 Corrections



2021

Assessment and Tax Roll Instructions for Clerks

VII. Omitted Property

A. Section 70.44, Wis. Stats. – Assessment of property omitted

1. Real or personal property omitted from assessment in any of the two next previous years unless previously reassessed for the same year or years, shall be entered once additionally for each previous year of such omission, designating each such additional entry as omitted for the year of omission and affixing a just valuation to each entry for a former year as the same should then have been assessed according to the assessor's best judgment, and taxes shall be apportioned using the net tax rate as provided in [sec. 70.43, Wis. Stats.](#), and collected on the tax roll for such entry. This section shall not apply to manufacturing property assessed by DOR under [sec. 70.995, Wis. Stats.](#)

Assessment and Tax Roll Instructions for Clerks

- Any property assessment increased by a local board of review under [sec. 70.511, Wis. Stats.](#), shall be entered in the assessment roll as prescribed under sub. (1)
- As soon as practicable, the assessor shall provide written notice concerning the discovery of property omitted from assessment and concerning that person's appeal rights to the board of review to the owner of the property

B. Omitted property instructions

- Enter the owner's name and the legal description and/or address
- Enter the year the property was omitted from assessment and taxation
- You may only go back two years for assessing and taxing non-manufacturing omitted property
- For the 2021 tax roll:
 - » Omitted years can only be 2019 and 2020
 - » Any property discovered as omitted for 2020 after the BOR adjourned, is assessed and taxed in 2021 as "Omitted for 2020"

C. [Section 74.315, Wis. Stats.](#) – Sharing of non-manufacturing omitted taxes

If the total of all non-manufacturing omitted taxes to include on the taxation district's next tax roll exceeds \$5,000, a clerk must file a Request for Sharing of Non- Manufacturing Omitted Taxes ([Form PC-205](#)) with DOR by October 1 in the year the omitted taxes appear on the tax roll. If the roll is not complete by October 1, the form must be filed before the next October 1. Only property correctly identified as omitted property by the assessor should be included on this form. Complete a separate form for each real estate parcel number, personal property account number and tax year. DOR will determine, by November 15, if the equalized value for the municipality was affected by this change in value. DOR will notify the taxation district of the determination.

Do **not** include manufacturing omitted tax to determine if omitted tax exceeds \$5,000 when deciding to file [Form PC-205](#). A clerk must submit [Form PC-205](#) electronically on DOR's website.

VIII. Section 70.43 Correction of Errors

A. [Section 70.43, Wis. Stats.](#) – Correction of errors by assessors

- In this section "palpable error" means an error under [sec. 74.33\(1\), Wis. Stats.](#)
- If the assessor discovers a palpable error in the assessment of a tract of real estate or an item of personal property that results in the tract or property having an inaccurate assessment for the preceding year, the assessor must correct that error by adding to or subtracting from the assessment for the preceding year. The result must be the true assessed value of the property for the preceding year. The assessor must make a marginal note of the correction on that year's assessment roll.
- The dollar amount of the adjustment determined in the correction under sub. (2) must be referred to the BOR and, if certified by that board, must be entered in a separate section of the current assessment roll, as prescribed by DOR, and must be used to determine the amount of additional taxes to be collected or taxes to be refunded. The dollar amount of the adjustment may be appealed to the BOR in the same manner as other assessments. The taxes to be collected or refunded must be determined on the basis of the net tax rate of the previous year, taking into account credits under [sec. 79.10, Wis. Stats.](#) The taxes to be collected or refunded must be reflected on the tax roll in the same manner as omitted property under [sec. 70.44, Wis. Stats.](#), but any such adjustment may not be carried forward to future years. The governing body of the taxation district must proceed under [sec. 74.41, Wis. Stats.](#)
- As soon as practicable, the assessor shall provide written notice of the correction to the person assessed. That notice shall include information regarding that person's appeal rights to the BOR.

Assessment and Tax Roll Instructions for Clerks

B. Sec. 70.43, Wis. Stats. – Correction of error instructions

There are special forms ([PA-5/661](#)) in the back of the roll to manually complete these entries. You may also use the fill-in form located on our website. Enter the previous year's value and corrected value on the proper lines and in the appropriate property type column.

Determine the difference between the previous year's value and the corrected value, and enter the difference in the correct Amount of Adjustment column. If the corrected value is more than the previous year's value, the Amount of Adjustment is a positive amount and additional tax must be collected from the property owner. If the corrected value is less than the previous year's value, the Amount of Adjustment is a negative amount (use brackets () to denote a negative amount) and a refund is due the property owner. There is an Amount of Adjustment column for Real Property and one for Personal Property. Be sure to enter the adjusted amount in the correct column.

C. Net mill rate

From the previous year's assessment roll, enter the correct net mill rate (after tax credit) used to calculate the previous year's taxes on the property. (The net mill rate is the gross mill rate [for the applicable mill rate area] minus the school levy tax credit mill rate.)

Multiply the assessed value difference entered in the Amount of Adjustment column by the Previous Year's Net Mill Rate (col. f). For real estate, use the tax net school credit amount in col. (g). Also, enter any adjustment to the Lottery and Gaming or First Dollar credits (if applicable). The result is the amount of tax due (if Amount of Adjustment is positive) or amount of tax to be refunded (if Amount of Adjustment is negative). Enter the tax amount in col. (g), entry "N."

If additional taxes are collected under [sec. 70.43, Wis. Stats.](#), they may have to be shared with other taxing jurisdictions. Taxes refunded under sec. 70.43, Wis. Stats., may be able to be charged back to the other taxing jurisdictions. Refer to secs. [74.41](#) and [74.315, Wis. Stats.](#)

Note: If the net tax difference is a negative amount, the tax district may have to increase its local levy by the negative amount to compensate for the refund(s). Local municipal officials should review and discuss this before setting the local municipal levy.

D. Sec. 70.43, Wis. Stats. – Charging back refunded or rescinded taxes

If a municipality refunds or rescinds property taxes paid or assessed in error, the municipality may file a Request for Chargeback of Rescinded or Refunded Taxes ([Form PC-201](#)) with DOR. Form PC-201 may only be submitted after the taxes have been refunded or rescinded. For more information, see Publication [PA-600: Property Tax Refund Requests and the Chargeback Process](#).

S17T22: SPLIT TAX BILL CREATION

You will need a copy of the original bill and details from your assessor on the values of each section of the split.

Municipal Treasurer Access

Information on this page is intended for Municipal Treasurers.

[Municipal Treasurer Login](#)

Go to your secure County Treasurer Secure Site at <https://treasurer.danecounty.gov> and login as defined in Attachment #1.

The screen below will pop-up.

Welcome to the Dane County Treasurer's Office Secure Site

Your Account is Associated with the TOWN OF PERRY

Please select a link below:

- [Mill Rate Worksheet View](#)
- [Split Tax Bill Creation](#)
- [Omitted Real Estate Tax Bill Creation](#)
- [Omitted Personal Property Tax Bill Creation](#)
- [Tax Bill Viewer](#)
- [Process Documentation](#)
- [Log Out](#)

The split bill template will appear.



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

Dark blue fields will be filled automatically.

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:

2014

Important:

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

PROPERTY TAX BILL FOR:

Municipality:

TOWN OF PERRY

County:

DANE COUNTY

Name:

Name of each owner

Address:

Billing Address for each owner

Each City State Zip

Legal Desc:

Copy from GCS or Access Dane

Property Address:

Use the existing parcel address

Original Parcel #:

Use the existing parcel number

Drainage Dist. Text:

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

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

Add the correct amounts on each owner's new tax bill

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

Add \$0 or number from Assessor. Not used in tax calculations.

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

Taxing Jurisdiction Year: Net Tax

State of Wisconsin State is \$0

Dane County See below for how to calculate the Net Tax for each of these districts based on the taxes for each portion of the split parcel.

TOWN OF PERRY

School District Enter the name of the school district for this parcel

Technical College Enter the name of the tech college for this parcel

Enter any special assessments, charges or delinquent utility fees.

Net Assessed Value Rate (Does NOT reflect credits) 0.016290647

Average Assessment Ratio:

This number can be found near the top of the original tax bill or any existing bill in your municipality.

Parcel #:	0506
Alt. Parcel #:	
Ave. Assmt. Ratio	0.9870
	N/C

The Net Assessed Value Rate:

is next to the ratio on the tax bill. It is a nine-digit number. This number varies by school district so if you are using a random tax bill (not the original bill for the same parcel), make sure you use the number from a parcel with the same school district.

Calculating Net Tax due for each new parcel:

- You will need the GCS Statement of Taxes Report that you received from the County Treasurer during tax bill creation. See the sample below.
- Use each taxing districts mill rate times each new parcel's assessed value.

DANE COUNTY PROPERTY ASSESSMENT AND TAXATION SYSTEM 2018 STATEMENT OF TAXES 044 - TOWN OF PERRY							REPORT #:	STOTAXESLST
							RUN DATE:	12/04/2018
							RUN TIME:	05:52:04 PM
							PAGE:	1
DISTRICT CODE	DESCRIPTION	R. E. VALUE P. P. VALUE	TOTAL VALUE	R. E. AMOUNT P. P. AMOUNT	AMOUNT TO COLLECT	*AMOUNT* *LEVIED*	OVERRUN UNDERRUN	RATE
	STATE OF WISCONSIN	83,380,700 68,300	83,449,000	0.00 0.00	0.00	0.00	0.00	0.000000000
	DANE COUNTY	83,380,700 68,300	83,449,000	286,501.79 234.68	286,736.47	286,736.62	-0.15	0.003436070
	TOWN OF PERRY	83,380,700 68,300	83,449,000	356,849.92 292.30	357,142.22	357,142.00	0.22	0.004279764
0490	PECATONICA AREA SCH DIST	7,986,100 0	7,986,100	95,658.94 0.00	95,658.94	95,659.00	-0.06	0.011978187
3794	MOUNT HOREB SCHOOL DIST	67,583,200 62,100	67,645,300	648,099.82 595.51	648,695.33	648,695.39	-0.06	0.009589659
3934	NEW GLARUS SCHOOL DIST	7,811,400 6,200	7,817,600	92,106.04 73.11	92,179.15	92,179.14	0.01	0.011791233
0400	MADISON TECH COLLEGE	75,394,600 68,300	75,462,900	69,599.67 63.05	69,662.72	69,662.83	-0.11	0.000923140
0300	SOUTHWEST WISC TECH COLL	7,986,100 0	7,986,100	10,092.82 0.00	10,092.82	10,092.80	0.02	0.001263796
	TOTAL GENERAL			1,558,909.00 1,258.65	1,560,167.65	1,560,167.78	-0.13	0.043261849
	STATE SCHOOL CREDIT	83,380,700 68,300	83,449,000	161,590.77 132.36	161,723.13	161,722.97	0.16	0.001937986
	TOTAL CREDIT			161,590.77 132.36	161,723.13	161,722.97	0.16	0.001937986

- The Excel spreadsheet example below shows how to get the tax due numbers for each new parcel.
- For Parcel #1, enter the numbers from Column D and the School District tax due from Column H, Line 4.

- For Parcel #2, enter the numbers from Column E and the School District tax due from Column H, Line 5.

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
	242,600	Original Parcel Assessed Value			3,952.11	Total Tax Due Original Parcel (C1+C2+H3+C6)		
	200,000	Split Parcel #1 Value			3,258.13	Total Tax Due Parcel #1 (D1+D2+H4+D6)		
	42,600	Split Parcel #2 Value			693.98	Total Tax Due Parcel #2 (E1+E2+54+E6)		
			Column C Mill Rate times Assessed Value for each Parcel				Col G x Value	SD minus Credit
Line	Taxing District	Mill Rates	Tax Due Original Parcel	Tax Due Parcel #1	Tax Due Parcel #2	State Levy Credit Rate	School District Credit Amount	School District Credit Due
1	Dane County	0.003436070	833.59	687.21	146.38			
2	Local	0.004279764	1,038.27	855.95	182.32			
3	School District	0.009589659	2,326.45			0.001937986	470.16	1,856.30
4		0.009589659		1,917.93		0.001937986	387.60	1,530.33
5		0.009589659			408.52	0.001937986	82.56	325.96
6	MATC/SWTC	0.00092314	223.95	184.63	39.33			

- If the original tax bill included a First Dollar Credit, that credit will be applied to the new parcel with real estate improvements.
- The Lottery Credit, if any, will be applied to the parcel that is a primary residence.

Total	
First Dollar Credit	
Lottery & Gaming Credit	
Net Property Tax	Must equal original tax bill

- The total of the two parcels MUST equal the total due on the original tax bill.
- Municipalities creating split tax bills may choose to have the First Installment sent to the Municipality or to the County. The County address will auto-fill if selected. If you choose collection by your Municipality, type in the address.

- The Second Installment will always go to the County.

- Once the Net Tax numbers are entered into the template, go to the bottom of the page and click on GET TOTALS.

- At the bottom of the page, a button will appear "LINK TO PRINTABLE PAGE." Click on that button and then click on "Printable Page" and you will be able to open or save your Split Tax Bills.

Make Check Payable To:	Full Payment Due On or Before January 31	Net Property Tax:	
TOWN OF PERRY			
Split Taxes can be mailed to the Municipality or to the County, select here.	Or First Installment Due On or Before January 31		
And Second Installment Payable To:	And Second Installment Due On or Before July 31		
DANE COUNTY TREASURER			
PO Box 1299			
Madison, WI 53701-1299			
		TOTAL DUE For Full Payment Pay by January 31st	
		Property Tax Paid	
		Balance Due	
		Date Paid	
Get Totals		Back To Menu	

- Send the County Treasurer a copy of the original bill and the newly created split bills. Treasurer.Admin@danecounty.gov

S14T23

Access Dane Address Change Instructions

Address Exchange tips:

After you sign in to AccessDane, the first screen that comes up has a section labeled Address Exchange. If you have changes pending, they will be listed here until we process them.

Address Exchange

View pending address updates for your municipality.

You can keep track of whether or not you made changes here. You also have the opportunity to delete a change before it has been 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 an EDIT button next to the Primary Address and the Billing Address.

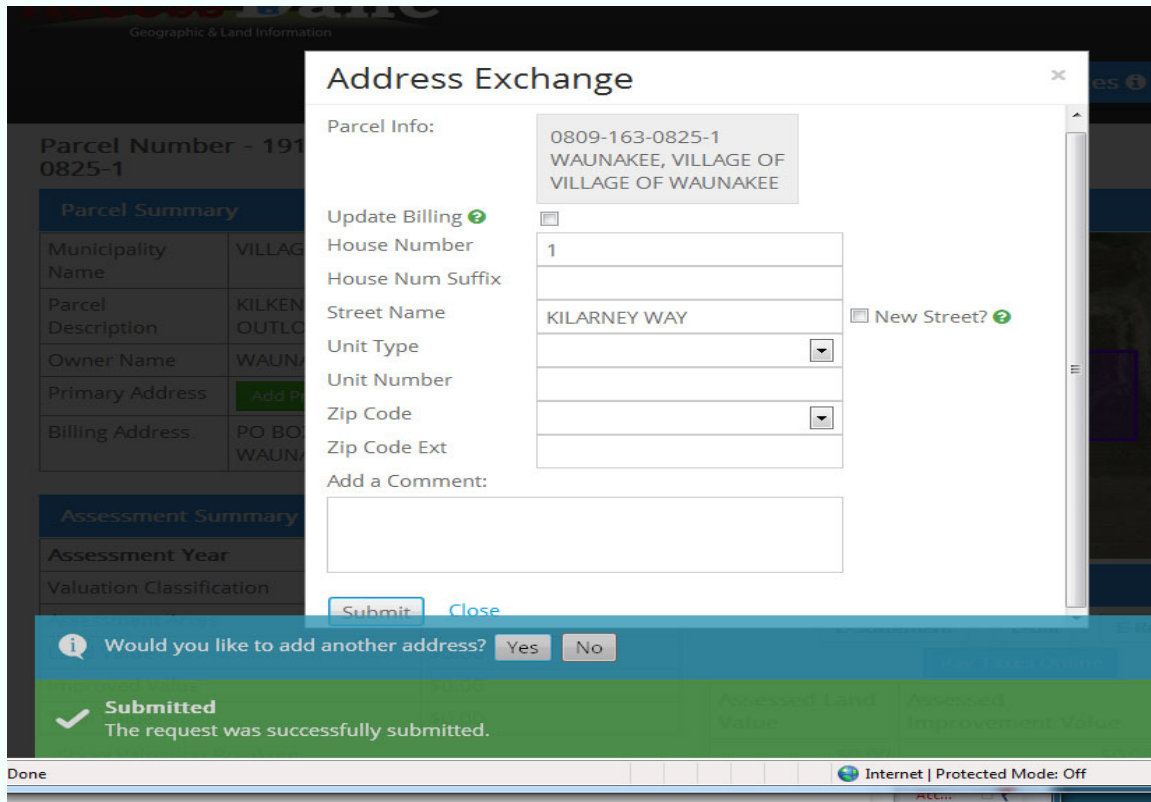
Primary Address	504 1/2 PROSPECT RD UNIT A Edit
Billing Address	% GRANDPA 1 A W CANTERBURY CT E STAVA 5 CAMBRIDGE WI 53523 CANADA Edit

If the Edit button is not there, either you haven't signed in or you don't have address update authorization. If you need authorization, you can contact your organization administrator or call us if you have problems.

Updating the Primary Address:

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 Edit WAUNAKEE WI 53597

If there is no existing address click Add Primary to bring up the following screen. The street name field should auto fill if the name is already in the County's Road Name Database. If it doesn't fill in and you're 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.



Geographic & Land Information

Parcel Number - 1910825-1

Parcel Summary

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

Assessment Summary

Assessment Year

Valuation Classification

Address Exchange

Parcel Info: 0809-163-0825-1
WAUNAKEE, VILLAGE OF
VILLAGE OF WAUNAKEE

Update Billing  ☐

House Number: 1

House Num Suffix:

Street Name: KILARNEY WAY ☐ New Street? 

Unit Type: 

Unit Number:

Zip Code: 

Zip Code Ext:

Add a Comment:

[Submit](#) [Close](#)

Would you like to add another address? [Yes](#) [No](#)

 **Submitted**
The request was successfully submitted.

Done Internet | Protected Mode: Off

After you enter the new address and hit Submit, you will get this screen that it was submitted. If you have more than one address for the parcel you would click Yes for add another address. Clicking yes 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 you need.

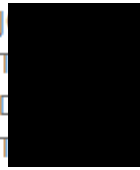
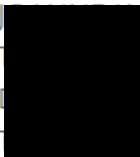
The ability to remove a property address will be available shortly. In the meantime, please notify us to take it off.

Updating the Billing Address

To update the billing address, click on the Edit button. Enter the new address, scroll to the bottom of the screen and click submit.

Attention	
House Number	6122
House Num Suffix	
Prefix Direction	
Street Name/PO Box	HARVEST HILL
Street Type	RD
Suffix Direction	
Unit Type	
Unit Number	
City	WAUNAKEE
State	WI
Postal Code	53597
Postal Code Ext	
Country	
Add a Comment*	

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

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

Once you click on Edit Billing you will get this screen:

Address Exchange

Update Multiple parcels? 

Attention

House Number

House Num Suffix

Prefix Direction

Street Name/PO Box

Street Type

Suffix Direction

Unit Type

Unit Number

City

State

Postal Code

Postal Code Ext

Country

☐

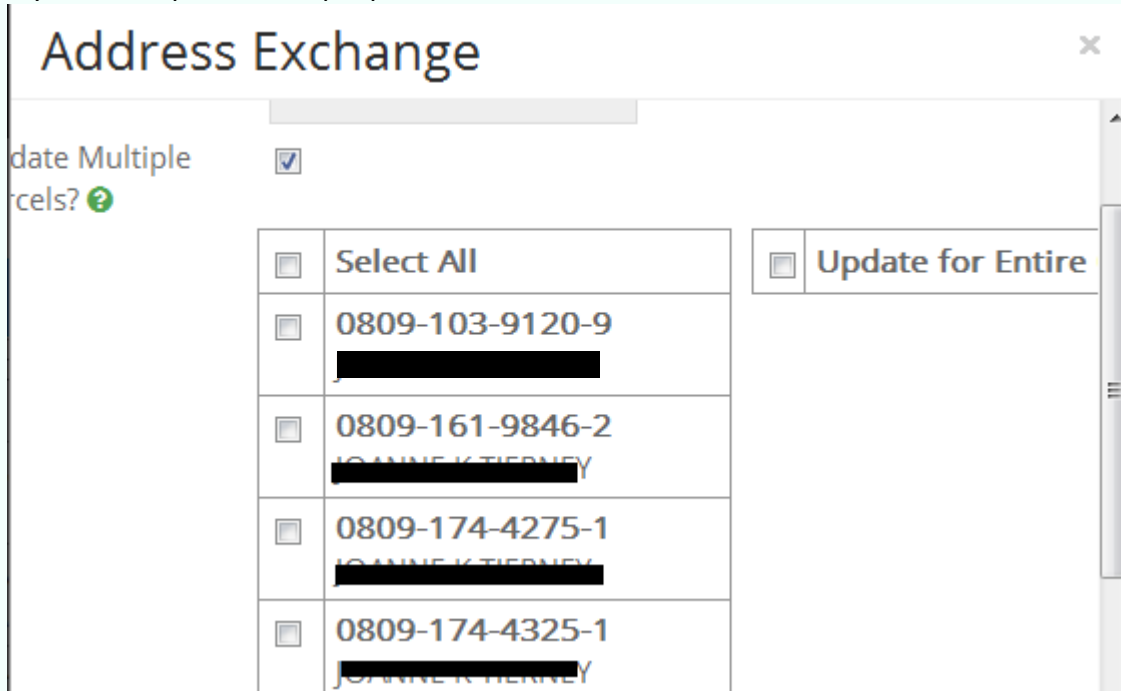
PO BOX 3

WAUNAKEE

WI

53597

If you click Update multiple parcels it will look like this:



The screenshot shows a window titled "Address Exchange" with a close button (X) in the top right corner. Below the title bar, there is a section with the text "Update Multiple" and a checked checkbox, followed by a question mark icon. To the right of this text is a table with five rows. The first row is a header with a checkbox and the text "Select All". The subsequent four rows each have a checkbox followed by a parcel ID and a redacted owner name. To the right of the table is a button labeled "Update for Entire" with a checkbox next to it.

☐	Select All
☐	0809-103-9120-9 [REDACTED]
☐	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 those parcels that you want to update or click on Select All. If the owner wants all of their parcels updated, you would click Update for Entire County. This will update any of their parcels that have the ownership listed the same way. This saves the owner from having to contact numerous municipalities. This also saves you from entering the same address change numerous times.

Just some general information:

Clicking on this logo takes you back to the home screen



All of the Blue lines that say MORE + are expandable and bring up additional information or details.

Adding addresses to New Subdivisions or CSMs on AccessDane

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, Condominium or Subdivision
Enter the plat name, or the Certified Survey Map number

[Owner](#) [Parcel Address](#) [Parcel Number](#) [Township, Range, Section](#) [Plat or Survey Map](#)

Plat Type

Plat Name

Block

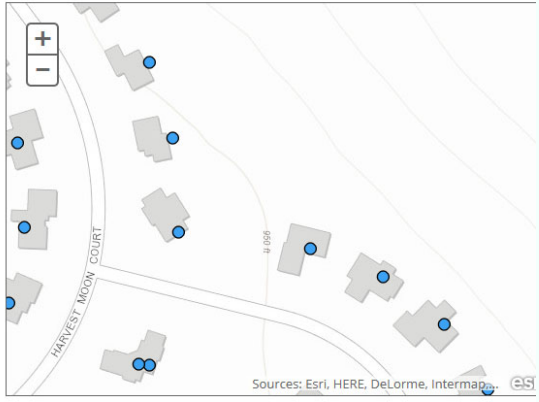
Lot

Outlot

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

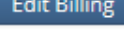
Show Results: Keyword Filter:

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	Current	NATURE VALLEY	LOT 16		6492



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  
0909-363-6650-0 TOWN OF VIENNA  Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 8		 
0909-363-6675-0 TOWN OF VIENNA  Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 9		 
0909-363-6700-0 TOWN OF VIENNA  Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 10		 
0909-363-6725-0 TOWN OF VIENNA  Map	Current	NATURE VALLEY CONSERVATION NEIGHBORHOOD - 1ST ADDITION	OUTLOT 11		 

If you click on Edit Property you will get the new address screen:

Enter the new address

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](#)

Hit submit. You will get the message about whether or not you want to add another address. If this is a corner lot or a multiple unit building, and you want a second address hit 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.

Remember, once you submit an address, it comes to me for processing. After I process it, you will get an email saying that the changes that you submitted have been processed. The change will be on AccessDane the next day.

S19T24

FIRST DOLLAR CREDIT CALCULATION

The First Dollar Credit provides direct property tax relief as a credit on property that has an “assessed value improvement.” Although rare, you may need to add a First Dollar Credit to the Omitted Bill.

If you just have a tax amount (no specials or Lottery Credit), simply split the tax due in half and then split the First Dollar Credit in half and apply half to each installment. For example:

\$1000 Total Tax Due \$50 First Dollar Credit		
1 st Installment		1 st Installment
$1000/2 = 500$		$1000/2 = 500$
$50/2 = 25$		$50/2 = 25$
Amount Due for 1st Installment		Amount Due for 2nd Installment
\$525		\$525

If there is a Lottery Credit on the Parcel, that amount is only subtracted from the 1st Installment.

If there are any Specials (i.e. Trash, Delinquent Utilities), those items are added only on the 1st Installment.

See the Sample below to help calculate your installments. The numbers are pulled from the Omitted Bill created (below calculations).

	Gross Tax	
	8,561.62	
Split into 2 Installments		
4,280.81	Taxes	4,280.81
(193.51)	Lottery Credit	
8.67	Specials	
154.50		
(39.84)	\$79.68 Full First Dollar Credit	(39.84)
1st Installment		2nd Installment
4,210.63		4,240.97

Taxing Jurisdiction	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Net Tax	Net Tax	% Tax Change
State of Wisconsin				0.00	
Dane County				1,816.08	
TOWN				2,245.84	
School District:				4,015.28	
Technical College:				484.42	
				</	