

## LOCAL MUNICIPALITY PROPERTY TAX PROCESS CHECKLIST

This document is organized by the month the activity needs to be completed. Click on the month below to skip to that section.

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

### January



- Export payments made through December 31 due to County Treasurer by **Monday, January 4 at 8:30 am**. **Section #6:** January Tax Payment Export to County.
- Send all Lottery Credit changes and VOIDS right after export. Do not include in your export email.
  
- A day or two after you send all your documents to the County Treasurer, your Settlement documents will be available on your Access Dane site.
- Municipal January Settlement payments are due on January 15
- Friday, January 15 – Deadline for Adjusting Specials. **Section #7:** Adjusting Specials
- Monday, February 1: Last day for Municipalities to apply Lottery Credits to 2020 tax bills. Additional day since the 31<sup>st</sup> falls on a Sunday.
- Monday, February 1: First installment 2020 property tax payments due to Municipalities. Additional day since the 31<sup>st</sup> falls on a Sunday.



### February

- February 2: Any Lottery Credit forms you open or receive on or after this date, regardless of postmark, should be returned to the property owner with information on how to apply for a 2020 late claim directly with the Department of Revenue.
- Tuesday, February 2 at 4:30 pm:** Export payments received since the January 4 Export to the County Treasurer. **Section #8:** February Tax Payment Export to County.
- Send all Lottery Credit changes and VOIDS right after your export to [Treasurer.Admin@countyofdane.com](mailto:Treasurer.Admin@countyofdane.com). Do not include these forms in your export email.
- Monday, February 8, 2020: End of 1<sup>st</sup> Installment Grace Period.

- February 15: PC-201 Charge Back of Refunded and Rescinded Taxes payment from County. The detail is received in November from DOR on corrections made per Wis. Stats. §74.41. **Section #10**: Annual Payments from the County to Municipalities.
- A day or two after you send your export, Settlement documents will be available on your Access Dane site. **Section #9**: January and February Settlement. Adam will contact you if there are questions.
- If you want a hard copy signature on your Tax Settlement Receipt, contact us to schedule an appointment (MAYBE our building will be open by then. MAYBE.
- February 20: February Settlement payments are due **Section #11**: Other Municipal Payments to the County:
  - Dane County
    - February settlement amount + MFL (can be on the same check)
    - Ag Conversion (separate check if applicable)
    - Farm Drainage (separate check, if applicable)
    - Lottery Credit (separate check, if applicable)
    - PILT (separate check, if applicable)
  - Tech College
  - School District
  - Special taxing districts

## March

- March 1, 2021 Deadline: DOR Form LC-664 for 2018-19 Manufactured/Mobile Home Lottery and Gaming Credit Report due to the state
- Approximately March 15 each year, the County Treasurer will send a list of unpaid Personal Property on Leased Land to Municipal Treasurers. Payment must be received by August 15.
- March 31: Send any changes in your municipal banking or LGIP information to the County in preparation for Lottery Credit Settlement on April 15. This form can be found on the Municipal Treasurer's Secure Website:  
<https://treasurer.countyofdane.com/munitreasurer.aspx>

## April

- April 1 Deadline: Completed PC-200 Forms (Chargeback of Personal Property) are due to the County Treasurer. Payment received by May 1.
- April 15: Lottery Credit Settlement payment from the County. See DistSum Report from February Settlement for amount you will receive by ACH. Municipalities that receive their

Lottery Credit payment directly from the state will need to pay each district their allocation of the credit. **Section #10**: Annual Payments from the County to Municipalities.

## May



- PC-200 payments for Chargeback of Personal Property will be received from the County by May 1, if applicable. **Section #10**: Annual Payments from the County to Municipalities.
- On the first Monday in May, (starting in 2019), the State will pay Municipalities (and other taxing jurisdictions) for the amount of taxes levied on personal property (locally assessed machinery, tools, and patterns values). Wis. Stats. 79.096.
- At the end of May, the County will send Final Installment Reminder notices to taxpayers.

## June

- June 1 Deadline: Starting in 2019, municipalities need to file the PA-550 Personal Property Value Report with DOR. The form will report the locally assessed machinery, tools, and patterns (Code 2) 2018 values. Previously these values were reported on Schedule C of the Statement of Personal Property (Form PA-003). The values will be used to calculate the 2022 aid payments to local governments. More information is available in Wis. Stats. §79.096.
- Mid-June: DNR will send MFL payments to local municipalities. All MFL payments must be received by the County from the municipality before tax bills can be released in November/December.

## July

- July 1 is the deadline for Municipalities to file the [PE-300](#), the Annual TID Report, with the DOR.



- July 20, 2020: DOR will pay municipalities:
  - Exempt Computer Aid,
  - Shared Revenue (15%, balance will be paid in November),
  - Expenditure Restraint,
  - Dane County will receive payments for the First Dollar and School Levy Tax Credit which will be paid to municipalities with August Settlement.
- July 31, 2020: Taxpayer deadline for paying Final Installments to County Treasurer. Grace period ends August 7.

## August

- Monday, August 2 to Monday, December 20, 2021: Taxpayers may pre-pay property taxes to Municipal Treasurers. The amount must be greater than \$100 but no greater than last year's total taxes (excluding special assessments).
- Monday, August 16, 2021 Deadline: Send Personal Property on Leased Land payments to the County Treasurer. **Section #11**: Other Municipal Payments to the County.
- Friday, August 20, 2021 Deadline: County August Settlement payments to municipalities (includes special districts), school districts, tech colleges. Payments will include School Levy Tax and First Dollar Credits owed to each taxing jurisdictions. See DistSum Report from February Settlement for the amount you will receive by ACH.

## September



- Friday, September 3, 2021 - Deadline to email dog license reports to the County Treasurer to assure your County rebate.
- County Clerk dog rebate deadline is the second Friday of September, September 10, 2021.
- Wednesday, September 15, 2021: County pays municipalities for Specials collected between the February export and August 31<sup>st</sup>.

## October

- October 1 Deadline: Requests for Chargeback of Refunded or Rescinded Taxes (Form PC-201) filed with DOR. Payments will be received from the County Treasurer in February.
- October 1 Deadline: Requests to Share Non-Manufacturing Omitted Taxes (Form PC-205) filed with DOR.
- October 1: Last day for taxpayers to file for a late Lottery Credit claim with DOR.
- October 1: Complete your Tax Bill Information Form (name on the tax bill, order of tax bills, number of envelopes needed, number of Register of Deeds leaflets, banking changes, etc.). You will receive an email from the County Treasurer requesting this information.
- Make sure that you can log in to your Access Dane Secure Site where you will enter your Mill Rate Worksheet. <https://treasurer.countyofdane.com/munitreasurer.aspx> **Section #1**: Municipal Treasurer Secure Site



- Start gathering all the information you need to enter specials into Access Dane<sup>1</sup>.
- Contact Business Communication Solutions (BCS, formerly API) if they are mailing your tax bills. Contact: Maryann Kemper at 608-849-9730 x223 or [maryann.kemper@apifao.com](mailto:maryann.kemper@apifao.com)

## November

- Monday and Tuesday, October 5&6 or 12&13: Attend the Local Treasurer Training and GCS Update.
- November 14: DOR posts the Tax Increment Worksheet Form (PC-202).
- November 15: Last day for taxpayers to pay utilities and other assessments before being included on the 2019 tax bill as a special.
- November 15: DOR responds to any PC-201 Chargebacks requested by Municipalities.
- November 18, 2019: DOR distributes final shared revenue payments.
- All MFL payments must be received by the County before tax bills can be released.
- Watch for levy information from your local districts. Every district in your municipality will send you levy and referenda information:
  - School District(s)
  - Tech College(s)
  - County (Certificate of Apportionment). Available on the Dane Treasurer's website. <https://treasurer.countyofdane.com/munitreasurer.aspx>
  - Your Municipality
  - Any Special Taxation Districts (e.g. Lake or Sanitary Districts)
  - Any Special Purpose Districts (e.g. Fire or EMS Districts that are part of the local levy, not a separate taxing district)
- These DOR forms are needed to create your tax bills **Section #2**: DOR Tax Calculation Forms:
  - TID Worksheet, form PC-202
  - Statement of Taxes (SOT), form PA632A
  - Referenda/Resolution Data, form PA-687
- Thanksgiving: November 25, 2021.



<sup>1</sup> This document does not describe the process of entering delinquent utility charges, specials, managed forest lands, etc. That is defined by County Property Listing.

- Work with Property Listing to get Specials entered into Access Dane. Once your specials are entered and balanced, Property Listing will release your Mill Rate Work Sheet. **The ideal would be to finish balancing specials with County Property Listing before or immediately after Thanksgiving.** Of course, correct is better than fast. Watch for an email from County Property Listing that you are ready to complete your mill rate worksheet.
- To complete your Mill Rate Worksheet **Section #3**: Tax Calculation and Sample Worksheets (Tables 1 to 7):
  - Go to your secure Municipal Treasurer's account and sign in
  - Click on Mill Rate Worksheet Update and fill in your levy (and TID) amounts.
- When the Mill Rate Worksheet is complete and submitted, send these required documents to [Treasurer.Admin@countyofdane.com](mailto:Treasurer.Admin@countyofdane.com):
  - SOT complete through the first line of Section G
  - TID Worksheet (if you have these districts)
  - Referenda Form PA-687
- Your email should also include your contact information for the hours of 8 am to 8 pm in case there are questions about your tax bills.
- At this point, the County Treasurer's Office will start preparing your tax bills. If there are questions, you will get a call. If there are no issues, you will get an email when your draft tax bills are created and ready for review on your AccessDane secure site.

## December

- Once taxes are calculated, BCS (formerly API) will prepare a PDF for the County Treasurer to review and upload to Access Dane.
- After the county reviews and uploads the documents to Access Dane, the County Treasurer will inform BCS that the tax bills are approved and ready for printing.
- If BCS mails your tax bills, make sure they have any inserts you want with your tax bills.
- If you mail your own tax bills, YOU WILL NOT PICK THEM UP AT THE CITY COUNTY BUILDING IN 2020. Our tax bill printer has agreed to arrange for pick-up of tax bills and envelopes in their warehouse.

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- ☐ Once your documents are uploaded to Access Dane, you can complete your SOT to submit to DOR and the County Treasurer's Office.
- ☐ **DUE MONDAY, DECEMBER 21, 2020** (Third Monday in December):
  - The final SOT filed online with DOR (print this document either on paper or as a PDF and mail or email it to the County Treasurer. **Do not use another form of the SOT because it does not allow us to balance with DOR.**
  - Sign and send the Tax Roll Certification for Taxes Levied (PA-601) to the Treasurer's Office (DOR does not need this form). <https://www.revenue.wi.gov/DORForms/pa-601.pdf#search=pa%2D601> *Note: You no longer need to mail a hard copy of this document.*
  - DOR needs the Tax Increment Worksheet (if applicable) and the Levy Limit Worksheet (see Glossary for more information).
  - And, of course, this is the deadline to have your tax bills in the mail. Dane County will update Access Dane with 2020 tax bills by this date as well.
- ☐ Collect 2019 paid 2020 taxes through January 31, 2020.  
**Section #4:** Municipal Tax Collection (Table 8 to 11)
- ☐ Send Lottery Credit Forms to Dane County Treasurer's Office.  
**Section #5:** Adding/Removing Lottery Credits on Parcels.

