

Local Property Tax Process Manual 2023-2024

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.

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SECTION #1

MUNICIPAL TREASURER WEBSITES

Municipal Treasurers (and often clerks) need access to three sites in the property tax 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 S1T26**.

Your Municipal Treasurer Page also includes other helpful links:

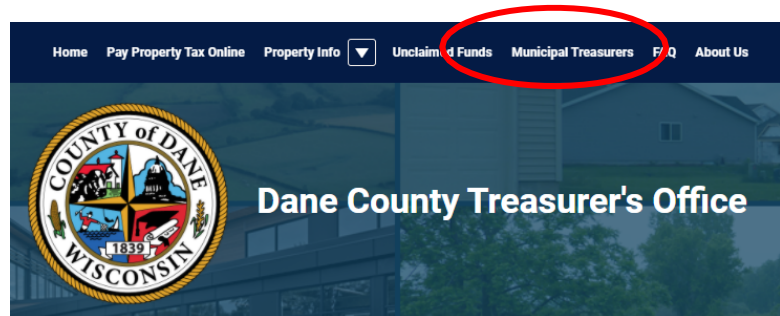
- Updated training documents
- The latest tax process manual and checklist.
- Excel Worksheets (Dog License, Voids, Unclaimed Funds)
- Current Dane County Levy Document
- Links to Other Helpful Sites

How to Log-In

treasurer.countyofdane.com/

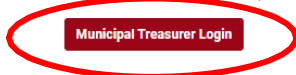
Click on the MUNICIPAL TREASURERS Tab (*circled in red on right*).

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



Municipal Treasurer

Information on this page is intended for Municipal Treasurers.



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

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

[Home](#)
[Mill Rate](#)
[Split Tax Bill](#)
[Omitted Tax Bill](#)
[Update Account](#)
[Log Out](#)

Treasurer Apps : Update Account

Update your Account

Personal Info

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

Email Address

Full Name

Address

City, State, Zip Wisconsin

Country

Phone

Additional Comments

Login Info

Access Dane Account

Activities in your Access Dane Municipal Treasurer's Account: 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.countyofdane.com and click on Log In (red button on the top right of the page)



- Enter Username and password
- Select DOCUMENTS
 - Treasurer
 - 2023pay2024

If you are having trouble logging in, please contact Troy Everson in Property Listing at 608-261-9750 or Everson@countyofdane.com).

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

¹ Contact information for Dane County Property Listing: Peggy Llontop at 608-266-4120 or llontop@countyofdane.com. Troy Everson at 608-261-9750 or everson@countyofdane.com.

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/govprtax-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.

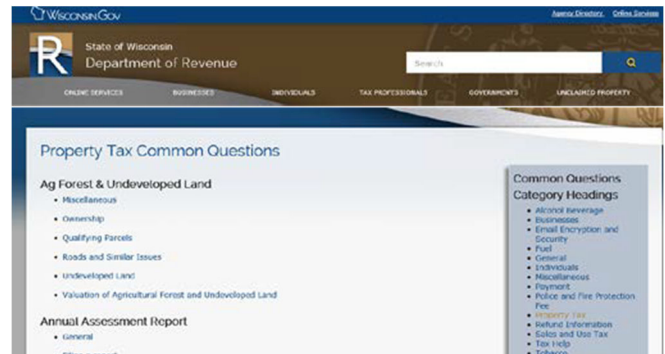
Another helpful document on the DOR website is the annual calendar

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

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.



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 with the state, hopefully, by Thanksgiving. 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, Agricultural Conversion and Farm Drainage.*

Once assessments and specials are completed, Property Listing will release your Mill Rate Worksheet for you to enter your local levies. The document will already include all assessed values and all specials. Municipalities need to have a Municipal Treasurer Account (See [Section #1](#)) to enter your levies on the Mill Rate Worksheet.

Log into your Municipal Treasurer's page at <https://treasurer-apps.countyofdane.com/apps/login.aspx> and click on **Mill Rate Worksheet View**. More information on this process on the secure site can be found in [Table S1T26](#).

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. 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 page, select Mill Rate Worksheet UPDATE to start entering your levy amounts.

Municipal Clerks and Treasurers need four things to complete the Mill Rate Worksheet and start creating your tax bills.

- Levy amounts from every district in your municipality. These come from the County, School Districts, Tech Colleges, any Special Taxing Districts 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 and the Treasurer's Office uploads your Tax Calculation documents to your Access Dane site.*
- 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://apps5.dpi.wi.gov/safr_ro/. They will also send you this information.

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 Treasurer at Treasurer.Admin@countyofdane.com 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 (only use DOR Fillable form)
- TID Worksheet (if you have these districts)
- Referenda Form PA-687 (even if you have no referenda in your municipality).

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 ASAP 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 couple 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 18, 2023):

- Tax bills must be mailed.
- Municipalities need to file their online SOT with DOR.
- Email a copy of your SOT to the County Treasurer at Treasurer.Admin@countyofdane.com
- 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-601.pdf#search=pa%2D601>

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

- Tax Calc Report (CALTAXESLST). You need this document to finalize your SOT and Tax Roll Certificate.
- SOT Report (STOTAXESLST). You need this document to finalize your SOT.
- Specials Report (SPTPAYBLLST)
- Tax Bill PDFs in alphabetical order by last name.
- A Tax Bill Summary page for both RE and PP
- A Tax Roll document for both RE and PP

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

Table S3T1 shows three samples of tax calculation documents.

SECTION #4

GCS MUNICIPAL TAX COLLECTION

Table S4T10: GCS Municipal Tax Payment Entry Basics will help guide you through the GCS tax collection system used by Dane County. For more detailed information, see **Table S4T23:** GCS Payment Entry Screenshots.

Starting with 2023 tax collection, municipalities are going to start moving to an updated, online GCS program to enter tax payments. The new program, LandNav, will allow tax payment entry in the same system as the County Treasurer. Ultimately, this will offer many advantages including:

- No duplicate Lottery Credit Entry,
- Voided payments will be seen both at the local and county level,
- Entry of one check for many parcels is less keystrokes,
- Payment made to the municipality will be updated on Dane County's public tax portal, Access Dane, each night at midnight, and
- Municipalities will no longer have to create export files in January and February.

That said, the Town of Westport has entered payments into LandNav for two years and there are still many bugs that need to be addressed. We hope to move several municipalities to LandNav for 2023 tax collection but the vendor is not ready for a County-wide implementation.

For instructions specific to LandNav, use the manual in **Table S4T24:** LandNav Instructions and Screenshots.

Entering Tax Payments into Batches – GCS Program

Batches are groups of tax payments. You may create a daily batch that balances with that day's deposit. In some cases, you may hold open a batch – for example, creating a Pre-Payments Batch. You may also create a separate batch for a large check for many parcels, etc.

To create a new Batch, from the Tax Information screen, Click on the **Edit Batch** button (you can also create a batch by selecting Tables – Maintain Batches). At the bottom of the Batch Information pop up screen, click on the **New Batch** button. You will select a payment date and then click on the **Use Batch** button to get started.

To close a batch, go to the Batch Information screen and click the **Close Batch** button. You cannot add payments to a closed batch but you can void returned payments.

DO NOT date any Batches with December 1. That date is reserved for the County (LandNav Municipalities) to enter Lottery Credits.

Each batch number will begin with your 3 digit municipality code and then with a 3 digit sequential number starting at 001. A batch can be empty (have a zero balance). Alert the County Treasurer of any zero batches when exporting in January and February.

Tax Payment Entry in GCS: Helpful Hints, DOs and DON'Ts

Tips for entering payments into GCS:

- If you received any property tax prepayments (August 1 to December 18, 2021):
 - Use Batch #1 (or at least a separate batch) for all prepayments,
 - Do not include payments after December 1 with your prepayments batch,
 - Include the parcel number on the deposit slip with each prepayment,
 - Make a copy of each prepayment check to keep with the deposit stub.
- Insert each check as a separate entry. If one parcel is paid with more than one check or with cash and a check, enter the payments separately. Enter any cash first. If a check is returned (NSF, Stop Payment, etc.), it will make the void and correction MUCH easier.
- If you get one payment from a mortgage company and one from a taxpayer, enter the bank funds first. Any overpayment will then show up on the taxpayer payment and the overpayment will be returned to them, not the bank.
- The GCS **First Installment** and **Full Payment** buttons can only be used if a single payment covers the exact amount. For all other payments, use the **Other** button.
- Do not change the receipt numbers generated by GCS. The import to Dane County will not work correctly if you do. If you need to add a local receipt number or other notes, you can add "Payment Notes" in GCS.
- Requests for tax payment receipts must include a self-addressed, stamped envelope as defined in the legal language on the tax bill backer.
- Bundle and date stamp payments by payment date (especially when you get close to the January 31 collection deadline),
- #1 GCS Entry Error – Did you enter a payment on the wrong parcel? These errors are hard to check because the batch will still balance. The most obvious sign is that the payment did not match the amount for the full taxes or the 1st installment.
- #1 Taxpayer Error – Is the check legal line (the amount written in words) the same as the number entry line? The amount written in numbers, the courtesy box, is not accepted as a legal amount by most banks. To make sure your GCS entry matches your deposit, use the legal line as the amount paid. You may want to keep a copy of checks with legal line issues.
- Make sure checks are made out to your municipality and that they are signed.
- Balance each day's deposit to a GCS payment report (by batch or date). Your GCS summary of payments plus the overpayment report should match the deposit slip and bank deposit confirmation total.

- There is no perfect number of payments to include in a batch. Just remember, larger batches make it hard to find an error when you do not balance. Very small (even one payment) batches are recommended for an odd payment, a large group of parcels on one check or a check with a legal line discrepancy, etc.
- You must accept any payment over \$20 as a partial payment (obviously below \$20 if the total amount due is less, duh).
- If you receive a payment for multiple parcels and no instructions for how to enter the payment, it is best to assign payments to the taxpayer's advantage (cover the first installment of all parcels, assign full payments to reduce the number of parcels with a second installment balance, etc.).
- This is a local decision but if a mortgage company or bank makes a tax payment that includes an overpayment, consider returning the overpayment entity that wrote the check, not the taxpayer in GCS. The payment may be part of a closing or another arrangement with the property owner that is not evident to us.
- It is a risk to send out Overpayment refund checks before February Settlement. There are often returned checks or errors caught after delinquent notices are mailed that affect these refunds. See **Table S4T11** for more information.
- Keep your daily GCS payment reports until all Settlements are paid and your municipal audit is complete.
- **Date stamp all payment envelopes and keep them** organized by date received until at least three months after you complete collections (May). The County Treasurer sends out a delinquent notice at the end of February and there are times when it is important to know the date the municipality received the payment.
- Be extra careful when using the **GCS Accumulator** for payments that include more than one check.
 - Clear the accumulator between each group payment entry.
 - If you need to void a check, **ALL** payments in that Accumulator group will have to be voided.
 - Remember that same name means EXACTLY the same name.
 - If you have an overpayment on a parcel, GCS will arbitrarily assign the overpayment to a parcel in the group. **This may not be the actual parcel with the overpayment.**

SECTION #5

ADDING/REMOVING LOTTERY CREDITS ON PARCELS

Below is a short description of the state Lottery Credit forms. You can find all these forms at <https://www.revenue.wi.gov/Pages/Form/lottery-home.aspx>.

The most common forms you will see are the LC-100 and the LC-400. [Email a copy of all Lottery Credit forms to the County Treasurer at Treasurer.Admin@countyofdane.com](mailto:Treasurer.Admin@countyofdane.com)

Form	Name and Description
LC-100	<p>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.</p> <p>If received after tax bill creation but by January 31, adjust the existing tax bill to include this credit. Also, email a copy of the form to the County Treasurer. County and Municipality added Lottery Credits must match before Settlement.</p>
LC-400	<p>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>)</p>
LC-110	<p>Buyer Lottery and Gaming Credit Application (<i>Use this form for a new owner when the former owner also had a lottery credit on this home or if the new owner confirms that the previous owner used the property as a primary residence.</i>)</p>
LC-220	<p>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>)</p> <p>This form is submitted to Municipal Treasurers since the lottery credit reduces the monthly municipal fee on eligible mobile homes.</p>
LC-300	<p>Late Lottery and Gaming Credit Application (<i>Use this form to file a late claim (after February 1) for credit on your tax bill</i>)</p> <p style="text-align: center;"><i>Send this form back to the Homeowner. These forms go to the Wisconsin Department of Revenue at the address on the form.</i></p> <p>The LC-310 and LC-320 are used for Late Buyer and Late Mobile Home lottery credit refunds from DOR.</p>

When you receive a lottery credit entry (**LC-100**) form 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 GCS (see tips below):
- Adjust the bill (cross out old information but leave it visible, write credit amount on the LC line, write the new amounts due) and make 2 copies (the property owner gets the original, and the municipality keeps a copy and the other copy goes to the County Treasurer)
- Although the Lottery Credit does not change the bottom line on our taxes, it does change the tax collected vs the amount collected from the State for the Lottery Credit. 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.
- Email a copy of all forms and the adjusted tax bills to the County at Treasurer.Admin@countyofdane.com. Write the Batch # and Date entered on the form. This helps the County track the credit for Settlement. Lottery Credits do not export into the County GCS system so we will enter the forms you send to us to match your GCS data. **DO NOT** wait to send all forms at Settlement. Email the forms as soon as you receive them.
- **DO NOT enter lottery credits in a batch without other payments.** Those batches do not export to the County and we will not balance.
- Keep a copy of the original Lottery Credit form and the adjusted bill organized by batch number. Creating a spreadsheet of Lottery Credit additions and removals will help you balance with the County Treasurer at Settlements.

If you get a payment and a Lottery Credit form (LC-100/110) **TOGETHER:**

- Enter the Lottery Credit into GCS **FIRST** (before the tax payment).
- Enter the payment into GCS. This order helps in case there is a payment void later.

If you get a Lottery Credit addition form **WITHOUT** a payment:

- Enter the Lottery Credit "*payment*" into GCS in a normal tax payment batch (**DO NOT** enter lottery credits into a separate batch with no other tax payments). You will not balance with the County if lottery credits are a separate batch.

If you get a Lottery Credit addition form **AFTER** you entered a full payment (total amount due not considering the lottery credit) into GCS:

- The Lottery Credit will be applied as an Overpayment. Create a list or spreadsheet of these overpayments.

If you get a Lottery Credit **REMOVAL** form (LC-400), ask when the ownership changed. If it was their primary residence on January 1 of the current tax year, they are still eligible for the credit for the current tax year.

For example, a taxpayer files a LC-400 form because they plan to winter in Florida starting in November 2023 and Wisconsin will no longer be their primary residence. However, it was their primary residence on January 2023 so the credit stays on this tax bill.

Send the LC-400 form to the County Treasurer for removal from the 2024 tax bill.

If the parcel was NOT a primary resident on January 1, 2023, remove the lottery credit.

- The Municipal GCS program treats Lottery Credits like other tax payments, meaning you need to void Lottery Credits to remove them.
- From the bottom right of your Tax Information screen, click on the Lottery Credit row "Type L."
- On the Tax Payment pop-up screen, click on the Void button/F2. You will get a confirmation screen to Void the credit.
- In the Payments box, you will see Type: "L," Status "V" for void.
- You may wish to contact the taxpayer if their payment after removal of the Lottery Credit is less than the full First Installment due. If the full First Installment amount is not paid by January 31, the entire bill with interest and penalty is due.

See **Table S5T13** for GCS screen shots for adding and removing Lottery Credits. During the municipal tax collection period, all Lottery and Gaming Credit forms received by the County directly from the taxpayer will be forwarded to you. You will need to enter them into your GCS system.

Any Lottery Credit forms you open or receive on or after **February 1**, regardless of postmark, must be returned to the property owner with information on how to apply for a late claim directly with the Department of Revenue. The Late Lottery Credit form will not be available until after January 31. Claimers must enclose a copy of their tax bill for the DOR. They can find a copy of the tax bill on the County Tax Website.

Prior to February Settlement, the County Treasurer will send you a list of all lottery credits added and removed during the municipal collection process. Please review this list and get back to us with any discrepancies. This saves both of us a lot of time during Settlement.

Lottery Credit Audit

The DOR audits eligibility for lottery credits every few years. The most recent audit was in 2022 so we expect there will not be lottery credit penalties on the tax bills until 2025. See the **Glossary** for a definition of the Lottery Credit Penalty.

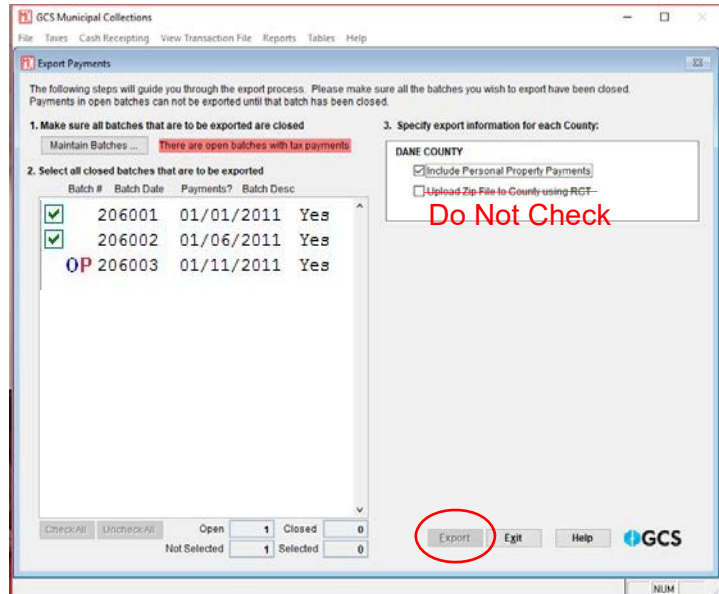
SECTION #6 JANUARY EXPORT

GCS USERS² DEADLINE FOR EXPORT TO COUNTY: WEDNESDAY, JANUARY 3, 2024

All payments in the January Export will be dated December 2 to December 31 in GCS. This includes any prepayments.

When your deposits are balanced to your payments in GCS, create your export file. Select File – Export – Payment Export. The Export Payments screen will appear:

- On the left, your batches will be listed in numeric order. Only closed Batches can be exported. If you need to close a batch, click the **Maintain Batches** button. Open batches will be marked with an **OP**.
- Select all batches you want to export. Closed batches are selected by default but you can remove batches by unchecking the box.
- The bottom of the screen will show the number of batches Open/Closed/Not Selected/ Selected.



- On the right side, check the include Personal Property Payments.
- Click on the **Export** box to start.
- GCS will create a January Export zip file named 13XXX2023001.rpt.
 - 13 stands for Dane County
 - XXX is your municipality code
 - 2023 is the tax year, and
 - 001 is the export number (001 for January and 002 for the February export).

Note: make sure you keep track of where GCS saved this Zip folder so you can email it to the County. **DO NOT** send us each batch file, just attach the compressed folder to your email. We cannot balance to multiple batch exports.

² LandNav Users will follow the Settlement instructions in the LandNav Manual

Email this compressed folder to treasurer.admin@countyofdane.com³ with the subject line: *Town/Village/City of Municipality* January Export. The email should also include:

- **Number of Batches Exported.** For example: Total of 15 batches numbered 1 to 15. Batch numbers **MUST** be consecutive numbers and you **CANNOT** export a Batch in February that has a number in the middle of January Export numbers.

For example, if your January export includes Batches #1 to #15, the February export batch numbers MUST be higher than 15. The February export cannot include Batch #13.

- **Batch Descriptions:**
 - Alert the County Treasurer of any zero batches. A batch can be opened, have nothing in it, and be closed with no entry (\$0).
 - Did you have any payments for omitted/corrected bills that were recorded on your SOT (Section H or I)?
- **Lottery Credits:** In this email, report the number of lottery credits added and the number of lottery credits removed.
- **Voids:** If a payment is returned (NSF, Stop Payment, Closed Account, etc.) and you **DO NOT** get a replacement check before the export, void the payment and send a Void Log to Dane County. If a replacement check is received before the export, do nothing – the payment will show correctly on both Municipal and County GCS systems. See **Table S6T14**: for more information about voids.
- Please include a phone number where we can reach you from 8 am to 8 pm in case there are issues with your export. 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 export needs to match your bank deposits.

REPORT TOTALS	BATCH SUMMARY DANE COUNTY TOWN OF DEERFIELD	DATE: 01/03/2021 TIME: 09:50 AM PAGE: 22					
 REAL ESTATE PAYMENTS							
	Municipality	Lottery	Overpayments	Adjustment	Voids		
Count	687	0	31	0	0	Real Estate:	1,671,532.81
Tax	1,613,193.07	0.00	112,871.41	0.00	0.00	Personal Property:	98.42 ✓
Special Asmt	3,318.18	0.00	238.50	0.00	0.00	Overpayments:	1,819.02 ✓
Special Charge	54,630.00	0.00	3,950.00	0.00	0.00	Lottery Overpayments:	0.00
Del. Charge	0.00	0.00	0.00	0.00	0.00	Adjustments:	0.00
Woodland	0.00	0.00	0.00	0.00	0.00		
Managed	391.56	0.00	0.00	0.00	0.00	Total:	1,673,450.25

³ The Exchange Email used in the past will no longer exist. Use the Admin email for all correspondence with the Dane County Treasurer. Do not send direct to Adam/Kay

SECTION #7
ADJUSTING SPECIALS
DEADLINE: MONDAY, JANUARY 8, 2024
(or as determined by Property Listing)

Between Tax Bill Printing and the week of January 8, 2024, Specials can be added, deleted or moved from one parcel to another. After this deadline, Specials cannot be adjusted because County Property Listing has rolled over to the new tax year. See below for adding/removing a special after rollover.

To adjust a special charge or assessment:

- 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@countyofdane.com
- 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.
- 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.

If you need to remove a Special after the deadline, send the Specials Adjustment Form and a copy of the adjusted tax bill to the County Treasurer. After rollover, the municipality will need to “buy” the special by paying the County for the special. 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 S7T15** – Form: Adjustments of Special Charges and Assessments.

SECTION #8 FEBRUARY EXPORT

GCS USERS⁴ EXPORT DEADLINE: MONDAY, FEBRUARY 5, 2024

Please feel free to export before the deadline (in other words, I'm open the weekend of February 2nd and would love to get a bunch of these done).

All payments in the February Export must be dated on or before January 31, 2024. The export folder is named 13XXX2023002.rpt:

- 13 is Dane County
- XXX is your municipal code
- 2023 is the tax year, and
- 002 is for the February export.

Find the screen shots showing your GCS Export process in Section #6: January Export. In GCS, select File – Export – Payment Export and then select the Batches you want to export on the pop-up Export Payments screen. Select the Personal Property box and then click the **Export** button.

Send the zip folder to treasurer.admin@countyofdane.com with the subject line: *Town/Village/City of Municipality* February Export. Do not send each batch document, just the zip folder.

The email also needs to include the following information:

- 1. Numbers of Batches Exported:** For example: Total of 27 batches numbered 16 to 42 (Six digit batch numbers will be your three digit municipal code followed by a 3 digit number, in this sample, 016 to 042). February Batch numbers **CANNOT** be less than any January Export Batch numbers. In this example, Batch #14 cannot be part of the February Export that includes batches 16 to 42.
- 2. Batch Descriptions:** any zero balance batches, any adjustment batches, any dog license batches.
- 3. February Export Lottery Credits:** List the number of lottery credits added and the number of lottery credits removed IN THE FEBRUARY BATCH.
- 4. Total Lottery Credits:** List the number of lottery credits added and removed throughout your municipal collection period (December to January 31). Make sure that ALL LOTTERY CREDIT FORMS are entered in your GCS system AND sent to the County. Settlement calculations will only include forms entered in both systems.

⁴ [LandNav Users will follow the Settlement instructions in the LandNav Manual](#)

5. **Void Logs:** Your returned check voids do not export to the County. This means that the County GCS system will not show a payment voided in the Municipal GCS system. **Table S6T14:** Void Form shows more information about how to work with returned payments.

6. **8 am to 8 pm Contact Information:** If there are issues with your export, we may need to reach you quickly. 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.

Tax Payments received AFTER February Export (January 31)

Send any payments that you receive after your export to the Dane County Treasurer.

- Endorse the checks: *Pay to the Order of Dane County Treasurer without recourse: T/V/C of 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.
- **Keep all Personal Property payments.** Personal Property continues to be collected at the local level. You can continue to enter PP payments into GCS but it is probably best to create a spreadsheet of all delinquent payments. That way, you can track PP with a balance due.

If a PP payment is combined with a real estate payment, you can either:

- deposit the full check and send a municipal check for the real estate portion to the County⁵, or
 - send the check back with a note that real estate and personal property payments have to be paid separately after January 31.
- Payments forwarded to the County after the February Export are **NOT** part of February Settlement. They will be part of August settlement.
 - Send checks to the County immediately especially in early February so the payments can be deposited and the taxpayers do not start calling to find out why their check has not cleared. Or, worse yet, stop payment on the check which results in their payment being delinquent – interest and penalty is added and the whole bill is due immediately (they can no longer pay in two installments).

⁵ Please include the original envelope with date stamp and a copy of the combined check with the municipal payment check. The County will apply the payment using an interest and penalty date corresponding to the date you received the combined check.

SECTION #9 JANUARY AND FEBRUARY SETTLEMENT

January Settlement

Once you have sent your export 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 on Access Dane: <https://accessdane.countyofdane.com>.

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 2023 Tax Roll.
- XXX_PP-Paid-Jan: This document shows the total payments received for Personal Property taxes. Report Heading: Personal Property Summarize Tax Payments & Balances.
- 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 January Settlement amounts to each district in your municipality by **January 15**. In 2024, the 15th is a Holiday so the payments are due on the 16th.

To double check your payments to the PC-500 Report from GCS (uploaded to 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.

You can continue to date payments as December 31 for payments with a postmark in December. The County uses Batch number, not payment date to calculate Settlement in February.

February Settlement

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

No Real Estate Tax payments can have a payment date after January 31.

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 S9T25**

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 from the municipality.

- LC (Lottery Credit) – This report calculates the lottery credit by district within each municipality. Your municipality's lottery credit payment from the County in April 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 GCS system. Compare to your municipal list before returning overpayments to taxpayers⁶. You will also find an Excel file that will allow you to print off label or envelopes for you overpayment refund mailing.
- Feb Paid – Total local property tax payments since the January export.
- 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.
- ~ Rolls (PP & RE) – This report shows your total tax roll with amount paid, amount due and amount delinquent.

⁶ We are working with GCS to address current issues with this overpayment report so we recommend keeping a spreadsheet of your overpayments to compare with this report. Lottery Credit overpayments are currently the biggest problem.

- 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 (PP & RE) - This report shows the total amounts paid both for Personal Property and Real Estate taxes.

By February 20, pay each taxing district in your municipality the amounts shown on the District Summary report (DistSum) 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 (*better*) match the number on the DistSum and RecOfSett reports.

February County Settlement

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

- 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)

SECTION #10

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.
- May 1 payment of PC 200 Chargeback of Uncollected Net Personal Property Taxes: If PP taxes remain unpaid, Municipalities may be reimbursed the amount paid to each taxing jurisdiction during Settlement.

Table S10T16 PC-200 Chargeback of Uncollected Net Personal Property Taxes

Between February 2 and April 1, Municipalities may file PC-200 forms with all taxing jurisdictions for uncollected personal property taxes. For example, a PC-200 may be filed on any 2021 personal property taxes that remain unpaid in February 2024. See Wis. Stats. 74.42.

One of the following conditions must apply to the entity that owes the personal property tax:

- They must have ceased operations, or
- They must have filed for bankruptcy, or
- The personal property will be removed on the upcoming assessment roll.

This form is filed with Dane County and other related taxing jurisdictions (school districts, tech colleges), not with DOR.

Affected taxing jurisdictions will pay the Municipality by May 1 of each year. **If you have multiple properties, include a cover sheet with your forms that includes the total balance due to your municipality.**

- 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.

Table S10T17
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%20Manual)
- DOR Presentation: <http://www.lwm-info.org/DocumentCenter/View/750/CTFO---Correction-of-Errors-Chargebacks>

SECTION #11

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.
- Sometime after February Settlement, the County Treasurer will send an invoice to any municipality that owes Personal Property on Leased Land (**PPLL**) payments to the County Treasurer. Those payments are due to the County by August.
- 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. These payments can be made with January and February Settlement or as a separate payment. You will find more information about Omitted taxes in Section 12 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.

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) dog
- \$14.75** Un-Neutered/Un-Spayed Puppy (5 months old by July 1) dog
- \$43.25** Multiple Dogs (Kennel) License (includes up to 12 dogs) dog
- \$13.75 each** Additional tags (for dogs over the 12 included in the kennel, license) dog

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 (TAB #3 of the Dog Reconciliation Worksheet), all the information in that spreadsheet is required. If you use a different program or dog license tracking program, make sure all the information below is recorded:

- Dog License #, listed in numerical order
- Complete mailing address of the owner
- The dollar amount owed to the County
- # of spayed females
- # of Puppies Neutered/ Spayed
- Replacement
- Kennel Licenses (up to 12 Dogs)
- Breed of dog
- Date of rabies vaccination expiration
- Name of the dog owner
- Total amount the paid for the license
- # of neutered males
- # of UN-neutered males
- # of UN-spayed females
- # of Puppies Un-Neutered/ Spayed
- Service Dog Exemption
- Dogs added to Kennel License
- Color of dog

You have two options for reporting dog licenses and paying the County fees:

- **Mail** - You can mail your report, the Cover Sheet and a check to the Dane County Treasurer. If the total is incorrect, you will need to get us a corrected check.
- **Email** - You may email the report and the Cover Sheet to Treasurer.Admin@countyofdane.com. 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. We will get your hard copy reports to the County Clerk.

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

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 S11T18** with more information on filling out the dog license report.

Please consider sending an updated report in June or early July. Thank you to those municipalities that send the reports quarterly or monthly. 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.countyofdane.com/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 #12

OMITTED AND SPLIT TAX BILLS

Omitted Tax Bill Creation

Note: Prior to 2021, DOR required municipalities to submit omitted sharing requests for amounts exceeding \$5000. That amount has changed to \$250. Basically, all omitted taxes will need to be reported to DOR on the PC-205 form.

If an assessment 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 GCS Statement of Taxes report that the County Treasurer uploaded to your Access Dane account for the tax year affected.
- Payments are sent to the municipality.

For step by step instructions and more information about how to calculate omitted tax bills, see **Table S12T20**: 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.

The DOR Power Point (2016) provides more information about Omitted Taxes and Chargebacks. See <http://www.lwm-info.org/DocumentCenter/View/750/CTFO---Correction-of-Errors-Chargebacks>.

See **Table S12T21**: Omitted Tax Bill and Section 70.43 Corrections for more information from the DOR.

Split Tax Bills

Local Treasurers may be asked to split a parcel after tax bills have been mailed. 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.

There are two common reasons to request a split tax bill.

- 1) 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 new parcel numbers until the next tax year.
- 2) A property is sold during the tax year. Generally current year taxes are managed as part of the closing but, at times, the buyer and the seller may request a split bill based on their time as owners of the property. This is a far less common request.

In this case, you need to split the bill based on how long each taxpayer owned the property.

To create a split tax bill, log into your Municipal Treasurer Site on the Dane County Treasurer's Website, <https://treasurer.countyofdane.com/>. See **Table S12T22** 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 #13
Unclaimed Funds Publication
January of Odd Numbered Years
Due Monday, January 6, 2025

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.

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 (*updated 2020*)
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 #14

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 S14T27](#) more helpful tips and screen shots of address changes.

Personal Property parcel billing addresses can be updated by your assessor or Property Listing. Send your change requests to:
property.listing@countyofdane.com

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 2023 charges:

- \$1,088 per acre for conversion of less than 10 acres
- \$816 per acre for conversion of 10 to 30 acres
- \$544 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 residents 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 and export the payment to the County in the February export.
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 S14T19](#) 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, 2023.

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.
- DOR offers a Fact Sheet with Frequently Asked Questions at: <https://www.revenue.wi.gov/DOR%20Publications/LevyLimitFactSheet2013.pdf>
- 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

Lynn Oldenburg
608-266-2569

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 every three years. If the DOR questions that the property should not be 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 DOR, 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 or
PP Taxes and
S.70.43
Adjustments on
the SOT**

Non-Manufacturing Omitted Taxes. Municipalities may report omitted taxes for up to two years prior to the current tax year. For the 2023 tax roll, omitted taxes from 2021 and 2022 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, are distributed along with the current tax year settlement.

If the total of omitted taxes included on the next tax bill is over \$250⁷, 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.

⁷ The State changed the reporting requirement on omitted taxes from \$5000 to \$250 in 2021.

2022 is the last tax year where Personal Property will exist. Yeh!

Personal Property (PP)

Personal Property (except for personal property on leased land – see below) must be paid to the Municipality by January 31. Municipalities distribute these payments to all taxing districts as part of January and February Settlement. During February Settlement, Municipalities “buy out” unpaid personal property with all taxing districts.

After January 31, municipalities collect and keep all Personal Property payments (as well as 1% interest per month delinquent).

Before April 1, Municipalities may file a PC-200, Chargeback of Uncollected Net Personal Property Taxes, for certain prior year delinquent taxes. See [Table S10T16](#).

Personal property includes all machinery and equipment, furniture, fixtures, and inventory. For example, a central air system in a building is real property; an air conditioner unit is personal property. Other examples of Personal Property include: alarm systems, boats, mobile homes and satellite dishes.

Personal Property on Leased Land (PPLL)

The value of personal property that is on leased land is determined by your local assessor and charged to the owner of the personal property, not the owner of the land. Personal Property on Leased Land is managed differently than “regular” Personal Property. First, these improvements on leased land may be paid in installments to the Municipality. Unlike other Personal Property taxes, Municipalities do not pay the uncollected amount to each taxing district at February Settlement. Instead, uncollected PPLL (or amounts collected after January 31) is paid to the County Treasurer by August 15. The County settles with each taxing district during August Settlement, including the PPLL amount.

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 [Table S10T17](#).

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 H, Page 4 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 H, Page 5 on the SOT. s. 74.01(4)
Special Districts vs Special Purpose Districts	<p>Special 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.</p> <p>For example:</p> <ul style="list-style-type: none"> ▪ Tax Districts are Lake or Sanitary Districts, ▪ Special Purpose Districts are Fire or EMS.
Statement of Assessment (SOA)	DOR posts preprinted SOA 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	<p>Tax Increment District; the contiguous geographical area within a municipality 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>).</p> <p>Municipalities creating or amending an existing TID must send all required documents and pay the corresponding fee to the DOR (tif@wisconsin.gov) by October 31 for inclusion on tax bills.</p>
Unclaimed Funds	<p>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.</p> <p>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.</p>

SECTION #15

CONTACT INFORMATION

All Email from Municipalities to the County Treasurer

Treasurer.Admin@countyofdane.com

Adam Gallagher, County Treasurer
608-266-4215
gallagher@countyofdane.com

Kay Lund, Deputy Treasurer
608-266-9132
lund.kay@countyofdane.com

Steve Cripps, IT Project Leader
608-266-4267
cripps@countyofdane.com

GCS Support
800-792-3860
608-781-2434
support@landnav.com

Troy Everson, Land Records Administrator
608-261-9750
everson@countyofdane.com

Peggy Llontop, Land Records Review Analyst
608-266-4120
llontop@countyofdane.com

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

Bob is available to answer your questions. Email him at
[mailto:Email: banderson@townofwestport.org](mailto: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

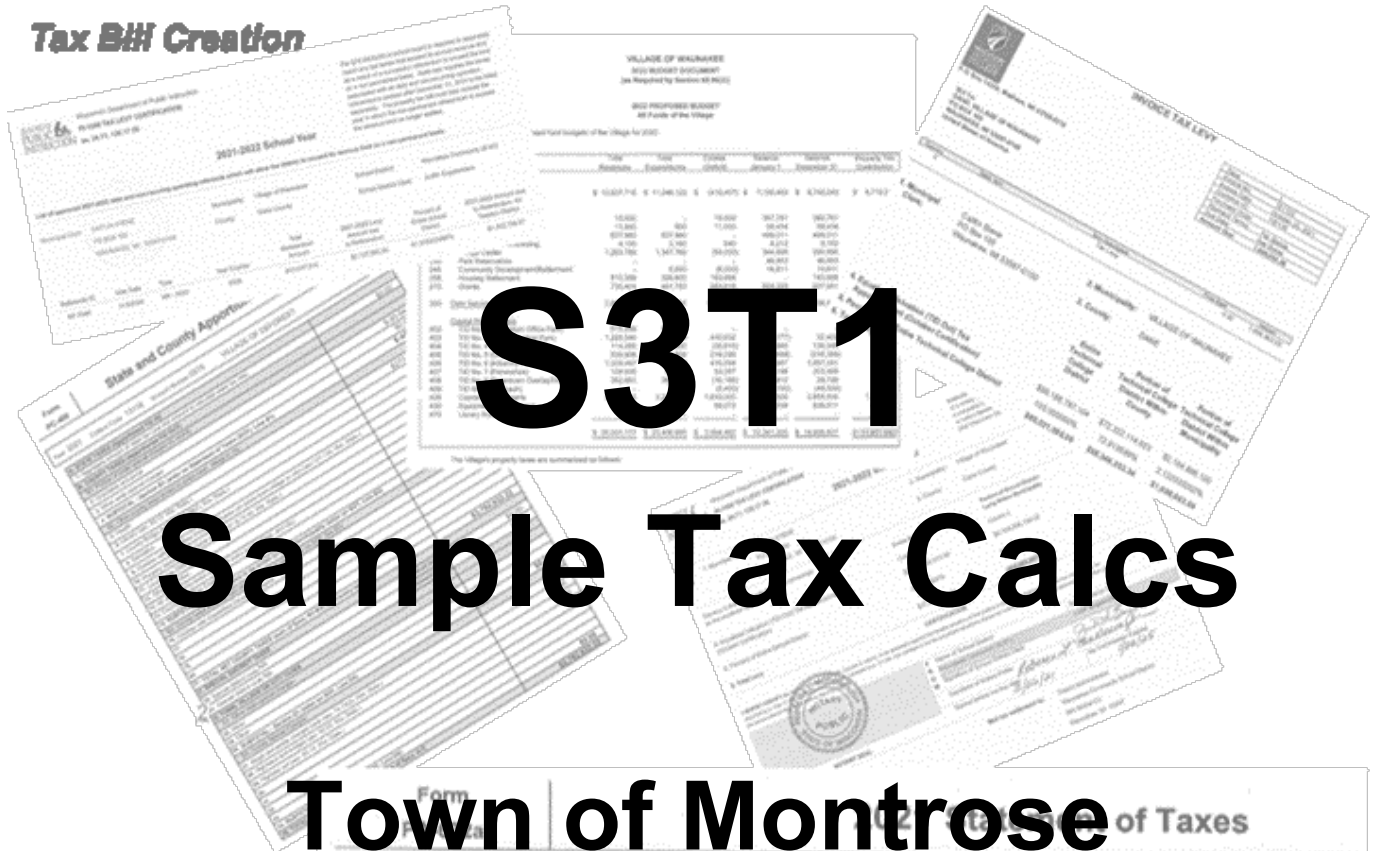
See [Table S2T2](#)
Phone: 608-261-5360
Email: lgs@wisconsin.gov

SECTION #16

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Table S9T25 – February Settlement District Summary
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Tax Bill Creation



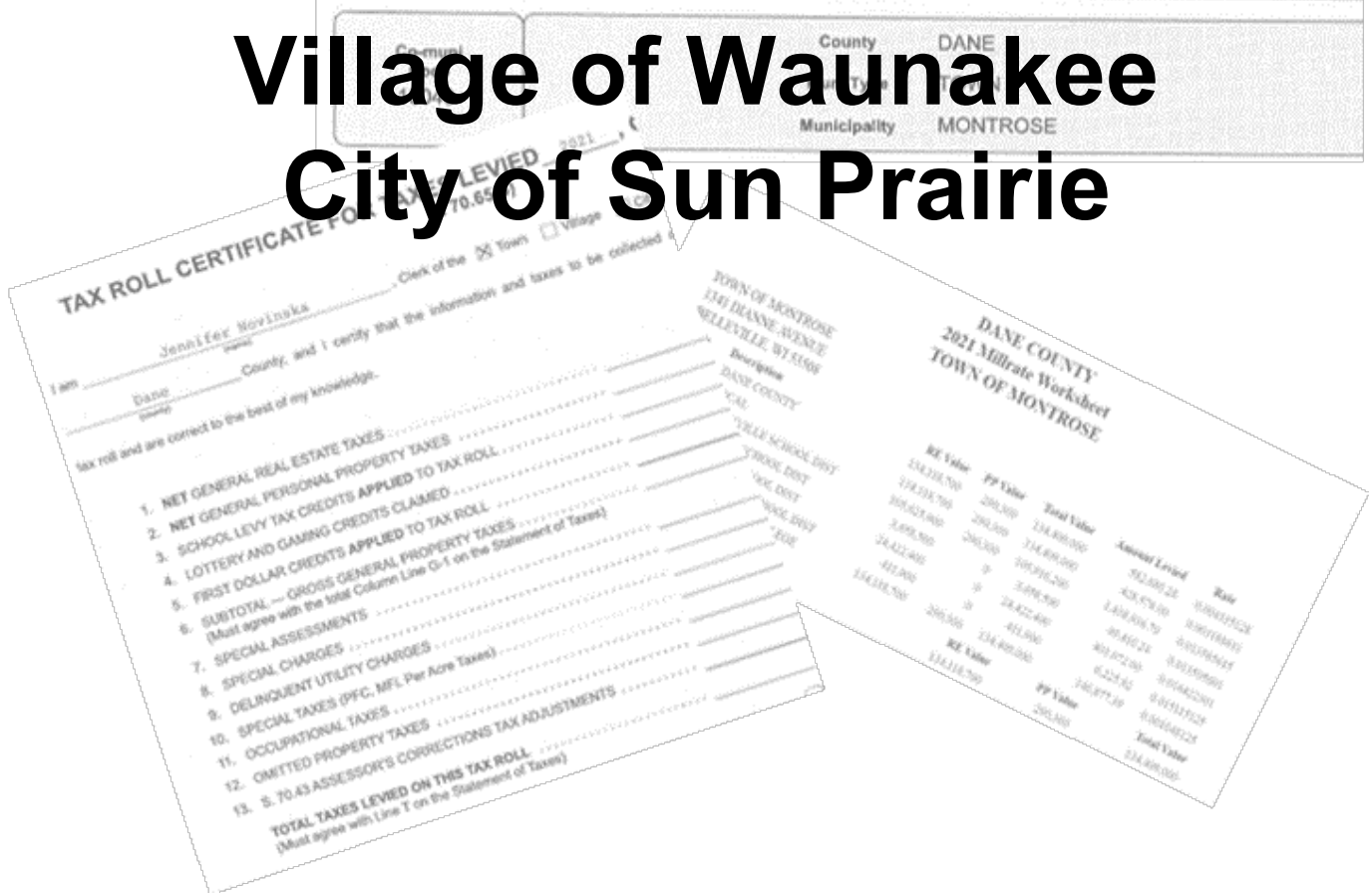
S3T1

Sample Tax Calcs

Town of Montrose

Village of Waunakee

City of Sun Prairie



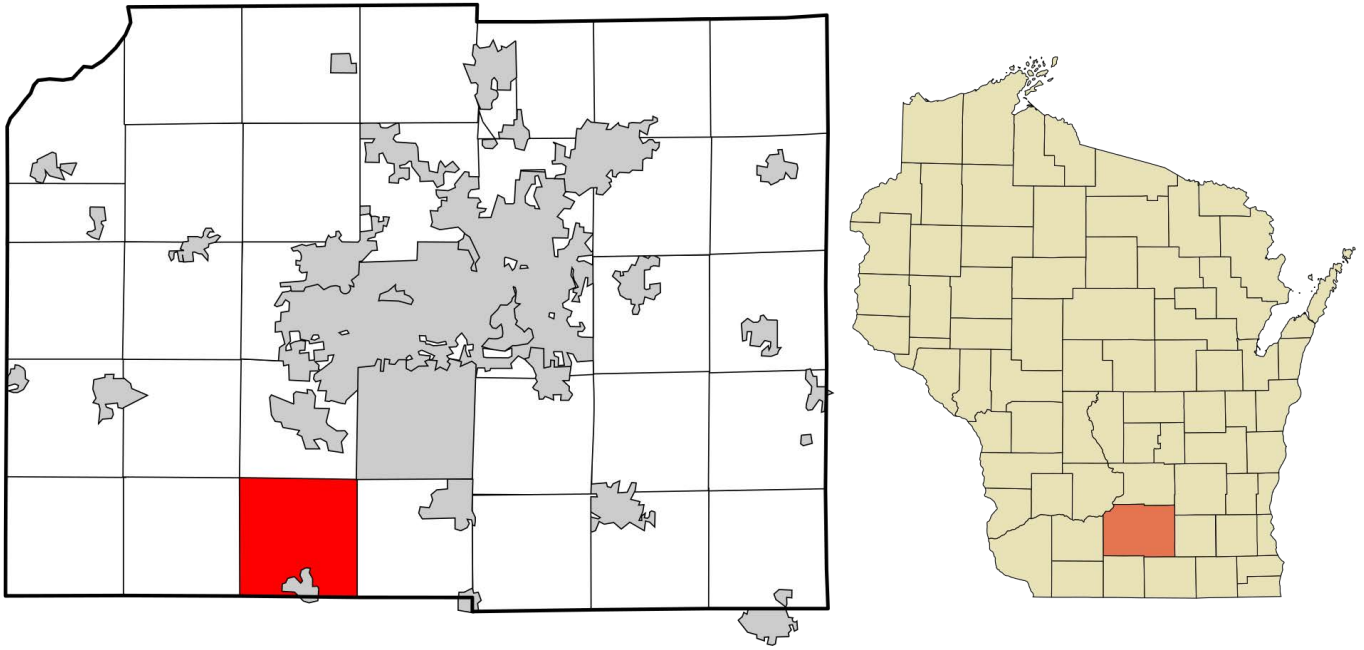
S3T1

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 Page 4

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.

08/31/2023

2021-2022 School Year

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))

T 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)

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

5. Percent of Entire School District

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
	Belleville (0350)	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	My Commission Expires
	10-25-21	3-27-23

NOTARY SEAL

Wisconsin Statutory References:
 s.120.17(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)(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: JENNIFER NOVINSKA
1341 DIANE AVE
BELLEVILLE, WI 53508-9736

Municipality: Town of Montrose
County: Dane County

School District: Belleville (0350)
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)

08/31/2023

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

2021-2022 School Year

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
\$3,078,091,975.00	\$4,753,243.00
100.000000%	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 Name of School District	School District Clerk
	R Oregon (4144)	Ahna Bizjak
	O Signature of School District Clerk	<i>Ahna Bizjak</i>
	M Signature of Notary Public	<i>John C. Larran</i>
Signed before me this date		My Commission Expires
10-28-2021		6-28-23

NOTARY SEAL

Wisconsin Statutory References:
 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))

PI-1508 TAX LEVY CERTIFICATION

ss. 24.71, 120.17 (8)

08/31/2023

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

2021-2022 School Year

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))

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)

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

5. Percent of Entire School District

6. Total Levy

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.



NOTARY SEAL

F R O M Name of School District: **Verona Area (5901)** School District Clerk: **Kristina Newman-Hoffner**
 Signature of School District Clerk: **JENNIFER NOVINSKA**
 Signature of Notary Public: **Tamera L. Stanley**
 Signed before me this date: **10/25/21** 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)(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: JENNIFER NOVINSKA
1341 DIANE AVE
BELLEVILLE, WI 53508-9736

Municipality: Town of Montrose
County: Dane County

School District: Verona Area (5901)

~~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	0.6207009888%	\$5,849.00
RF-4207	4/4/2017	Issue Debt	2037	\$162,760,000	\$18,443,356.00	0.6207009888%	\$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))

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.

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

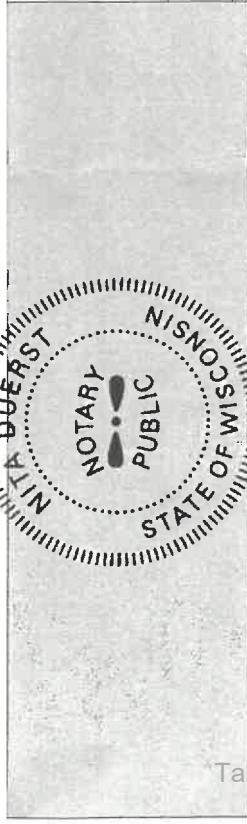
5. Percent of Entire School District

6. Total Levy

Entire School District	Portion of School District Lying Within Municipality
Column 1	Column 2
\$588,158,371.00	\$535,154.00
100.0000000%	0.090988%
\$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 New Glarus (3934)	School District Clerk Jessica Geib
	Signature of School District Clerk <i>Jennifer Novinska</i>	
	Signature of Notary Public <i>Nina Duerst</i>	
	Signed before me this date 10/26/2021	My Commission Expires 11/16/2024

NOTARY SEAL

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.

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.

School District: **New Glarus (3934)**

Municipality: Town of Montrose

School District Clerk: Jessica Geib

County: Dane County

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

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	0.090988078%	\$2,301.19
RF-3813	2/16/2016	Issue Debt	2031	\$5,800,000	\$98,750.00	0.090988078%	\$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 LICHTFIELD

SCHOOL DISTRICTS

2021 YEAR 13 CO 040 MUN 0354 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 PEGGY LLONTOP	Title 08 / 13 / 2021
Phone (608) 266 - 4120	Submission date
Email address LLONTOP@COUNTYOFDANE.COM	

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)(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 - 040 Town Village City of Montrose County Dane

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

08/31/2023

**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:

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

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		

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

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

2021 Statement of Taxes

Form
PA-632a

2021 13 040 0354
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	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
			3,047,780.53

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

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 Verify this amount is correct and matches your tax roll

3,140,762.36

TAX ROLL CERTIFICATE FOR TAXES LEVIED 2021, COLLECTIBLE 2022

S. 70.65(3)

08/31/2023

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

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	<u>\$ 10,522,080</u>	<u>\$ 10,884,479</u>	<u>\$ 11,152,149</u>	<u>\$ 11,951,892</u>	<u>7.17%</u>
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))

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

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 1, 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). This is subject to the provisions of 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		
Waunakee Community (6181)	Judith Engebretson		
Signature of School District Clerk	<i>Judith Engebretson</i>		
Signature of Notary Public	<i>Rebecca J. McLaughlin</i>		
Signed before me this date	My Commission Expires		
10/26/21	1/26/25		

NOTARY SEAL

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

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.

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

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

**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

	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 LICHTFIELD

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)(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 - 191 Town Village City of Waunakee

County

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				
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				

	Col. A	Col. B	Col. C	Col. D	Col. E	Col. F
Taxing Jurisdiction	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

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@COUNTYOFDANE.COM		

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

Co-muni Code 13191	County DANE Muni Type VILLAGE Municipality WAUNAKEE	Account Number 0388	Report Type ORIGINAL
-----------------------	--	------------------------	-------------------------

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

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

2021 13 191 0388
 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
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

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

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

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 13 191 0388
YEAR CO MUN ACCT NO

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	46,197,002.29	559,205.14	46,756,207.43
2. School levy tax credit applied <i>(subtract)</i>	3,642,848.11	44,095.79	3,686,943.90
3. Lottery and gaming credit applied <i>(subtract)</i>	1,048,098.42	0.00	1,048,098.42
4. First dollar credit applied <i>(subtract)</i>	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

46,756,207.34

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

Form
PA-632a

2021 Statement of Taxes

WI Dept
of Revenue

2021 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 Ag conversion charge		2,645.78	7,917.71	2,645.78 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

2021 Statement of Taxes

WI Dept
of Revenue

PA-632a

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

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

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 13 191 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 Caitlin Stene Date 12/02/2021
(mm/dd/yyyy)



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

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))

2021-2022 School Year

T O 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.

Entire School District	Column 1	Column 2	Portion of School District Lying Within Municipality
	\$5,996,945,308.00	\$3,892,271,187.00	
	100.0000000%	64.904230%	
6. Total Levy	\$69,639,228.00	\$45,198,805.00	

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

5. Percent of Entire School District

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
	Sun Prairie Area (5656)	Carol Albright
	Signature of School District Clerk	
	<i>Carol Sue Albright</i>	
	Signature of Notary Public	
	<i>Lisa Sprindis</i>	
	Signed before me this date	My Commission Expires
	10/27/2021	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)(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: Sun Prairie Area (5656)
 300 E MAIN ST County: Dane County School District Clerk: Carol Albright
 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-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



2021-2022 School Year

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))

T 1. Municipal Clerk: ELENA HILBY
O 2. Municipality: City of Sun Prairie
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)	\$3,160,655,640.00	\$3,834,913.00
5. Percent of Entire School District	100.000000%	0.121333%
6. Total Levy	\$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	School District Clerk Linda Leonhart <i>Linda Leonhart</i>
	My Commission Expires Ann M. Stettbacher 04/04/25
Signed before me this date 10/27/21	

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
 300 E MAIN ST
 SUN PRAIRIE, WI 53590-2227

Municipality: City of Sun Prairie

School District: Deforest Area (1316)

County: Dane County

School District Clerk: Linda Leonhart

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

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

Form **PA-687**

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 - 282 Town Village City of **Sun Prairie** County **Dane**

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				
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 *Kristin Vander Kooi* Date **11-30-2021** Phone **(608) 825 - 1173**

FINAL - EQUATED

STATEMENT OF ASSESSMENT FOR 2021

This is an Amended Return

13 CO 282 MUN 0394 ACCT NO

FOR SUN PRAIRIE OF 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) MUST EQUAL TOTAL VALUE OF THE SCHOOL DISTRICTS (K-12 PLUS K-8) - Line 50, Col. F						3,891,637,200

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 YEAR 13 CO 282 MUN 0394 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@COUNTYOFDANE.COM		

2021 Tax Increment Worksheet

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

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	Account Number 0394	Report Type ORIGINAL
Muni Type CITY	Municipality SUN PRAIRIE		

Preparer Information		Comments
Name Kristin Vander Kooi	Title Finance Director	
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
2. Portion of county tax levied over entire municipality
3. Special purpose - county tax levied on part of municipality (ex. children with disabilities education boards)
4. **Total County Taxes**

-139.22
11,271,779.70
0.00
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..... (subtract)	0.00
8. Total Town Village, or City Taxes.....	32,774,269.07

2021 Statement of Taxes

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 Revenue

2021 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) 92,429,029.71

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	91,368,066.34	1,060,964.94	92,429,031.28	
2. School levy tax credit applied <i>(subtract)</i>	7,638,804.65	88,711.04	7,727,515.69	
3. Lottery and gaming credit applied <i>(subtract)</i>	2,339,532.86	0.00	2,339,532.86	
4. First dollar credit applied <i>(subtract)</i>	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

	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
Business Improvement District			112,000.00	112,000.00
Private Septic			209.88	209.88

2021 Statement of Taxes

2021 YEAR 13 CO 282 MUN ACCT NO 0394

	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

2021 Statement of Taxes

2021 13 282 0394
 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	
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

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 13 282 0394
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

93,871,648.01

TAX ROLL CERTIFICATE FOR TAXES LEVIED 2021, COLLECTIBLE 2022

S. 70.65(3)

Treasurer
~~Clerk~~ of the

I am Kristin Vander Kooi (name) Town Village City of Sun Prairie (loc name)

I am 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 S2T2

WISCONSIN DEPARTMENT OF REVENUE

LOCAL GOVERNMENT SERVICES CONTACT INFORMATION



Local Government Services Bureau

Phone: 608-261-5360

Email: lgs@wisconsin.gov

Andrea Newman Wilfong

608-266-8618

andrea.newmanwilfong@wisconsin.gov

- *Municipal and County Aid (Shared Revenue)*
- *Expenditure Restraint (ERP)*
- *Utility Aid*
- *Exempt Computer Aid*
- *School Levy Tax Credit*
- *County and Municipal Levy Limits*
- *Budgets and Personal Property Aid*

Lynn Oldenburg

608-266-2569

lynn.oldenburg@wisconsin.gov

- *SOA*
- *s. 74.41 Chargebacks*
- *Apportionment of Taxes*
- *SOT*
- *School and Special District Equalized Values*
- *Treasurer Settlement*
- *TVC Bulletin and County and Municipal Levy Limits*

Debra Werner-Kelln

608-264-6892

debra.werner-kelln@wisconsin.gov

- *Equalized Values*
- *Treasurer Settlement*
- *TVC Bulletin*
- *Exempt Computer Aid*

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	13	070	0369		
<small>YEAR</small>	<small>CO</small>	<small>MUN</small>	<small>ACCT NO</small>		
F. Total General Property Taxes Apportioned <small>(Total of State, County, Special District, Local, School and Technical College Taxes)</small>					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.

2021 Statement of Taxes

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

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	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

2021 Statement of Taxes

2022 13 ### 0###
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	Only Non-Local Taxing Districts:		Lake, Sewer

C. Town, Village or City Taxes

District Name	Valuation	General Property Tax Levy	Remarks
1. Other special purpose district taxes			
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			
7. Surplus funds applied			
8. Total Town Village, or City Taxes			

Local Fire, EMS, etc. (if set up as separately with DOR).

Enter your local levy amount as approved in your annual budget by your board or council.

(subtract)

Total Municipal Levy (includes Fire, EMS, and TID, if applicable)

428,578.00

428,578.00

2021 Statement of Taxes

Form PA-632a

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

D. Elementary and Secondary Schools

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

6. Total Levy

\$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 R O M

Name of School District

Belleville (0350)

School District Clerk

Marian Viney

Signature of School District Clerk

Marian Viney

Signature of Notary Public

Chris Adonna

Signed before me this date

10-25-21

My Commission Expires

3-27-23

NOTARY SEAL

Wisconsin Statutory References:

s.120.17(8)

s.120.44

s.121.06(1)

Mail tax settlement to:

District Administrator

Belleville School District

PO BOX 1000000000

2021 Statement of Taxes

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

D. Elementary and Secondary Schools

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

E. Technical Colleges

Tech College Code	Account No.	Technical College Name	Amounts Apportioned by Taxing Jurisdictions
1.	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

2021 Statement of Taxes

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) 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			
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			

COMPLETE

G. Special Assessments and Charges

	For the Municipality	Municipality Assesses for:	Total
Special Assessments	Enterprise /	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			

CREATION

After Tax Bill Creation

2021 Statement of Taxes

WI Dept
of Revenue

75

Form
PA-632a

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

Find the amounts for Line 1 to 6 in the Tax Calc Report .

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	3,047,780.53	6,432.31	3,047,780.53
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

Black Font
Auto-
Calculates

G. Special Assessments and Charges

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

All Special Assessments and Charges on your tax bills need to be included in Section G.
Click on the PLUS sign of the online form to add a row for additional charges.

2021 Statement of Taxes

2021 13 070 0369
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	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

2021 Statement of Taxes

2021 13 070 0369
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
0.00	2.52	0.00	0.00
0.00	0.20	0.00	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
0.00	0.74	0.00	0.00
80.00	1.75	232.75	
0.00	2.04	0.00	0.00
21.00	10.20	899.64	
0.00	7.87	0.00	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 13 070 0369
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

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.

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

Table S3T4A
DOR SOT Instructions



2021
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

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

2. Steps to follow

- a. Complete the tax roll
- b. Complete the roll copy of the SOT after the tax roll is complete
- c. 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 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	X	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 S3T6

Referenda Form (PA-687)

The information you need for this form will come from the School District Referendum documents. You will also need the assessed value totals from your SOA.

Form: <https://www.revenue.wi.gov/dorforms/pa-687.pdf>

Property Tax Bill – Referenda/Resolution Data for 2022 Taxes, Payable 2023

Wisconsin
Dept of Revenue

88

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 _____

(Co-muni Code)

Dane

County

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

This is the
only column
you need to
enter

This
column will
auto-
calculate



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

Check Specials to
make sure
everything is
included.

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:

Table S3T8A
DOR Tax Roll Certificate Instructions



2021
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.

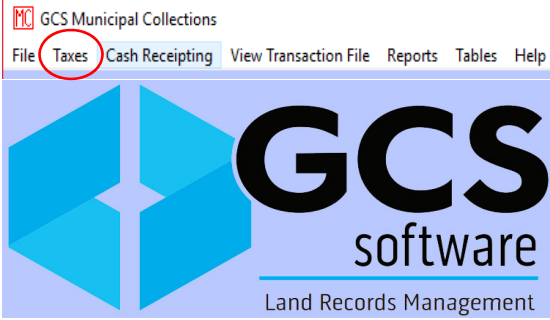
LAND IMPROVE TOTAL	FAIR MARKET	GROSS TAX CREDITS FIRST DOLLAR LOTTERY CREDIT	NET TAX	LOTTERY CREDIT CLAIMS	SPECIAL ASSESSMENT SPECIAL CHARGES DELINQ CHARGES	FOREST CROP WOODLAND MANAGED OCCUPATIONAL	TOTAL DUE
39,878,900	178,496,900	3,041,347.99 A	3,041,347.99		4,588.74	0.00	2,711,419.04
94,239,800		284,366.85 D	284,366.85		87,771.00	0.00	
134,118,700		42,300.55 K	42,300.55		0.00	1,132.39	
			2,714,680.59			0.00	
			96,753.68 G	337			
			2,617,926.91 M				
PERSONAL PROPERTY	375,300	6,432.31 B	6,432.31		0.00	0.00	5,816.80
0		615.51 E	615.51		0.00	0.00	
290,300			0.00		0.00	0.00	
			5,816.80			0.00	
			5,816.80 N	0			
TAX ROLL TOTALS	178,872,200	3,047,780.30 C	3,047,780.30		4,588.74	0.00	2,717,235.84
40,169,200		284,982.36 F	284,982.36		87,771.00	0.00	
94,239,800		42,300.55 L	42,300.55		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)			
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

Table S4T10

GCS Municipal Tax Collection Entry Basics



In Municipal Collections, do not click on EXIT to close. will not close the page.

To start to enter property payments, click on Taxes.

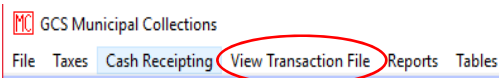
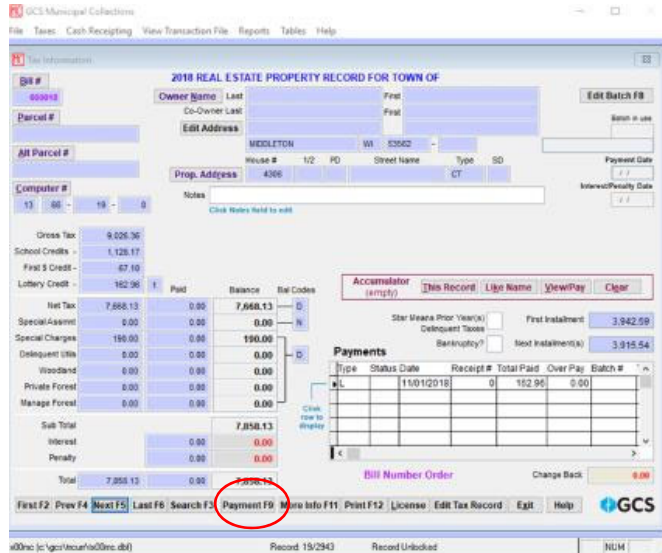
Search or F3 to find the parcel. Click on the Owner Name, Parcel # or Property Address boxes to search by each of these headings.

A list will appear, click on the name to add a payment.

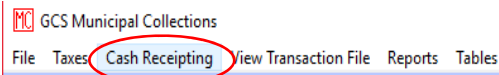
The tax information for that parcel will pop-up. →

At the bottom of the page, click on the Payment box or F9.

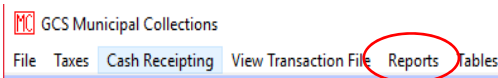
Below is an *exceeding* quick summary of some of the actions available in the Tax Collection system. We only included the ones that will likely be helpful in your work. For more information see the 2020 Municipal GCS Training Power Point.



- Shows a list of all transactions.
- Click on a row to edit.
- Print a receipt.

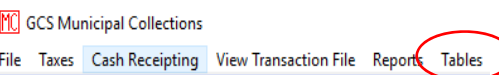


Use the Cash Receipting Report to check your deposit summary.



Tax Reports

- Bank Report – To send to bank
- Daily Report – Print a batch summary or overpayment list.
- Payment by Selection Criteria
- Summary Tax Payments and Balances
- Real Estate Tax List
- Real Estate Tax Roll



- Maintain Batches: Shows a list of batches with summary information about each.
- Maintain Municipal Record: Shows Current Tax Year and Assessment Ratio and Import parameters.
- Main Bank Validation Record – You can enter the name of your bank and use it for a deposit slip.

Table S4T11

OVERPAYMENTS

You may get three kinds of overpayments:

- A full overpayment (taxes on this parcel are already paid in full).
- A partial overpayment (you need to deposit the check to cover the taxes due but there will be an overpayment remaining).
- An overpayment caused by the addition of a Lottery Credit.

Full Overpayment

There are often (too often in my opinion) times when you will get a full tax payment when there is no balance due on the parcel. This can happen when both the taxpayer and her/his mortgage/escrow company make a full tax payment. This is most common near the deadline when taxpayers get nervous and make two payments instead of one to make sure they are covered.

Each Municipality will have their own process for full overpayments.

- You may want to enter the full overpayment in GCS to create an audit trail of the payment.
- You may want to return the overpayment check to the taxpayer. We recommend that you do not return these overpayment checks until you make sure that the first payment is not returned by your bank. The check may be a replacement for a check that that NSF/Stopped payment.

It always makes sense to make a copy of the duplicate payment check, even if you return it to the taxpayer.

Partial Overpayment

Other times, you will get a check that is more than the amount due. Enter the check as you would an OTHER payment. Put the amount of the check in the pop-up box.

When you enter a payment with an overpayment included, you will be asked if you want to print an overpayment receipt. See the sample below.

VILLAGE OF ROCKDALE
OVERPAYMENT

MICHAEL R CUNNINGHAM
KELLY J CUNNINGHAM
38 WATER ST
CAMBRIDGE, WI 53523

Date: September 28 2020 11:28:01
Trans # 13 Batch # 176001
Batch Date 12/02/2020
Reference: Overpayment. Check #5677

Paid Amount: 3,000.00
Paid Due: 2,933.54

Refund Due: 66.46

In this example, a check for \$3000 was applied leaving an overpayment of \$66.46.

Star Means Prior Year(s) <input type="checkbox"/>		First Installment		1,461.76		
Delinquent Taxes		Bankruptcy? <input type="checkbox"/>		Next Installment(s)		
				1,471.78		
Payments						
Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
L		11/01/2019	0	201.59	0.00	
M	O	12/02/2020	12	3000.00	66.46	176001

You may also want to keep a copy of the check with the overpayment. Most Municipalities wait until after February Settlement to return overpayments.

Lottery Credit Addition Results in an Overpayment

We always recommend that you enter any Lottery Credits BEFORE you enter a payment. However, there are times that you get a full tax payment and a LC-100 to enter a new lottery credit on the parcel. This will result in an overpayment in the amount of the Lottery Credit.

The process for entry is the same as above for a partial overpayment.

Overpayment Spreadsheet

Unfortunately, we are still having problems with the new GCS Overpayment Report. We strongly encourage you to keep a spreadsheet list of your overpayments that includes the amount, parcel number, name and address for the refund.

The biggest overpayment issues relate to lottery credit overpayments when someone pays their full tax bill and later submits a LC100 form.

TABLE S4T12
GCS Municipal Collections Refresher Training
OCTOBER 2020 – YouTube

Click Here: [Municipal Collections Refresher Training October 2020 - YouTube](#)

TABLE S5T13

LOTTERY CREDIT CHANGES - GCS SCREEN SHOTS

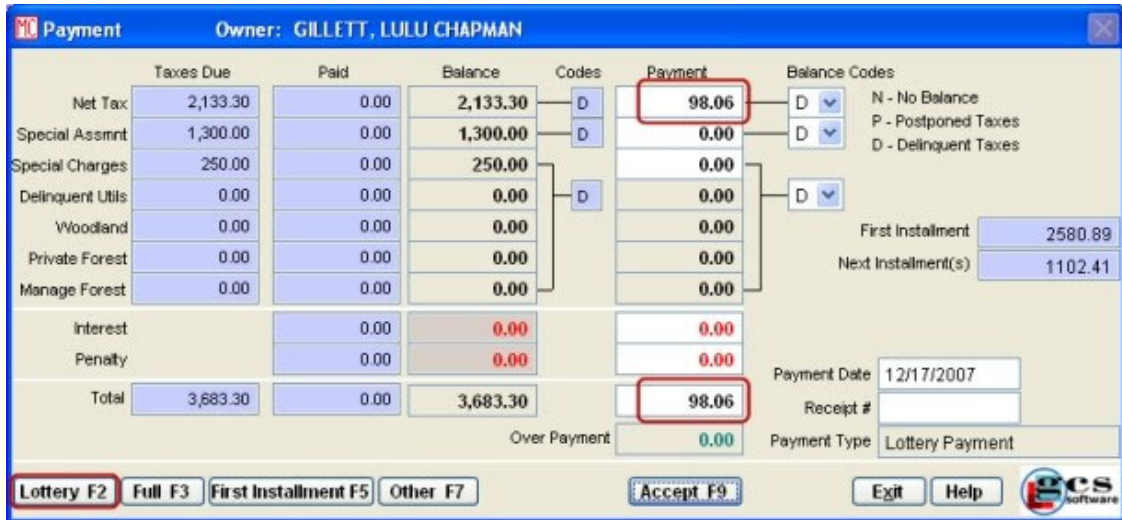
Add a Lottery Credit

From the Tax Information screen, click the **Payment** button or press F9 to display the Payment screen.

Once the Payment screen is displayed, you may either click the **Lottery** button or press F2. Notice that when you do, the appropriate Lottery Credit amount is filled in and the Net Tax is reduced by that amount.

If the parcel was already paid in full, the Lottery Credit will show up as an Overpayment.

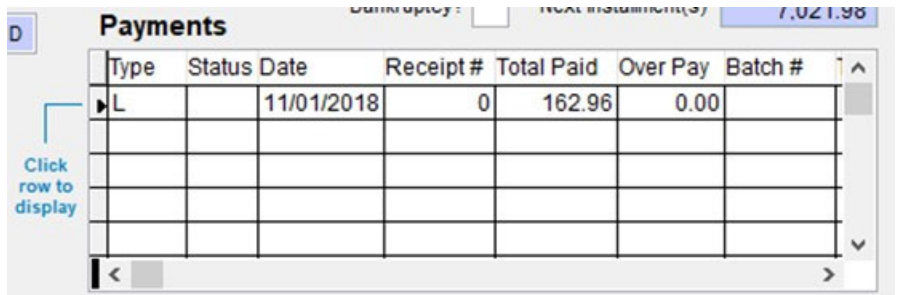
Click F9 or **Accept** button to verify the addition of the Lottery Credit.



Lottery Credit Payment

To Remove a Lottery Credit

To remove a Lottery Credit, go to the Tax Information screen. In the lower right corner, click on the “payment” you wish to void. This will be the payment shown as **Type L** for Lottery Credit



The Tax Payment screen will pop up. Click the **Void** button.

Accumulator Property Tax Payment Void

On the next pop up screen, you may view the transaction or just click VOID to complete the action.

Click **EXIT** to go back to the Tax Information screen.

Payments		
Type	Status	Date
L	V	12/31/20

The Lottery Credit will now show as voided and the Net Tax will increase by the lottery credit amount

Table S6T14

Voiding Returned Payments

Voids do not show up in the export you send to the County. If you void a payment, there is no record of that payment in the County Tax System. If you are ever uncertain about sending a Void Log to the County Treasurer, check the parcel in Access Dane. If a payment shows but should have been voided, send a Void Log.

Recommendations for Managing Returned Payments

- ✓ When you receive notice of a returned tax payment, you can wait to enter the void in case the property owner gets you a replacement check.
- ✓ Contact the property owner about the returned payment.
- ✓ Define a deadline for receiving a replacement payment.
- ✓ **Replacement Payment is received before you export to the County Treasurer:** No action is needed. Just leave the original payment in the GCS system.
- ✓ Your daily deposits will need to be adjusted. This may be a case where you want to enter the replacement check as a separate deposit. No Void Log is required.
- ✓ **Replacement Payment is NOT received before you export to the County Treasurer:** Go into GCS and Void the payment. You do not want to settle on funds you do not have. No Void Log is required.

Returned Payment notice is received AFTER the January export (before February export).

- ✓ In this case, the County shows a payment on the parcel so you will need to send a Void Log to the County Treasurer Admin Email.
- ✓ Go into GCS and Void the payment.
- ✓ You will likely still want to contact the property owner to make them aware that the payment was voided. *So many people have no clue that \$3000+ dollars did not leave their bank account.*
- ✓ When/if you get a “replacement” check, enter it as a new payment (like the original payment never existed). Since February Settlement takes the full tax collections at the municipal level and subtracts settlements paid in January, the municipality will not duplicate settle on this payment amount.

Returned Payment notice is received AFTER the February export

- ✓ You will need to complete a Void Log and send to the County Treasurer.
- ✓ As a courtesy, it is helpful to send notice of the return to the property owner. Make them aware that they now have to pay the County Treasurer.
- ✓ You may want to keep a record of the returned payment either in your GCS Tax System but you should record the return on your paper or electronic tax roll.
- ✓ The County does not “void” these payments since the municipality already settled on this amount. Instead, the returned amount is added to the balance due as a Special. That way, these “Void Specials” will be reimbursed to the municipality when they are paid.

DANE COUNTY TREASURER VOID LOG (TAX YEAR 2022)

Request for Change to Parcel Balance due to Returned Payments

Make a copy of the Front and Back of the Returned Check and send the copy and this form to Dane County
 Email to Treasurer.Admin@countyofdane.com

MUNICIPALITY NAME MUNICIPALITY #

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 **
Notes								
Notes								
Notes								

 Treasurer's Signature

 Date Submitted (Today)

Table S7T15

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. We will send you an email confirming the changes.

Change requests must be emailed to treasurer.admin@countyofdane.com. 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

Adjustment of Special Assessments and Charges (Tax Year 2022)

Changes can be accepted until 4:30 pm on Friday, January 13, 2022. Changes after that time must be paid by the Municipality and will be returned in September when Specials are paid.

Email to Treasurer.Admin@countyofdane.com

MUNICIPALITY NAME

Parcel Number	Code	Name of Charge or Assessment	Value as Printed on Tax Bill	Amount of Adjustment	Desired New Amount
					-
					-
					-
					-
					-
					-
					-
					-
TOTALS					-

Contact Name Represents Signature

Date Submitted

Table S11T18 2024 Dane County Dog License Report Cover

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 (12 Dogs Per)	Number of Tags Used	Dogs added to Kennel Licenses	Replacement License	Service Dog License
\$ 43.25		\$ 13.75	\$0.00	\$0.00
\$ -	\$0.00	\$ -	\$0.00	\$0.00

Totals

	Total Males	Total Females	Total Puppies	Total Zero Cost Dogs
	0	0	0	0
	Spayed / Neutered	Unspayed / Unneutered	Kennels	Total Dogs in Report
Total Licenses	0	0	0	0
Total Cost	\$ -	\$ -	\$ -	\$ -

This Cover Sheet must accompany all dog reports.

City County Building Room 114, 210 Martin Luther King Jr Blvd, Madison WI 53703 Phone 608-266-4151



Dog License Reporting Instructions

The County Clerk's office issues dog license tags to municipalities for distribution to pet owners. The Clerk also collects the details of each license to report to the State. 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 (please use the template provided by the County Treasurer if possible):

- 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/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@CountyofDane.com 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.

S14T19

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	
Total:				\$8,561.62	
First Dollar Credit:				79.68	
Lottery & Gaming Credit:				193.51	
Net Property Tax:				\$8,288.43	
Make Check Payable to:	Full Payment Due On or Before January 31		Net Property Tax:	\$8,288.43	
Municipality: TOWN OF PERRY	\$	\$8,288.43			
Address	Or First Installment Due On or Before January 31				
	\$	\$4,210.63			
And Second Installment Payable To:	And Second Installment Due On or Before July 31				
TOWN OF PERRY	\$	4,240.97			

OMITTED

S12T20

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

<div style="float: right; text-align: right;"> Save Print Clear </div>									
2016 <small>(Year)</small> 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.countyofdane.com/> 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](#)

Select Omitted Real Estate Tax Bill

The omitted 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

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: Important: Correspondence should refer to Original Parcel Number. See second page for important information.

Enter the tax year for the Omitted Bill

PROPERTY TAX BILL FOR:

Municipality: Legal Desc:

County:

Name: Property Address:

Address: Original Parcel #:

Drainage Dist. Text:

Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Average Assessment Ratio	Net Assessed Value Rate (Does NOT reflect Credits)
<input type="text" value="Add \$0 or omitted tax amount provided by your assessor."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Market	<input type="checkbox"/> Check for unpaid taxes	School taxes reduced by school levy tax credit
<input type="text" value="Add \$0 or number from Assessor. Not used in calculations."/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Check here <input type="checkbox"/> if this parcel is subject to Use Value Assessments.				Year: <input type="text"/>
Taxing Jurisdiction				Net Tax
State of Wisconsin				<input type="text" value="Currently always \$0"/>
Dane County				<input type="text" value="See below for how to calculate the Net Tax for each of these districts based on the omitted taxes."/>
TOWN OF PERRY				
School District				<input type="text" value="Enter the name of the school district for this parcel"/>
Technical College				<input type="text" value="Enter the name of the tech college for this parcel"/>
<input type="text" value="Enter any special assessments, charges or delinquent utility fees."/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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		<input type="text"/>
First Dollar Credit		<input type="text"/>
Lottery & Gaming Credit		<input type="text"/>
Net Property Tax		<input type="text"/>

Make Check Payable To:	Full Payment Due On or Before January 31	Net Property Tax:	<input type="text"/>
TOWN OF PERRY <input type="checkbox"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Or First Installment Due On or Before January 31		<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	And Second Installment Due On or Before July 31		<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>
And Second Installment Payable To:	<input type="text"/>		<input type="text"/>
<div style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center;"> <p>All Omitted tax bill installments are paid to the Municipality.</p> </div>			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
		TOTAL DUE	<input type="text"/>
		For Full Payment Pay by January 31st	<input type="text"/>
		Property Tax Paid	<input type="text"/>
		Balance Due	<input type="text"/>
		Date Paid	<input type="text"/>

Get Totals

Back To Menu

STATE OF WISCONSIN Year: **2018**
REAL ESTATE TAX BILL FOR
Municipality: **TOWN OF PERRY**
County.....: **DANE COUNTY**
Name: **Taxpayer**
Address.....: **Billing Address**

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.

Legal Desc: **GCS or Assessor Legal Description**
Property Address: **Parcel 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	<input type="checkbox"/> 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	

OMITTED

Make Check Payable to: Municipality: TOWN OF PERRY Address.....:	Full Payment Due On or Before January 31 \$ 3,952.11	Net Property Tax: \$3,952.11
	Or First Installment Due On or Before January 31 \$ 1,976.06	
And Second Installment Payable To: TOWN OF PERRY	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 S12T21

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

2. 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)
3. 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

1. In this section "palpable error" means an error under [sec. 74.33\(1\), Wis. Stats.](#)
2. 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.
3. 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.](#)
4. 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](#).

S12T22

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.countyofdane.com/> 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.

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

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

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: Enter the current tax year Important:

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

PROPERTY TAX BILL FOR:

Municipality: Legal Desc:

County:

Name: Property Address:

Address: Original Parcel #:

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

- 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	<input type="text"/>
First Dollar Credit	<input type="text"/>
Lottery & Gaming Credit	<input type="text"/>
Net Property Tax	<input type="text"/> 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.

Split Taxes can be mailed to the Municipality or to the County, select here.

Make Check Payable To: <input type="text" value="TOWN OF PERRY"/>	Full Payment Due On or Before January 31 <input type="text"/>	Net Property Tax: <input type="text"/>
	Or First Installment Due On or Before January 31 <input type="text"/>	
	And Second Installment Due On or Before July 31 <input type="text"/>	
And Second Installment Payable To: DANE COUNTY TREASURER PO Box 1299 Madison, WI 53701-1299		
TOTAL DUE For Full Payment Pay by January 31st		
	Property Tax Paid	<input type="text"/>
	Balance Due	<input type="text"/>
	Date Paid	<input type="text"/>

Get Totals
Back To Menu

- 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.
- Send the County Treasurer a copy of the original bill and the newly created split bills. Treasurer.Admin@countyofdane.com

Table S4T23

GCS Screenshots

Help with GCS Tax Payment Entry and Export

- o Enter Payments
 - * Create Batch
 - * Enter Payments
 - * Accumulator
 - * Overpayments
- o Add and Remove Lottery Credits
 - * Overpayments as a Result of Lottery Credit Addition
- o Void Payments
- o Reports
- o Export

Tax Data and the GCS Program

Downloading GCS on a New Computer: If you are a new user and require the GCS program, the link can be found on the Treasurer’s Secure Site. After downloading and installing, will still need to run the Update (next page) to make sure you have the latest version of the program.

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

Dane County Government
Treasurer's Office

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

Welcome to the Dane County Treasurer's Office Secure Site

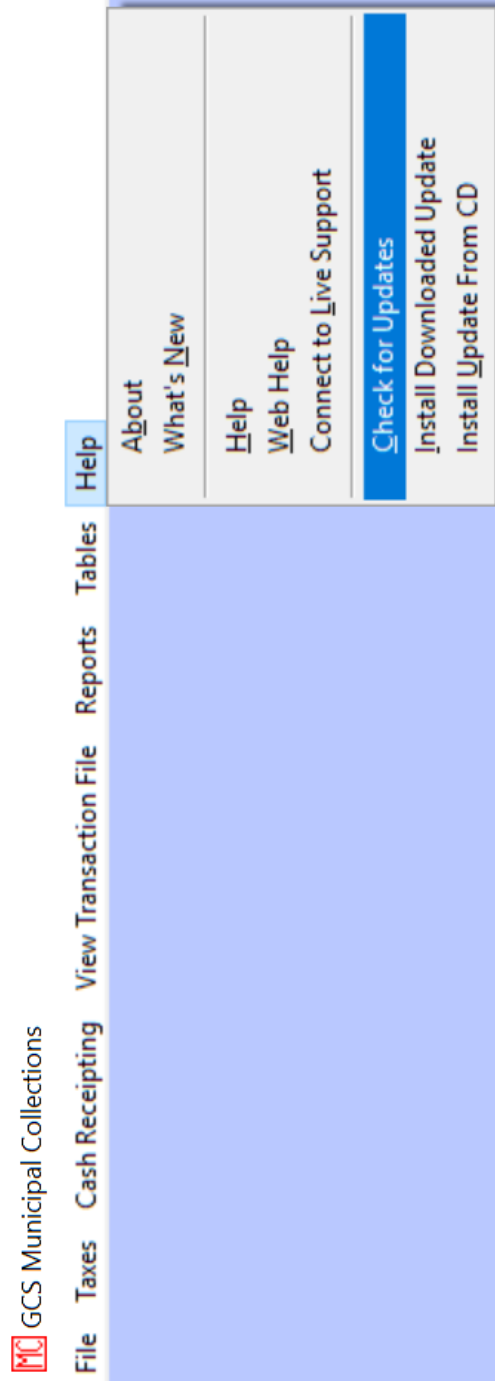
Your Account is Associated with the TOWN OF WESTPORT

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
- Bank Routing Changes Form(21 KB)
- GCS Program for New Installations**
- Process Documentation
- Log Out

Tax Data and the GCS Program

GCS Updates: If you are an existing user, Download the latest version by going to the following from within your GCS software:



Tax Data and the GCS Program

Get Your Local Tax Data: Log into your AccessDane Account and choose Organization Documents.

Municipality Resources

Address Exchange

View pending address updates for your municipality.

Address Exchange Tips

General Information.

Guidance for adding addresses to new subdivisions and CSMs.

User Management

Creating and maintaining users for your organization.

Municipal Viewer

Mapping viewer with Special assessment information, Districts, and other parcel information.

Section Maps

View resolutions and plan maps.

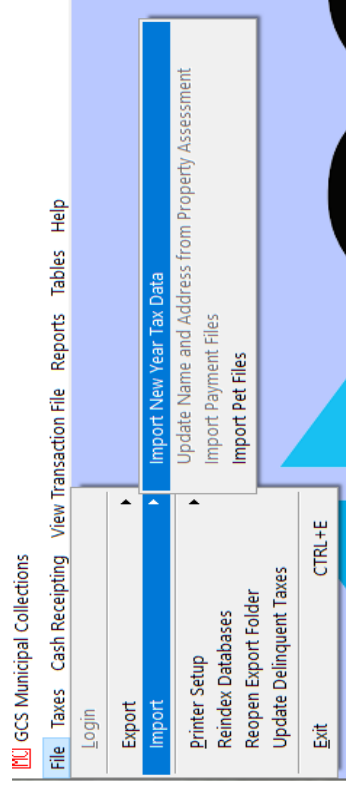
[New Zoning Section Maps](#)

Public Notification

The Public Notification tool is now part of DCiMap. You will no longer need to be logged into AccessDane to create a mailing list or labels. Please visit [DCiMap](#) and click on the Public Notification tool (envelope icon) in the upper right. For instructions on how to use the new tool please visit our [DCiMap help page](#).

Organization Documents

View documents for your organization supplied by the County Planning and Development department and County Treasurer department.



Go to Documents > Treasurer > **2021pay2022** > Local Collection Data. Download the data to your computer and import it into GCS

Start by creating a Batch

- A. Click on "Taxes"
- B. Click on "Edit Batch"
- C. Click on "Create New Batch"
- D. Enter "Payment Date"

GCS Municipal Collections
File Taxes Cash Receipting View Transaction File Reports Tables Help

2019 REAL ESTATE PROPERTY RECORD FOR VILLAGE OF ROCKDALE

Owner Name Last WOLF First RICHARD
Co-Owner Last WOLF First JODY S
PO BOX 76

Batch Information
Date Used for Payment // No
Calculate Interest/Penalty? No
Description of Batch Starting Till Cash 0.00
Batch # in use

Select Batch # from list or Create New Batch

Batch #	Batch Desc.	Batch Date	Open	Starting Till	Cash	Export Date	Export Path

BATCH COUNTS
Open 0
Closed 0
Total 0
Exported 0
Not Exported 0

Clear 1,894.27

New Batch Close Batch Exit Batch Display Totals Use Batch Exit Help GCS

Your first batch number will be XXXX001 where the XXX is your Municipal code. You can also enter a description of the batch.

Batch #	Batch Desc.	Batch Date
176001	Training Batch	12/02/2020

Once you have a Batch, you can start entering payments. From the tax information screen, click on SEARCH at the bottom of the screen (or F3).

2019 REAL ESTATE PROPERTY RECORD FOR VILLAGE OF ROCKDALE

Owner Name: Last WOLF, First RICHARD
 Co-Owner Last WOLF, First JODY S
 Edit Address: CAMBRIDGE WI 53523 - PO BOX 76
 Prop. Address: 106 MONROE ST
 House # 106, 1/2 PD, Street Name MONROE, Type ST, SD
 Computer # 13, 176 - 1 - 0

2019 Real Estate Tax Summary:

Gross Tax	3,930.72
School Credits	- 452.66
First \$ Credit	- 72.65
Lottery Credit	- 0.00
Net Tax	3,405.41
Special Assmnt	0.00
Special Charges	191.56
Delinquent Utils	0.00
Woodland	0.00
Private Forest	0.00
Manage Forest	0.00
Sub Total	3,596.97
Interest	0.00
Penalty	0.00
Total	3,596.97

Balance: 3,405.41 (D)
 Paid: 0.00
 Delinquent Taxes: 191.56 (D)
 Star Means Prior Year(s): 0.00 (N)
 Delinquent Taxes: 191.56 (D)

Accumulator (empty) | This Record | Like Name | View/Pay | Clear

Star Means Prior Year(s): 0.00 | First Installment: 1,894.27
 Delinquent Taxes: 191.56 | Next Installment(s): 1,702.70
 Bankruptcy?:

Payments Table:

Type	Status Date	Receipt #	Total Paid	Over Pay	Batch #

Bill Number Order: 0.00

Navigation: First F2, Prev F4, Next F5, Last F6, Search F3, Payment F9, More Info F11, Print F12, License, Edit Tax Record, Exit, Help

Use the Owner Name, Parcel #, Bill # or Property Address to find the parcel you need. Click on the box to select what topic to search (such as Bill #). Then in the empty cell, enter the bill number and click Search.

The bill number will be highlighted in the list below the search. If you search on name, there will likely be multiple results on the list.

SEARCH

Search Request Status
Bill Number Search Successful

Search Order
Bill Number Order

Enter full last name to use first name in search

Owner Name Last First
 Computer # Parcel # Mask RE Parcel # 1760009
 Street Name
 Prop. Address
 Section Town Dir Range Dir 40 160
 Plat Lot/Block

PD Type SD House # 1/2
 Lot Block

Accumulator (empty)
 This Record Like Name

Prop Tax Y/Bill #	Cnty	Computer #	Parcel #	Last Name	First Name	Co-Own
RE 2019	1760009	13	176-00013-0000	0612-231-6517-1	GYLAND	JANET
RE 2019	1760010	13	176-00014-0000	0612-231-6591-8	NOTTESTAD	RANDALL H NOTTES
RE 2019	1760011	13	176-00015-0000	0612-231-6624-8	GUNDERSON TR	
RE 2019	1760012	13	176-00016-0000	0612-231-6657-9	RUSCH HALLANGER	ANISSA J
RE 2019	1760013	13	176-00017-0000	0612-231-6679-3	HEIL III	HENRY E
RE 2019	1760014	13	176-00018-0000	0612-231-6690-8	MCCORMICK	THERESA J
RE 2019	1760015	13	176-00019-0000	0612-231-6721-0	BEGHIN	PATRICIA A
RE 2019	1760016	13	176-00020-0000	0612-231-6741-6	HYNES	JIM HYNES
RE 2019	1760017	13	176-00021-0000	0612-231-6753-2	HYNES	JAMES F HYNES

Exit Help

GCS

Double click on the line. The Tax Information page for this parcel will appear. Then click PAYMENT (F9) at the bottom of the page.

The screen below pops up.

MC Payment Owner: LARSON, DRAKE J

Taxes Due	Paid	Balance	Codes	Payment	Balance Codes
Net Tax	0.00	1,865.97	D	0.00	N - No Balance
Special Assmt	0.00	0.00	N	0.00	P - Postponed Taxes
Special Charges	0.00	191.56		0.00	D - Delinquent Taxes
Delinquent Utils	0.00	310.00	D	0.00	
Woodland	0.00	0.00		0.00	
Private Forest	0.00	0.00		0.00	
Manage Forest	0.00	0.00		0.00	
Interest	0.00	0.00		0.00	First Installment 1434.55
Penalty	0.00	0.00		0.00	Next Installment(s) 932.98
Total	0.00	2,367.53		0.00	

Over Payment 0.00

Payment Date / /
Receipt #
Payment Type

Lottery F2 Full F3 First Installment F5 Other F7 Accept F9 Exit Help

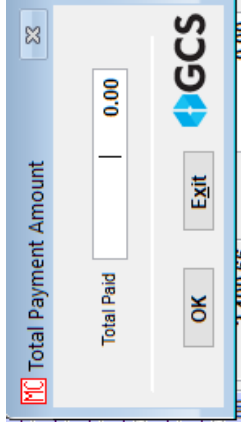
GCS

At the bottom of the payment page, you will see the boxes for three types of payment entry. To enter the payment, you will click on one of these boxes. We will work with lottery credits later.

If the payment is the exact first installment or the full amount due for the tax year, click:

- F5 or First Installment
- F3 or Full payment.

Then click ACCEPT.



If the payment is another amount, click OTHER. The box at upper right will pop up for you to enter the amount of the payment. Click OK.

Then, click on Cash or Check. **Each Payment should have a separate entry.** For example, if the payment is two checks and cash, enter each payment as a separate receipt number. That will make life a lot easier if there is a return or a problem with the payment. You can also enter the check number or other information in Payment Notes. See *right*.

When complete, click FINISH PAYMENT OR F9.



Star Means Prior Year(s) First Installment **1,434.55**
 Delinquent Taxes
 Bankruptcy? Next Installment(s) **932.98**

Payments

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
▶M		12/02/2020	1	1434.55	0.00	176001

Back on the parcel page, you will see the entry just made at the left.

Type M – Municipality

Date: Date of Deposit/Entry

Total Paid: Amount you entered

Batch #: Today's batch is #1

Continue entering payments. If you get a second payment that covers the balance due after the First Installment is paid, click on Balance to show the final amount due on the parcel.

For more information on tips for entry, see your Manual, Section #4.

GCS Accumulator

The Accumulator is helpful when you get one check for multiple parcels or if you have an owner with many parcels. Find the first parcel you wish to enter but instead of clicking on Payment, click on CLEAR in the Accumulator line. It will show as empty.



If you want to find multiple parcels with the same name, click on LIKE NAME. Now you have 3 Records.



Next click on View/Pay and a payment page will pop up. See next page. You can enter the amount paid by double clicking on the line and entering the specific amount for each parcel.

You can also click on ALL FULL or ALL INSTALLMENTS and those amounts will automatically fill in each parcel. Click on TENDER and you will get the same payment page where you enter check or cash. Then click Finish Payment and finally click on PROCESS.

The screenshot displays the 'Accumulator' window with a 'Payment' tab. A table lists payment entries with columns for Account #, Category, Description, Computer #, Parcel #, Due, and Paying. The first row is highlighted in blue. Below the table, there are buttons for 'Start Amount' (0.00) and 'Running Total' (0.00). A 'Number to Print' section shows 0 for Tax Receipts, Cash Receipts, and Pet Licenses. At the bottom, a row of buttons includes 'Remove F4', 'Clear Payment F2', 'All Full F3', 'All Installment F5', 'Cash Receiving F7', 'Tender F8', and 'Process F9'. The 'All Full F3', 'All Installment F5', and 'Tender F8' buttons are circled in red. The GCS logo is in the top right corner.

Account #	Category	Description	Computer #	Parcel #	Due	Paying
	TAX	RE - HOWARD LIEN & SONS	13176- 40- 0	061223480505	119.93	0.00
	TAX	RE - HOWARD LIEN & SONS	13176- 41- 0	061223482611	59.07	0.00
	TAX	RE - HOWARD LIEN & SONS	13176- 141- 0	061224388021	123.52	0.00

Overpayments

You will receive payments that are full overpayment or partial overpayments.

- A full overpayment is a check on a parcel that is already paid in full. Instead of creating an overpayment in GCS, you may want to hold this check to send back to the check signer. It is important to hold the check for a couple weeks before returning since the taxpayer may have mailed the duplicate payment to cover a check they know will be returned by the bank. Or, they may contact you because they want to put the payment on a different parcel.
- A partial overpayment needs to be entered into GCS because you need to deposit the check to pay the balance due on the parcel. Many partial overpayments result from adding a Lottery Credit to a parcel that has already paid in full.

Checks which include an overpayment are entered exactly the same as any other tax payment that is not in the amount of the First Installment or the Full Tax Payment.

MC payment Owner: PETERSON, DENNIS W

Taxes Due	Paid	Balance	Codes	Payment	Balance Codes
Net Tax	0.00	1,712.70	D	0.00	N - No Balance
Special Assmnt	0.00	0.00	N	0.00	P - Postponed Taxes
Special Charges	0.00	191.56		0.00	D - Delinquent Taxes
Delinquent Utils	0.00				
Woodland	0.00				
Private Forest	0.00				
Manage Forest	0.00				
Interest					
Penalty					
Total		1,904.26			

First Installment: 947.12
 Next Installment(s): 957.14

Payment Date: / /
 Receipt #: / /
 Payment Type:

Total Paid: 0.00
 Over Payment: 0.00
 Total: 1,904.26

Lottery F2 Full F3 First Installment F5 **Other F7** Accept F9 Exit Help GCS

When you click on OTHER and get the pop-up box above, enter the full amount of the check. It will include the overpayment amount. Click OK.

VILLAGE OF ROCKDALE
OVERPAYMENT

Date: September 28 2020 11:28:01
 Trans # 13 Batch # 176001
 Batch Date 12/02/2020
 Reference: Overpayment. Check #5677

MICHAEL R CUNNINGHAM
 KELLY J CUNNINGHAM
 38 WATER ST
 CAMBRIDGE, WI 53523

You will be asked if you want to print an overpayment receipt. Click Yes. See sample on right.

Paid Amount: 3,000.00
 Paid Due: 2,933.54

 Refund Due: 66.46

Keep these receipts with a copy of the payment check for when you return the overpayment amount.

The payment will show up as a Municipal Payment (Type: M) with an overpayment (Status: O). See next page.

Type	Status Date	Receipt #	Total Paid	Over Pay	Batch #
M	11/01/2019	0	201.59	0.00	176001
M	2/02/2020	12	3000.00	66.46	176001

Each Municipality will have their own process for overpayments but we recommend that you do not return these overpayment checks until you make sure that the first payment is not returned by your bank.

Notes:

- See the Manual Table A4T19 for more information about Overpayments.
- It is best to wait until after February Settlement before returning overpayments. It is very difficult to get a check back if, for instance, the payment was applied to the wrong parcel.
- If you have an online payment system, you will likely need to put the full payment into GCS and mark for return of the overpayment amount.

Lottery Credits (LC)

Make sure to check the Manual for more information about the Lottery Credit process (creating an amended tax bill, sending a copy to the County Treasurer, etc.)

The GCS entry process below defines four types of Lottery Credit entry (removal screenshots will follow):

- 1) Add a LC before payment is received
- 2) Add a LC with a payment (same as payment received after the credit is entered)
- 3) Add a LC after a First Installment payment
- 4) Add a LC after a full payment

Add a LC before payment is received

Find the parcel and click on Payment F9 as you would for any payment.

Click on Lottery F2. Then ACCEPT and FINISH PAYMENT on the pop-up screen. The LC will be added to the Payments list as a type: L.



Payments

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
L		12/02/2020	0	201.59	0.00	176001

Add a LC with a payment (same as a payment after the LC was added)

Add the LC as shown above.

Next click Payment, F9, again to get to the Payment screen. Enter this payment the same as shown earlier in this document. If there is an overpayment caused by the payment since the LC reduced the total due. The overpayment process was defined above or in your Manual, Table S4T11.

Add a LC after a First Installment was Paid

The payment shown at the right is a First Installment payment.

1st Installment Payment

Payments		Bankruptcy?	Next Installment(s)		
			1,154.05		
Type	Status Date	Receipt #	Total Paid	Over Pay	Batch #
M	12/02/2020	9	2583.61	0.00	176001

Adding the LC will reduce the amount due for the Final Installment.

Notice, the LC will always show as the top entry in Payments. This entry is complete.

Lottery Credit Added AFTER Payment

Payments		Bankruptcy?	Next Installment(s)		
			1,154.05		
Type	Status Date	Receipt #	Total Paid	Over Pay	Batch #
L	12/02/2020	0	201.59	0.00	176001
M	12/02/2020	9	2583.61	0.00	176001

The payment shown at the right is a First Installment payment.

Adding the LC will reduce the amount due for the Final Installment.

Add a LC after a Full Tax Payment

The payment shown at the left is a full tax payment. Adding the LC will create an overpayment.

Star Means Prior Year(s) Delinquent Taxes
 Bankruptcy? First Installment 1,331.30
 Next Installment(s) 1,139.73

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
M		12/02/2020	10	2471.03	0.00	176001

Do you want to print an overpayment receipt? Each Municipality will have their own overpayment process but we recommend holding any overpayments until after February Settlement. See your Manual, Table S4T11 for more information about overpayments.

Lottery Credit -	0.00	0	Paid	Balance	E
Net Tax	2,279.47	2,279.47	0.00	0.00	
Special Assmnt	0.00	0.00	0.00	0.00	
Special Charges	191.56	191.56	0.00	0.00	
Delinquent Utils	0.00	0.00	0.00	0.00	
Woodland	0.00	0.00	0.00	0.00	
Private Forest	0.00	0.00	0.00	0.00	
Manage Forest	0.00	0.00	0.00	0.00	
Sub Total			0.00		
Interest	0.00	0.00	0.00	0.00	
Penalty	0.00	0.00	0.00	0.00	
Total	2,471.03	2,471.03	0.00	0.00	

Payment will show up as seen below.

Star Means Prior Year(s) Delinquent Taxes
 Bankruptcy? First Installment 1,129.71
 Next Installment(s) 1,139.73

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
M	A	12/02/2020	0	201.59	0.00	176001
L	O	12/02/2020	0	201.59	201.59	176001
M		12/02/2020	10	2471.03	0.00	176001

Your Batch Report at the end of the day will show this as an Overpayment of \$201.59 and an adjustment of \$201.59. The two balance to zero since there is no actual payment involved.

Remove a Lottery Credit

When you receive an LC-400, Lottery Credit Removal Form, you will need to void that Lottery Credit from your GCS system. As always, check your Manual, Section #5 for more information.

Removing the Lottery Credit is treated the same as voiding a regular payment.

The parcel at right currently shows a Lottery Credit. To remove, double click on the line showing the L Type payment.

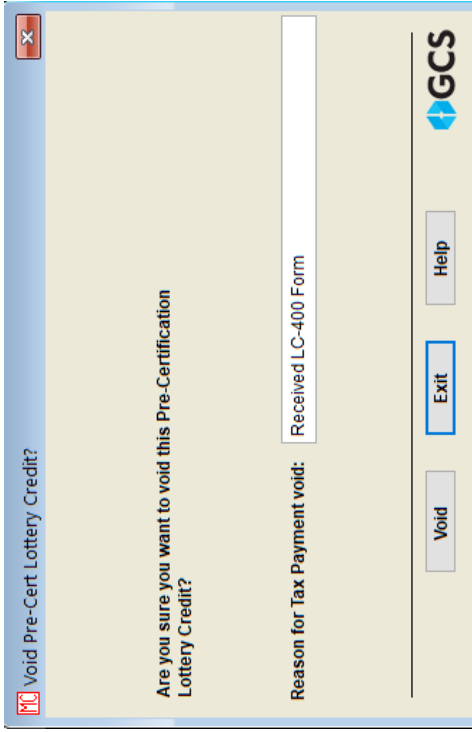
The screen on the next page will pop-up. Click on Void F2 to delete the payment.

The screenshot shows a software interface with a 'Payments' table and summary fields. The summary fields include 'Star Means Prior Year(s)', 'Delinquent Taxes', 'Bankruptcy?', 'First Instalment', and 'Next Instalment(s)'. The 'Payments' table has columns for 'Type', 'Status Date', 'Receipt #', 'Total Paid', 'Over Pay', and 'Batch #'. The first row shows a payment of type 'L' with a status date of '11/01/2019', a receipt number of '0', a total paid of '201.59', and an over pay of '0.00'.

Star Means Prior Year(s)	<input type="checkbox"/>	First Instalment	1,824.24
Delinquent Taxes	<input type="checkbox"/>	Next Instalment(s)	1,834.26
Bankruptcy?	<input type="checkbox"/>		

Payments					
Type	Status Date	Receipt #	Total Paid	Over Pay	Batch #
L	11/01/2019	0	201.59	0.00	

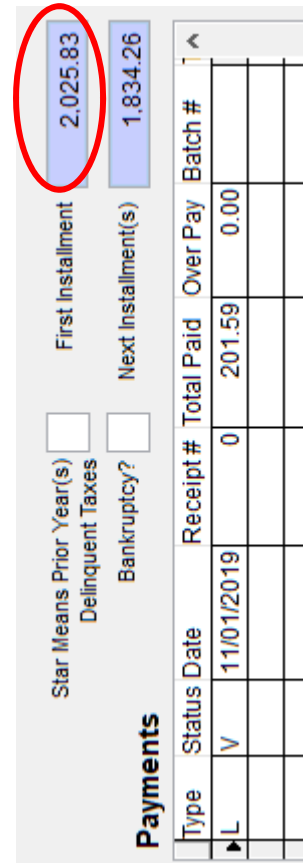
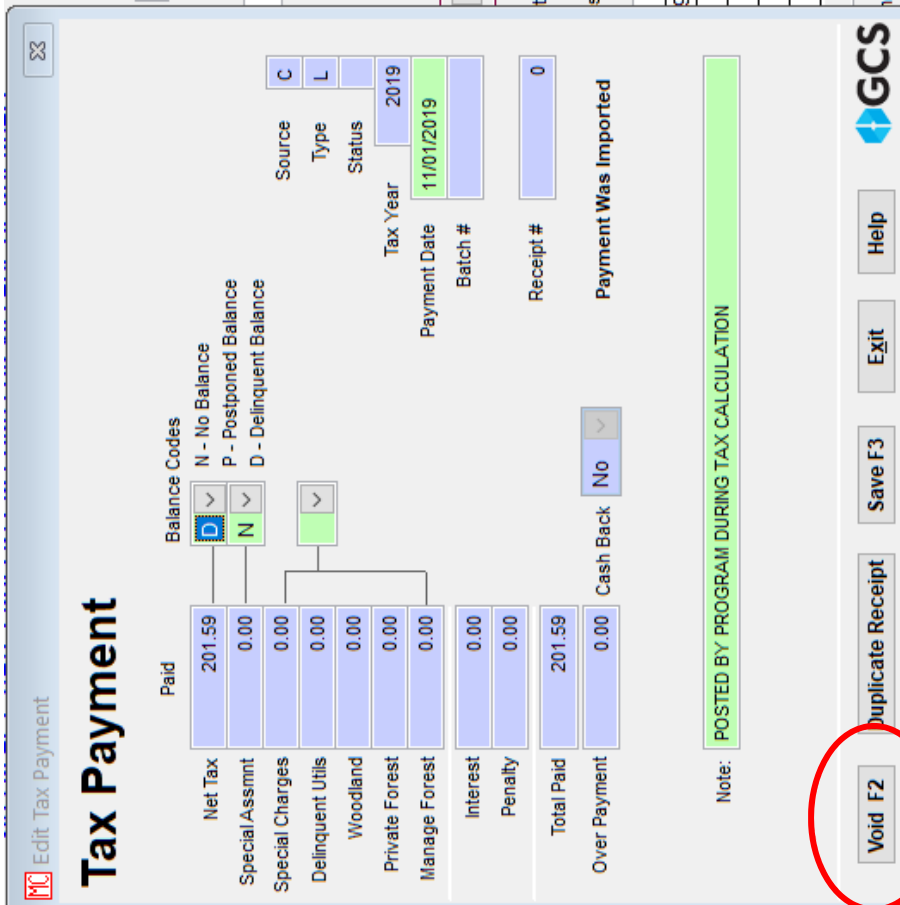
The screen below appears.



You can enter a reason for voiding the Lottery Credit and then click VOID.

The screen will change to "Pre-Certification Lottery Credit has been voided." Click Exit.

You will see that the First Installment amount due will increase. Send a copy of the LC-400 to the County Treasurer.



Voiding a Payment

When you get a returned check notice from your bank, you will need to void the payment. Search by the Owner Name (or other information you have from the returned check) and the GCS parcel with that payment will appear.

Star Means Prior Year(s) Delinquent Taxes		First Installment			
<input type="checkbox"/>		1,596.01			
Bankruptcy?		Next Installment(s)			
<input type="checkbox"/>		1,606.03			
Payments					
Type	Status Date	Receipt #	Total Paid	Over Pay	Batch #
M	11/01/2019	0	201.59	0.00	
M	12/02/2020	4	3202.04	0.00	176001

Edit Tax Payment

Tax Payment

Balance Codes	N - No Balance	2019
	P - Posponed Balance	
	D - Delinquent Balance	

Source	M
Type	M
Status	M

Tax Year	2019
Payment Date	12/02/2020
Batch #	176001
Trans #	4
Receipt #	4

Net Tax	3,010.48	Balance Codes	N
Special Assmt	0.00		N
Special Charges	191.56		N
Delinquent Utils	0.00		N
Woodland	0.00		
Private Forest	0.00		
Manage Forest	0.00		
Interest	0.00		
Penalty	0.00		
Total Paid	3,202.04		
Over Payment	0.00	Cash Back	No
Cash	0.00		
Check	3,202.04		

Note: Check #5543

Double click on the line that shows the returned payment. Above is a \$3202.04 payment that was returned. When you double click on that line, the payment details box will pop-up (at left).

Click on Void F2. Then enter a reason for the void. You likely want to enter the date of the void.

You may want to print a receipt of the payment that shows it voided.

BATCH: 176001 TO 176001 FOR 13
BATCH #: 176001

BATCH REPORT
 DANE COUNTY
 VILLAGE OF ROCKDALE

DATE: 09/28/2020
 TIME: 02:37 PM
 PAGE: 1

Parcel # Note Name	Computer #	Date Tran#	Batch # Year Address	Receipt # Tax	TS	Sp Asmt Sp. Chrg	Del Chrg Woodland	Managed Forest	Interest Penalty	Total Overpay
0612-231-6517-1	176-00013-0000	12/02/2020 7	176001 2019 301 MAIN ST CAMBRIDGE WI 53523	L 201.59 D		0.00 N 0.00 D	0.00 0.00	0.00 0.00	0.00 0.00	201.59 0.00
JANET GYLAND										
0612-231-6690-8	176-00018-0000	12/02/2020 9	176001 2019 474 S MIDVALE BLVD MADISON WI 53711	L 201.59 P		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	201.59 0.00
THERESA J MCCORMICK										
0612-231-6786-3	176-00023-0000	12/02/2020 11	176001 2019 137 BENTON ST CAMBRIDGE WI 53523	TA -201.59 P		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	-201.59 0.00
EMILY HARRISON										
0612-231-6786-3	176-00023-0000	12/02/2020 11	176001 2019 137 BENTON ST CAMBRIDGE WI 53523	LO 201.59 N		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	201.59 201.59
EMILY HARRISON										
0612-231-6994-1	176-00033-0000	12/02/2020 1	176001 2019 325 BENTON ST CAMBRIDGE WI 53523	T 932.99 P		0.00 N 191.56 N	310.00 0.00	0.00 0.00	0.00 0.00	1,434.55 0.00
Check # 1111 DRAKE J LARSON										
0612-242-4910-1	176-00087-0000	12/02/2020 2	176001 2019 PO BOX 126 CAMBRIDGE WI 53523	T 0.00 D		0.00 N 0.00 D	1,000.00 0.00	0.00 0.00	0.00 0.00	1,000.00 0.00
DAVID E MOEN										
0612-242-4200-1	176-00055-0000	12/02/2020 3	176001 2019 324 WATER ST CAMBRIDGE WI 53523	TO 46.55 N		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	46.55 153.45
Check #4735 TIMOTHY R NEWKIRK										
0612-242-8860-5	176-00110-0000	12/02/2020 4	176001 2019 488 WATER ST CAMBRIDGE WI 53523	TV 3,010.48 N		0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	3,202.04 0.00
Check #6543 MICHAEL R WIERSMA										
0612-242-4943-3	176-00090-0000	12/02/2020 5	176001 2019 103 WATER ST CAMBRIDGE WI 53523	T 2,174.55 N		0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	2,366.11 0.00
JOSHUA THOMAS BOWER										
0612-243-8802-1	176-00141-0000	12/02/2020 6	176001 2019 450 COUNTY HIGHWAY B CAMBRIDGE WI 53523	T 123.52 N		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	123.52 0.00
HOWARD LIEN & SONS INC										
0612-234-8050-5	176-00040-0000	12/02/2020 6	176001 2019 450 COUNTY HIGHWAY B CAMBRIDGE WI 53523	T 119.93 N		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	119.93 0.00
HOWARD LIEN & SONS INC										

BATCH: 176001 TO 176001 FOR 13

BATCH #: 176001

DATE: 09/28/2020
 TIME: 02:37 PM
 PAGE: 2

BATCH REPORT
 DANE COUNTY
 VILLAGE OF ROCKDALE

Parcel # Note Name	Computer #	Date Tran#	Batch # Year Address	Receipt # Tax	TS	Sp Asmt Sp. Chrg	Del Chrg Woodland	Managed Forest	Interest Penalty	Total Overpay
0612-234-8261-1	176-00041-0000	12/02/2020 6	176001 8 2019 450 COUNTY HIGHWAY B CAMBRIDGE WI 53523	8 59.07 N	T	0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	59.07 0.00
HOWARD LIEN & SONS INC										
0612-231-6690-8	176-00018-0000	12/02/2020 8	176001 9 2019 474 S MIDVALE BLVD MADISON WI 53711	9 1,154.05 P	T	0.00 N 191.56 N	1,238.00 0.00	0.00 0.00	0.00 0.00	2,583.61 0.00
THERESA J MCCORMICK										
0612-231-6786-3	176-00023-0000	12/02/2020 10	176001 10 2019 137 BENTON ST CAMBRIDGE WI 53523	10 2,279.47 N	T	0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	2,471.03 0.00
EMILY HARRISON										
0612-242-4183-1	176-00054-0000	12/02/2020 12	176001 11 2019 324 WATER ST CAMBRIDGE WI 53523	11 2,075.41 N	TO	0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	2,266.97 233.03
Overpayment										
TIMOTHY R NEWKIRK										
0612-234-8490-3	176-00044-0000	12/02/2020 13	176001 12 2019 38 WATER ST CAMBRIDGE WI 53523	12 2,741.98 N	TO	0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	2,933.54 66.46
Overpayment. Check #5677										
MICHAEL R CUNNINGHAM										

Reports (continued)

You can also print an overpayment report for the day's entry.

BATCH: 176001 TO 176001 FOR 13
BATCH #: 176001
OVER PAYMENT REPORT
 DANE COUNTY
 VILLAGE OF ROCKDALE
 DATE: 09/28/2020
 TIME: 02:50 PM
 PAGE: 1

Parcel # Note Name	Computer #	Date Tran#	Batch # Year Address	Receipt # Tax	TS	Sp Asmt Sp. Chrg	Del Chrg Woodland	Managed Forest	Interest Penalty	Total Overpay
0612-231-6786-3	176-00023-0000	12/02/2020 11	176001 2019 137 BENTON ST CAMBRIDGE WI 53523	LO 201.59 N		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	201.59 201.59
EMILY HARRISON										
0612-242-4200-1	176-00055-0000	12/02/2020 3	176001 3 2019 324 WATER ST CAMBRIDGE WI 53523	TO 46.55 N		0.00 N 0.00 N	0.00 0.00	0.00 0.00	0.00 0.00	46.55 153.45
Check #4735 TIMOTHY R NEWKIRK										
0612-242-4183-1	176-00054-0000	12/02/2020 12	176001 11 2019 324 WATER ST CAMBRIDGE WI 53523	TO 2,075.41 N		0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	2,266.97 233.03
Overpayment TIMOTHY R NEWKIRK										
0612-234-8490-3	176-00044-0000	12/02/2020 13	176001 12 2019 38 WATER ST CAMBRIDGE WI 53523	TO 2,741.98 N		0.00 N 191.56 N	0.00 0.00	0.00 0.00	0.00 0.00	2,933.54 66.46
Overpayment. Check #5677 MICHAEL R CUNNINGHAM										

You may wish to run a report of multiple batches. Just add the starting and the ending batch to run this report.

Or, run a report by date or multiple dates.

Leave blank to Process all Payments:

Batch Number - From: To:

Date - From: To:

Reports (continued)

You can print a Check Deposit Summary Report that can be used with your bank deposit. See right.

The next page will show you a summary of that report.

Cash Receipting Reports

Report to run: **Check Deposit Summary**

Specify ranges to be used by report, leave blank for all

	Beginning	Ending
Transaction	176001	176001
Batch #	176001	176001
Terminal	//	//
System Date	//	//
Batch Date	//	//
Category		
Account		

Print Exit Help

GCS

CHECK DEPOSIT SUMMARY

RUN DATE: 09/28/2020
 RUN TIME: 02:56 PM
 PAGE: 1

RANGES FIRST LAST
 TRANSACTION 1 13
 BATCH DATE 12/02/2020 12/02/2020

CHECK DATE	TRANS#	REFERENCE	RECEIVED	CHANGE	AMOUNT
09/26/2020	1	Check # 1111	1,434.55	0.00	1,434.55
09/26/2020	3	Check #4735	200.00	0.00	200.00
09/26/2020	5		2,366.11	0.00	2,366.11
09/26/2020	6		302.52	0.00	302.52
09/27/2020	8		2,583.61	0.00	2,583.61
09/27/2020	10		2,471.03	0.00	2,471.03
09/28/2020	12	Overpayment	2,500.00	0.00	2,500.00
09/28/2020	13	Overpayment. Check #8677	3,000.00	0.00	3,000.00

CHECK 8 14,857.82 0.00 14,857.82

CASH DATE	TRANS#	REFERENCE	RECEIVED	CHANGE	AMOUNT
09/26/2020	2		1,000.00	0.00	1,000.00
		CASH	1	1,000.00	1,000.00
		CASH BACK FROM OTHER PAY TYPES		0.00	
		CASH BACK ON LOTTERY		0.00	
		CASH DEPOSIT AMOUNT	1,000.00	0.00	1,000.00

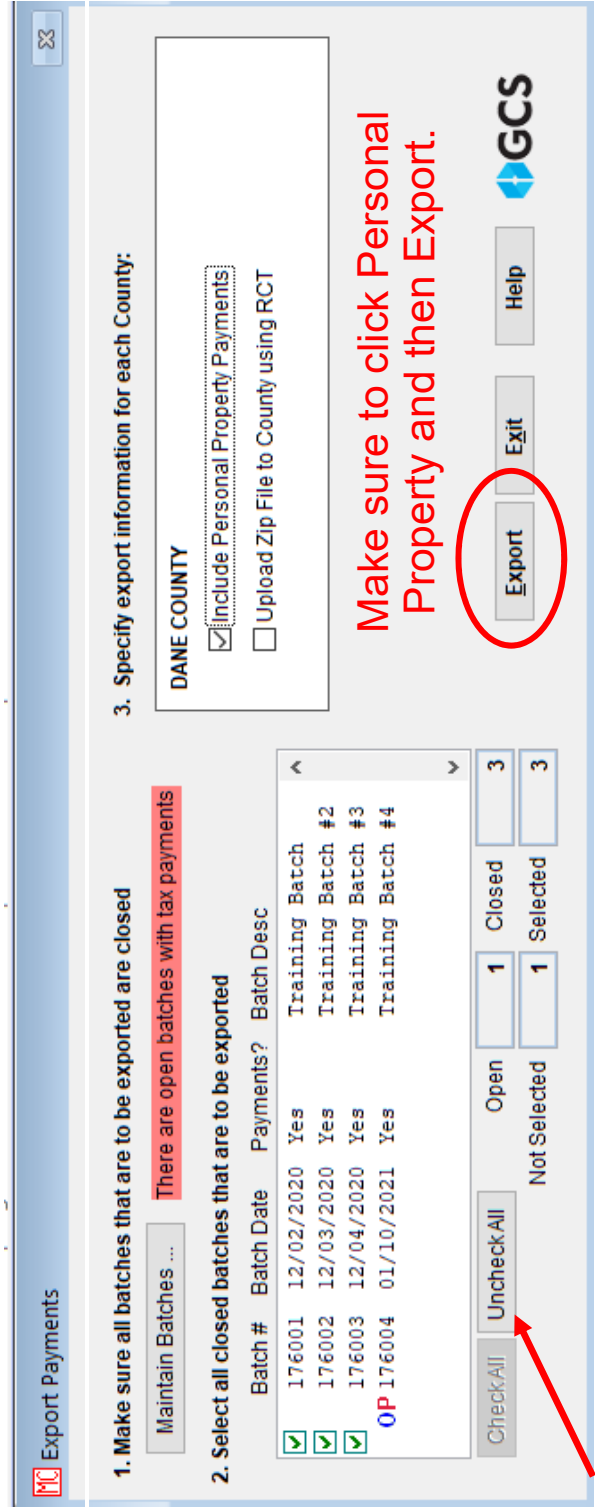
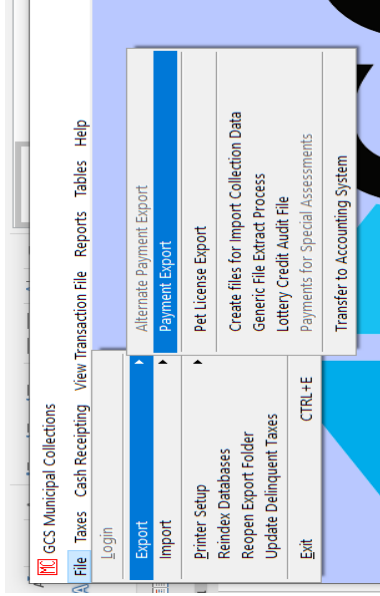
BANK TOTALS	COUNT	RECEIVED	CHANGE	TOTAL
	9	15,857.82	0.00	15,857.82

Exports

To export your payments to the County, click on File – Export – Payment Export.

The screen below will appear. You will notice that three December batches have been closed but a January batch is open. Export the December closed batches. You may also UNCHECK a batch if it is not ready to send.

Follow the instructions in your manual in the in Export email you receive from the county Treasurer.



S4T24

LandNav Process Manual

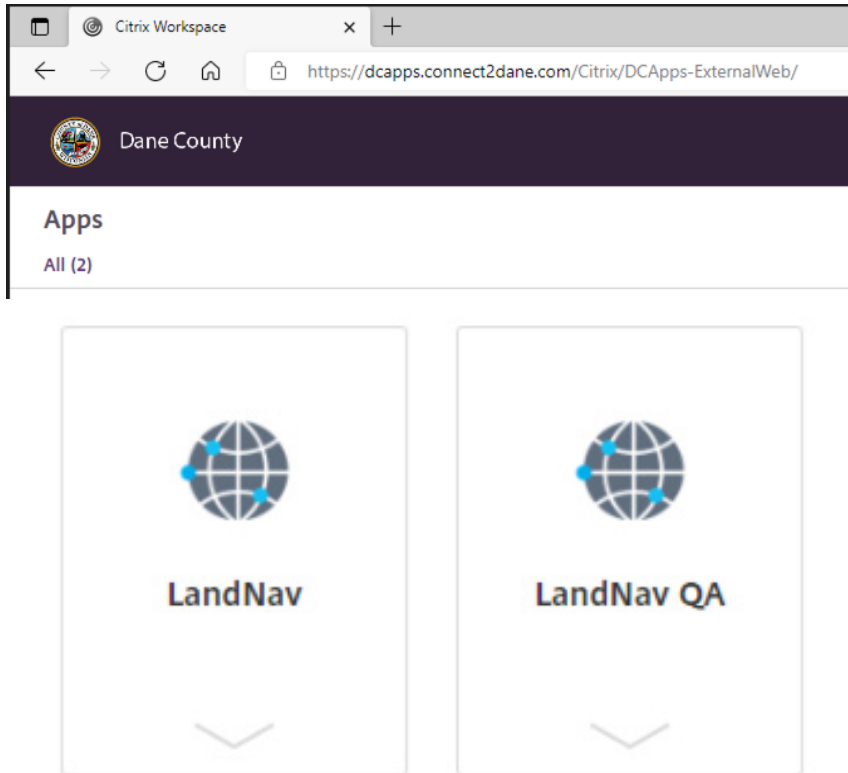
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1. LANDNAV START UP

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 (2022 taxes).

Land Nav **QA** – This is a test program for entering test cases and getting used to the application.

Until November 18, the QA site will have old 2021 data.

After November 18, this will have current data and will be refreshed nightly with the prior date's information.

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

Double Click on the icon to launch the application.

Appendices #1 to #4 provide more information to get you started.

Follow the instruction in Appendix #3 to login to the LandNav Agent for the first time. Appendix #4 gives you step by step instructions on how to set up your printer to print receipts.

2. LANDNAV NAVIGATION

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

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 will 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: Generally, the only function you will use under Processes is MAINTAIN CASH RECEIPTING BATCHES.

Name	Category
Maintain Valuations	Assessment
Maintain Cash Receipting Batches	Cash Receipting
Maintain Maintenance Categories	Cash Receipting

This is where you create the batch numbers for your daily work.

There are two other Processes that are available to you

- 1) Maintain Transactions (see Cash Receipting), and
- 2) Batch Payments. Those will be defined in [Appendix #7](#).

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 have access to a number of controls under Settings. See [Appendix #1](#) for more information.

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

Reset your password after Nov 18 in the LandNav application, you can set it the same as your network login, the network login will require a reset at some frequency. You do not need to reset it in the QA system as it will be reset after each nightly load after Nov 18 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 *

Last Name *

Email *

Save Cancel **Reset Password**

See the criteria at right below.

Reset Password

Current Password *

New Password *

Confirm Password *

Save Cancel

Password must fulfill the following criteria:

- ✗ Contains a lowercase letter
- ✗ Contains an uppercase letter
- ✗ Contains a number
- ✗ Contains a special character
- ✗ Minimum 8 characters
- ✗ Passwords Match

3. SEARCH FOR PARCELS

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 in **yellow** below).

Once you enter a parcel, bill number, etc., click on Search at the bottom of the page. If you do not get any results, make sure that you do not have information in two categories. *If you have a bill number already in that field, entering a parcel number for a different property will not give you a parcel. Either reset or clear any filled fields before your search.*

For example, searching on Parcel # 0610-062-2544-2, you will see the result below:

Search Results ⚙️

<input type="checkbox"/> Property #	Tax Year	Mun. Description	Concatenated Prop. Address	Concatenated Name	Balance	Tax Status
<input type="checkbox"/> 0610-062-2544-2	2021	TOWN OF DUNN	3142 LARSEN RD	GANDER FAMILY TR, GAYLORD & RUTH	\$1,855.32	Current
<input type="checkbox"/> 0610-062-2544-2	2020	TOWN OF DUNN	3142 LARSEN RD	GANDER FAMILY TR, GAYLORD & RUTH	\$0.00	Paid

Clicking on Tax Year allow you to look at the most recent year taxes, 2022. When you click on that line, you will find all the information you need about that property.

Property #: 0610-062-2544-2

Tax Year: 2021

Bill Number: 280232

Current Owner: GANDER FAMILY TR, GAYLORD & RUTH

Property Address: 3142 LARSEN RD

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

Property

Property # 0610-062-2544-2

Alternate Property #

Current Assessed Taxed

Creation Date: 4/12/1994 Historical Date:

Municipality: 028 - TOWN OF DUNN

Notes

Map #: Sales Area:

Number of Units: 0

Application #: Permit #: Permit Type:

Last Changed: 2/28/2018

Ownership

Name	Status	Type	On Tax Bill	Date	Inte
GANDER FAMILY TR, GAYLORD & RUTH	CURRENT OWNER		Yes	2/27/2018	
GANDER, DONALD K	FORMER OWNER		No	6/8/2006	
GANDER, LOUIS D	FORMER OWNER		No	6/8/2006	
GANDER, GAYLORD	FORMER OWNER		No	4/12/1994	0.0

Tax Address

GANDER FAMILY TR, GAYLORD & RUTH
808 FOUNTAIN ST
MINERAL POINT WI 53565

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

The General TAB is the landing page. You may be interested in the Specials TAB where your local charges are shown. Generally, you will click on the **Taxes** TAB because that is where all your installment and payment information is available.

Property #: 0610-062-2544-2

Tax Year: 2021

Bill Number: 280232

Current Owner: GANDER FAMILY TR, GAYLORD & RUTH

Property Address: 3142 LARSEN RD

General Legal Values Taxes Special Extras WHAM

Interest/Penalty as of 9/19/2022 Print Statement

Taxes

Gross Tax: 3,805.79
School Credit: - 414.75
First Dollar Credit: -77.96
Net Tax: 3,313.08
Lottery Credit Claims: 0
Net Tax after Lottery: 3,313.08

View Tax Items

Print Tax Year Report

LC shows here

Payment Plans and Interest Plans

Payment Plans Interest Plans
RE & PP WI DEFAULT

Installments

Table with 4 columns: Period, End Date, Total, Property Tax. Row 1: 1, 1/31/2022, \$2,159.54, \$1,656.54. Row 2: 2, 7/31/2022, \$1,656.54, \$1,656.54.

Payments

Table with 4 columns: Date, Receipt #, Batch #. Row 1: 2/11/2022, 65, 420211.

Any payments received will show here.

Void Receipt

Main tax summary table with columns: Type, Net After Lottery, Paid, Balance. Rows include Property Tax, Special Assessments, Special Charges, Delinquent Charges, Private Forest Crop, Woodland Tax Law, Managed Forest Land, Property Tax Interest, Property Tax Penalty, Special Taxes Interest, Special Taxes Penalty, Other Charges, and Total.

Total Due Already Paid Balance Due

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. The Click on “Add Selected to Cart.”

Unpaid Taxes

<input type="checkbox"/>	Tax Year	Bill #	Cert #	Net Tax	GPT	GPT Int	GPT Pen	Special Tax
<input type="checkbox"/>	2021	280232	239	\$3,816.08	\$1,656.54	\$132.52	\$66.26	\$0.00
<input checked="" type="checkbox"/>	Totals				\$1,656.54	\$132.52	\$66.26	\$0.00

4. CREATING A NEW BATCH

You will likely enter all your payments in Cash Receipting.

Click on **Processes** then on **All Processes**.

Click on **Maintain Cash Receipting Batches**.

The screenshot shows the LandNav interface. On the left sidebar, the 'Processes' menu item is circled in red, and its sub-item 'All Processes' is also circled in red. The main content area is titled 'All Processes' and contains a search bar with a 'Search' button. Below the search bar is a table of search results. The table has columns for 'Favorites', 'Name', and 'Category'. The row for 'Maintain Cash Receipting Batches' is highlighted in blue.

Favorites	Name	Category
★	Maintain Valuations	Assessment
★	Maintain Cash Receipting Batches	Cash Receipting
★	Maintain Municipality-Category Assignments	Cash Receipting
★	Maintain Transactions	Cash Receipting
★	Purge Transactions	Cash Receipting
★	Prepare for Sale Book	Delinquent Tax Processing
★	Update Delinquent Taxes	Delinquent Tax Processing

The page below will pop up. Click on **Add** when the page pops up.

The screenshot shows the 'Maintain Cash Receipting Batches' page. At the bottom right of the page, there are several buttons: 'Set Selected to Re-Export', 'Add', 'Edit', 'End', and 'Delete'. The 'Add' button is circled in red.

The next pop up is where you will enter your Batch number and description (optional).

When complete, click **Save**.

The screenshot shows the 'Add Cash Receipting Batch' pop-up form. The form has the following fields and buttons:

- Batch #**: Input field
- Started By**: Input field with value 'kml7'
- Start DateTime ***: Input field with value '11/08/2021 10:06:00'
- Starting Cash**: Input field
- Description**: Input field
- Login Name**: Input field with value 'admin'
- Current Batch #**: Input field
- Buttons**: 'Save' (circled in red) and 'Cancel'

5. ENTERING A PAYMENT IN CASH RECEIPTING

First, click on CASH RECEIPTING.

The screen below will pop-up. Enter the parcel number (or name/address in the boxes) of the property in the “Account #” Box 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 on only one of the boxes. It does not matter which one. Then click on Add Selected to Cart.

Search Results

<input type="checkbox"/>	Bill Type	Account #	Reference	Owner	Amount Due	Mailing Address	Property Address	Municipality
<input type="checkbox"/>	Real Estate Tax	070931302346	2020 070931302346 CHAD D HUTCHINSON	CHAD HUTCHINSON	\$564.37	5909 HAMMERSLEY RD	5909 HAMMERSLEY RD	CITY OF MADISON
<input checked="" type="checkbox"/>	Real Estate Tax	070931302346	2020 070931302346 CHAD D HUTCHINSON	TINA WARNER-HUTCHINSON	\$564.37	5909 HAMMERSLEY RD	5909 HAMMERSLEY RD	CITY OF MADISON

The Transaction box will show the payment date (interest and penalty date will not generally be of interest to municipalities) and the number of Tax Receipt copies needed.

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.*

Cart		Reference	Balance	Payment
<input type="checkbox"/> Bill Type		2020 070931302346 CHAD D HUTCHINSON	\$0.00	\$564.37
<input type="checkbox"/> 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 payment in the Tender Payment box, shown at right. That is only used for Overpayments. See **Appendix #5**

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

You do use the Tender Payment box to enter the Check number and any reference you want to include with the payment.

Then, click **Add Payment**.

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

Tax receipts will print based on the number requested in the Transaction Box.

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

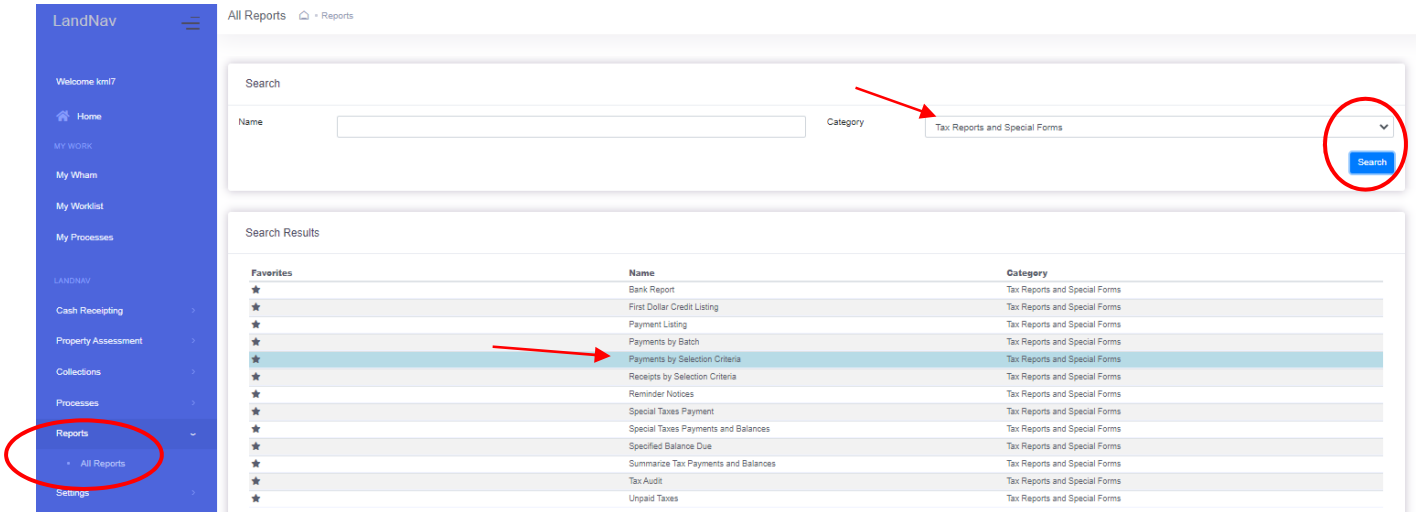
If you go back to Bill Maintenance now and search on this payment, you will see the completed payment.

Payments							
	Date	Receipt #	Batch #	Type	Amount	GPT Balance	SA Balance
<input type="checkbox"/>	11/1/2017	0		Lottery	\$139.60	D	N
<input type="checkbox"/>	9/8/2020	59167		Redemption	\$500.00	D	N
<input type="checkbox"/>	10/9/2020	59635		Redemption	\$500.00	D	N

6. DAILY REPORTS

At the end of each day, we do a report to balance tax receipts with the tax deposit. In LandNav, click on **Reports** (See below).

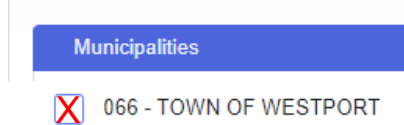
- Click on **All Reports**
- Use the Down Arrow on Category to select **Tax Reports and Special Forms**
- Click Search
- Select Payments by Selection Criteria



The page at the right will pop up. You will be able to save your criteria so that you will not need to take all these steps each day.

First, click on the current tax year. It will be **2022** for you.

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



Next, select Municipal Payments as your source.

Select the payments to include:

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

The Payment Types will be as shown at the right.

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

Saved Criteria:

Save Reset Delete Print

General Limit & Display Ranges & Sorting

Property Type Real Estate & Personal Property

Tax Years			
<input checked="" type="checkbox"/> 2020	<input type="checkbox"/> 2019	<input type="checkbox"/> 2018	<input type="checkbox"/> 2017
<input type="checkbox"/> 2016	<input type="checkbox"/> 2015	<input type="checkbox"/> 2014	<input type="checkbox"/> 2013
<input type="checkbox"/> 2012	<input type="checkbox"/> 2011	<input type="checkbox"/> 2010	<input type="checkbox"/> 2009

General **Limit & Display** Ranges & Sorting

Payment Types

<input checked="" type="checkbox"/> Adjustment	<input type="checkbox"/> Lottery	<input type="checkbox"/> Quit Claim	<input checked="" type="checkbox"/> Redemption
<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Void	<input type="checkbox"/> Write Off Bankruptcy	<input type="checkbox"/> Write Off Deeded

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.

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

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

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

General **Limit & Display** Ranges & Sorting

- Limit to payments with an overpayment
- Display certificate number instead of batch number
- Display owner name
- Display payment note
- Display summary page
- Display payment details
- Create CSV file of report

General **Limit & Display** **Ranges & Sorting**

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

	Beginning	Ending
Payment Date	<input type="text"/>	<input type="text"/>
Batch Number	<input type="text"/>	<input type="text"/>
Receipt Number	<input type="text"/>	<input type="text"/>
Parcel #	<input type="text"/>	<input type="text"/>
Personal Property #	<input type="text"/>	<input type="text"/>
Cash Receipting Batch #	<input type="text"/>	<input type="text"/>

Include voids associated with the selected payments

Now, you will select a Sort Order for your report. Check the boxes needed and then drag each category into the order you choose. You may want your daily report as simple as Payment Date Total. Then, just click on Payment Date.

If you have multiple people entering in different batch numbers each day, you will likely want the sort order shown below:

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Batch Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>

Drag and drop to rearrange the below sort order

Sort Order		
Sort by:	Subtotal?	New Page?
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CR Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>

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.

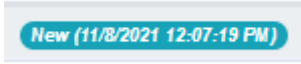
You will likely want to run the same report each day so the only change to these criteria is the Payment Date. In that case, you may want to Save this Criteria as Daily Balance or Daily Report. Just click on Save and type in a report name.

Saved Criteria:

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



It will likely show up as

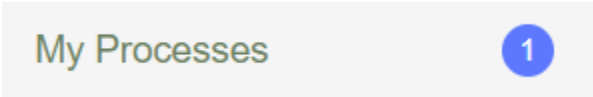


because it is not complete yet.

Click on My Processes again (may take some time) and finally, your report will show up as complete.


<input type="checkbox"/>	Payments By Selection Criteria	Lund, Kay	11/5/2021 2:26:59 PM	11/5/2021 2:27:07 PM	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 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 

Ok

7. VOIDING A PAYMENT

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.

Now click on the Tax Year with the returned payment.

The screenshot shows the LandNav mobile application interface. On the left is a blue navigation menu with the following items: Home, MY WORK, My Wham, My Worklist, LANDNAV, Cash Receipting, and Bill Maintenance (which is circled in red). On the right is the search results page, which includes a search bar with 'Real Estate' selected, a 'Property #' section with a dropdown menu set to 'Si' and a text input field containing '0811-324-2309-4', and an 'Owner' section with a 'Last Name / Business' field.

Then, click on the TAXES tab.

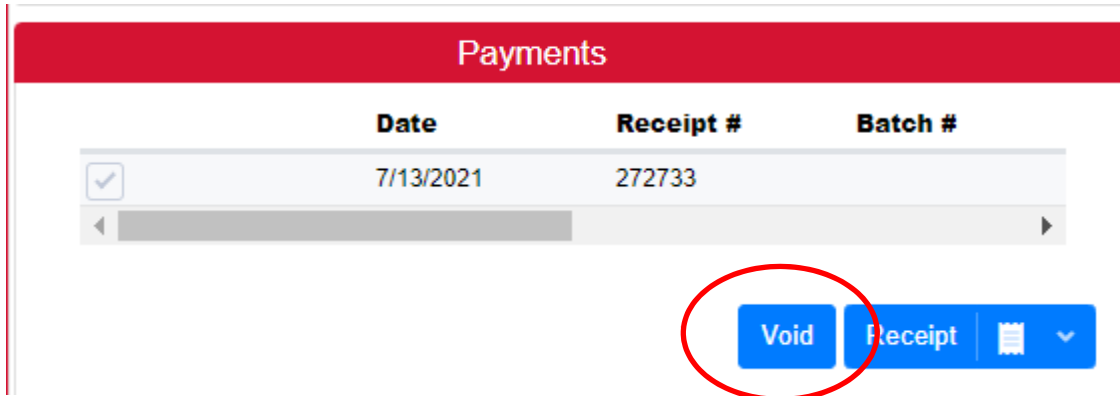
Under the Tax Tab, you will find multiple payments on this parcel (above right). You will see the dates for each payments made on this parcel. Find the payment that matches your returned check amount.

<input type="checkbox"/>	Date	Receipt #	Batch #	Amount
<input checked="" type="checkbox"/>	6/2/2020	848	310602	\$601.00
<input type="checkbox"/>	12/23/2019	29100	165043	\$1,294.96

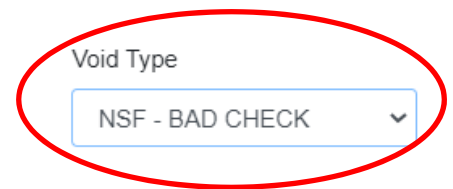
Receipt


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.

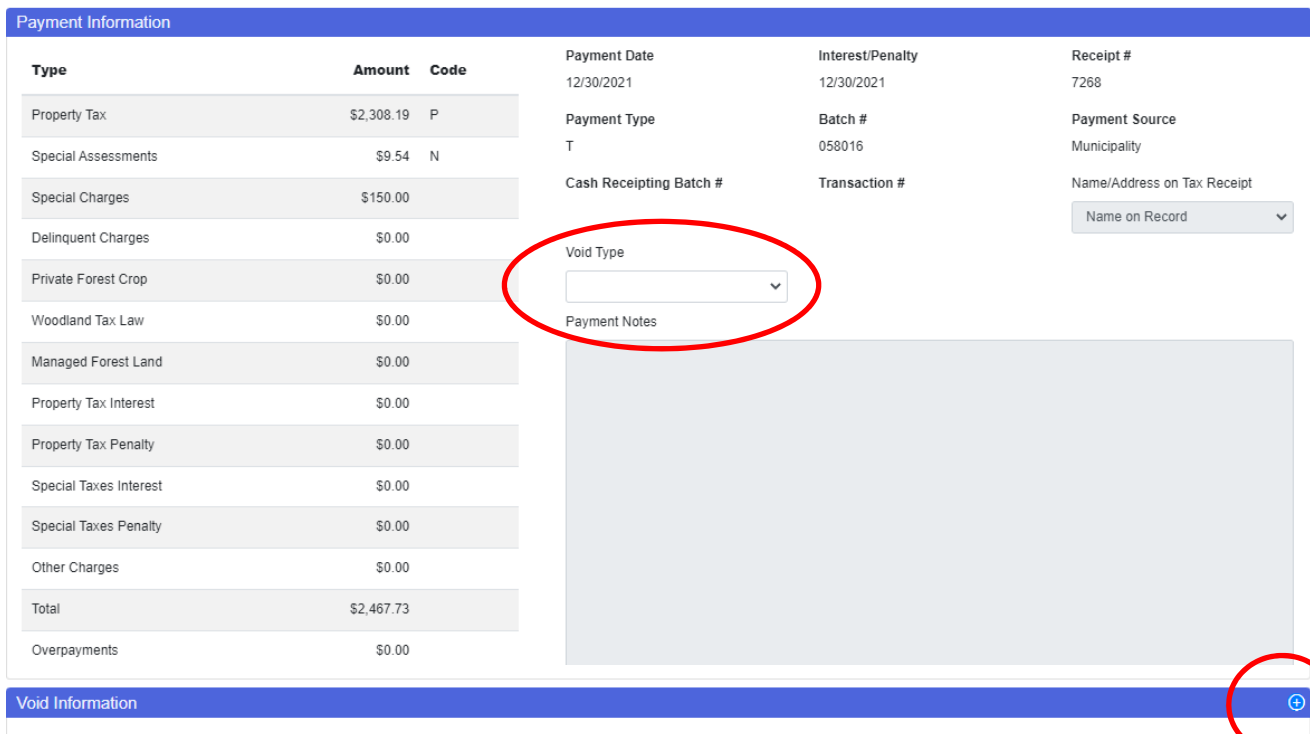
Now, back on the payments page, with the payment box still checked (in red above), click on VOID in the bottom right corner.



The page that pops up will show a summary of the payment. Under Void Type, use the drop down menu to select NSF – Bad Check or Delete – Error.



Next, scroll down to the bottom of this page and you will find a blue plus sign on the far right on the blue bar  Click on the PLUS to open up the rest of the void entry window.



Void Information

Dates

Enter the Void Date Enter the void date

Tax Certificate Date

Balance Codes

Suggested post-void balance codes are listed below.
Override if necessary by selecting a new balance code.

General Property Tax No need to change these.

Special Assessments

Payment Source

By default the Payment Source for the Void or Adjustment Payment matches the original Payment.
Override if necessary by selecting a new Payment Source.

Void Payment Source

Voided Payment Note

Enter a payment note such as "Bank Returned Payment for Tax Due."

Use your local protocol for the date to delete the payment.

Then, you may want to print a receipt of the Voided payment.

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. Print

You will also want to save a copy of the returned check.

I admit, I have not figured this out yet but at times, the void pages in LandNav come up different than shown above. See below for an alternative sample.

Starting from when you click on VOID on the payment in LandNav

The payment page below will pop up.

This is where it starts to look different. Under Transactions, click on the box under VOID. See below.

Payments					
Void Filter					
SHOW ALL VOIDS					
	Date	Receipt #	Batch #	Type	Amount
<input checked="" type="checkbox"/>	7/8/2021	272072		Tax	\$2,744.86
<input type="checkbox"/>	12/31/2020	5809	058016	Tax	\$2,882.58
<input type="checkbox"/>	11/1/2020	0		Lottery	\$221.82
<input type="button" value="Void"/> <input type="button" value="Receipt"/>					

Transactions

Void	Incomplete	Transaction #	Batch #	Cashier	Date	Voider?	Amount
<input checked="" type="checkbox"/>		5977	27	vz15	7/8/2021 8:49:06 AM		2744.86

Click on the Yellow VOID Button. If this button is not dark yellow, look at the top of the page for a dropdown that shows: Void Entire Payment or Void this Entry.

The screen below will pop up. In this instance, we will show a void that is a payment entry error so we will “delete” the payment. Use the Delete – Error from the drop down menu. These “voids” will not show up in Access Dane. For example, a payment is entered on the wrong parcel. Delete it with this type of void and enter the payment on the correct parcel.

<input type="checkbox"/>	Tax Year	Receipt #	Parcel #	Total	Assign Tax Certificate	Certificate Issued Date
<input checked="" type="checkbox"/>	2020	272072	0811-324-2309-4	2744.86	<input type="button" value="v"/>	<input type="text"/>

Tax Payment Void Date
 Tax Payment Void Note

The “Enter the Void Date” should show as today. **Red** circle.

Under Tax Payment Void Note: type Entry Error. **Blue** Circle

To Be Voided

1	Tax Payment(s)	\$2,744.86
0	Document(s)	\$0.00
0	Pet License(s)	\$0.00
0	Receipt Item(s)	\$0.00
1	Payment(s)	\$2,744.86

Void Type

DELETE - ERROR

Print a Void Receipt No

Use the dropdown arrow under Void Type to select “Delete – Error.” This is the default type. **Green** Circle.

Then click Void and you are done.

8. LOTTERY CREDIT ADDITIONS/REMOVALS

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, 2022 as the Payment date.
ALL LOTTERY CREDITS WILL BE ENTERED WITH THIS DATE.

Transaction

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

12/1/2022

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).

Click on ACTION at the bottom of the Cart display box. Then click on "Add Lottery Credit to Selected".

<input type="checkbox"/>	Bill Type	Status	Reference	Balance	Payment
<input checked="" type="checkbox"/>	Real Estate Tax		2020 081019299309	\$0.00	\$980.34

Remove Selected from Cart

Remove Selected from Payments

Add Installment to Selected

Add Lottery Credit to Selected

Clear Cart Action ▾

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

Continue Cancel

Payments				
<input type="checkbox"/>	Tender	Reference	Bank Code	Amount
<input type="checkbox"/>	NON-CASH	LOTTERY CREDIT	001 - BANK	\$202.28

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

Click on Checkout to Complete the Process.

Success

Checkout process completed

Close

 [Close](#) [Checkout](#)

If you need to **REMOVE** a Lottery Credit, just make the 1 under Lottery Credit Claims, a ZERO. Then click Continue as before and the credit will be removed.

Lottery Credit Claims ×

Lottery Claims

0

[Continue](#) [Cancel](#)

9. LANDNAV SETTLEMENT

January Settlement

After 4:30 pm on Wednesday, January 4, the County will pull all payments dated before January 1, 2023 into January Settlement. Only payments dated in December will be part of January Settlement. *Since February Settlement uses the Total Collected minus January Settlement, you can continue to use December 31 as a payment date if needed.*

By the end of the day on January 4, send the County Treasurer an email with the following information (you will also get an email from us reminding you of the necessary information):

Create a report of all payments in December.

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

Select:

General TAB:

- Property Type: Real Estate & Personal Property (default)
- Tax Year: 2022
- Municipality – Your Town, Village or City
- Select Payments to Include: 1) Posted, 2) Web Portal, 3) Municipality, and Non-Web Portal.
- Payment Types: 1) Adjustment, 2) Tax, and 3) Void

Limit & Display TAB: Nothing needed.

Ranges & Sorting TAB:

Included

Select the payments to be included by completing the following:

[\(Leave blank for all\)](#)

	Beginning	Ending
Payment Date	<input type="text" value="12/01/2022"/>	<input type="text" value="12/31/2022"/>

Sort Order

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>

Then click on Print to run the report. Save a copy and email to Treasurer.Admin@countyofdane.com.

Lottery Credits Added/Removed. In this email, report the number of lottery credits added and the number removed. This request may end overtime since we can both see lottery credits that were entered by the municipality or the county but for now, we will want a check on our numbers.

February Settlement

After 4:30 pm on Friday, February 3, do not enter any payments (real estate or personal property) into LandNav until after Settlement is complete. This tax year, likely Friday, February 17, 2023.

On February 3, run a report of all payments made to the municipality for 2022 taxes. Use the same criteria on the General and Limit/Display TABs. On the Ranges & Sorting TAB, change the payment dates to cover the entire municipal collection period.

Payment Date

Select the payments to be included by completing the following:		(Leave blank for all)
	Beginning	Ending
Payment Date	12/01/2022	01/31/2023

Again, include Lottery Credit addition and removal totals.

Also, it would be helpful to know if any payments were dated December 31, 2022 AFTER the January Settlement cut-off on January 4.

Email a copy of this information and the report to the County Treasurer.

10. LANDNAV WRAP-UP

There are some great advantages to the LandNav online system:

- No duplicate lottery credits management,
- No duplicate entry of voided payments.
- The export process is less cumbersome,
- Entry of one check for multiple parcels is less keystrokes, and
- Your payments will be immediately available on AccessDane.

That said, even though we have addressed some of the most egregious problems, there are still some cumbersome processes to using LandNav.

- We strongly encourage you to keep a tax overpayment Spreadsheet. Last year, we had issues running Overpayment reports for February Settlement. Specifically, when there is one check covering multiple properties, the program assigns the overpayment, not you. This may not be the payer's intention.
- At the County level, we enter overpayments using the Batch Entry Process, not Cash Receipting. See **Appendix #7**. That is something for you to consider.
- One issue that we hope to have solved to a great extent is the Agent Issue. You must be connect to the Agent to work in Cash Receipting.

Appendix #1 Settings

There are many, many settings functions. You will have access to the ones highlighted below. I expect you will NEVER use any of these functions. You may want to contact our office if you think you need to change one of these settings.

All Settings [Home](#) • Settings

Search

Name

Category

Any



Search Results

Name

Category

Default Tax Payment Dates

Cash Receipting

Maintain Categories And Accounts

Cash Receipting

Maintain Funds

Cash Receipting

Maintain Revenue Codes

Cash Receipting

Maintain Void Types

Cash Receipting

Government Officers

General

Maintain Cash Receipting System Control

System Control

Maintain Collections System Control

System Control

Message Types

Work Flow History and Messaging

Appendix #2 Processes

All Processes [Processes](#)

Search

Name

Category

Search Results

Name

Maintain Cash Receipting Batches

Maintain Transactions

Batch Payments

Category

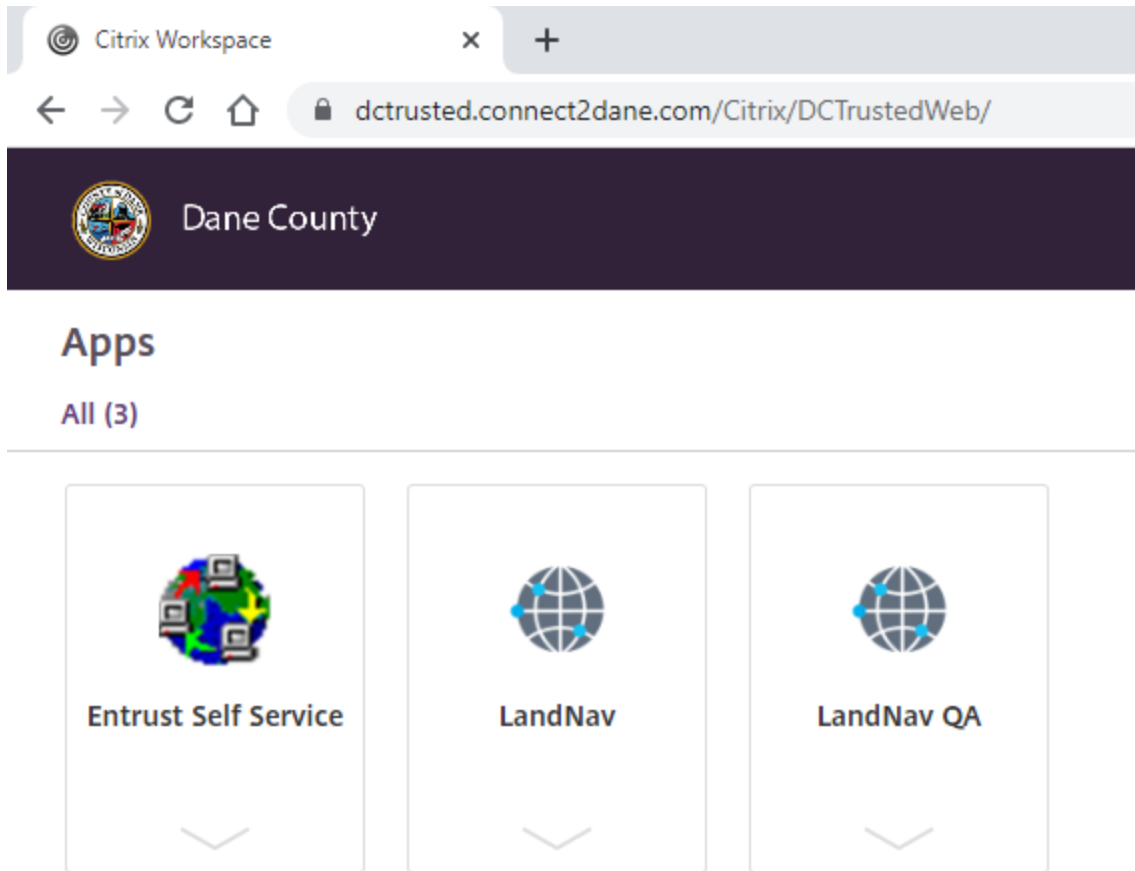
Cash Receipting

Cash Receipting

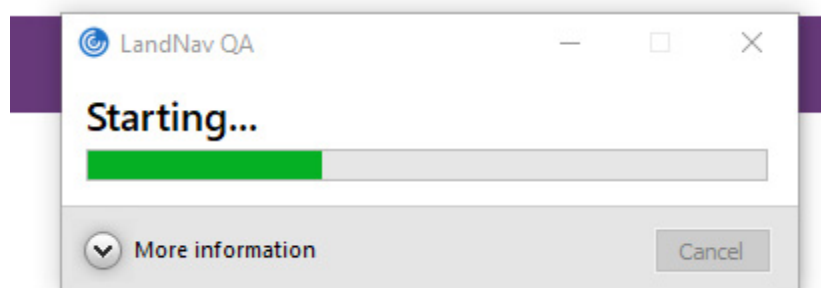
Maintain Batch Payments

Appendix #3 First Login - Land Nav Agent Set Up

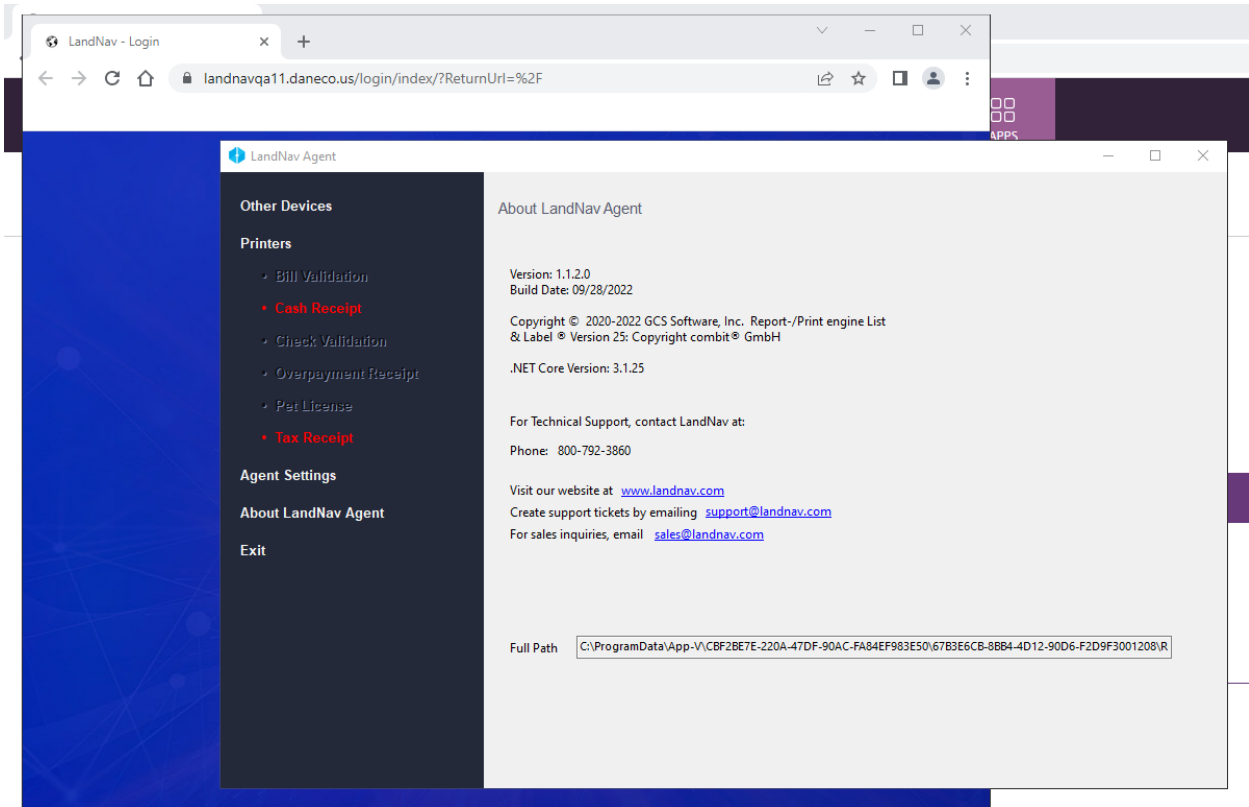
First login



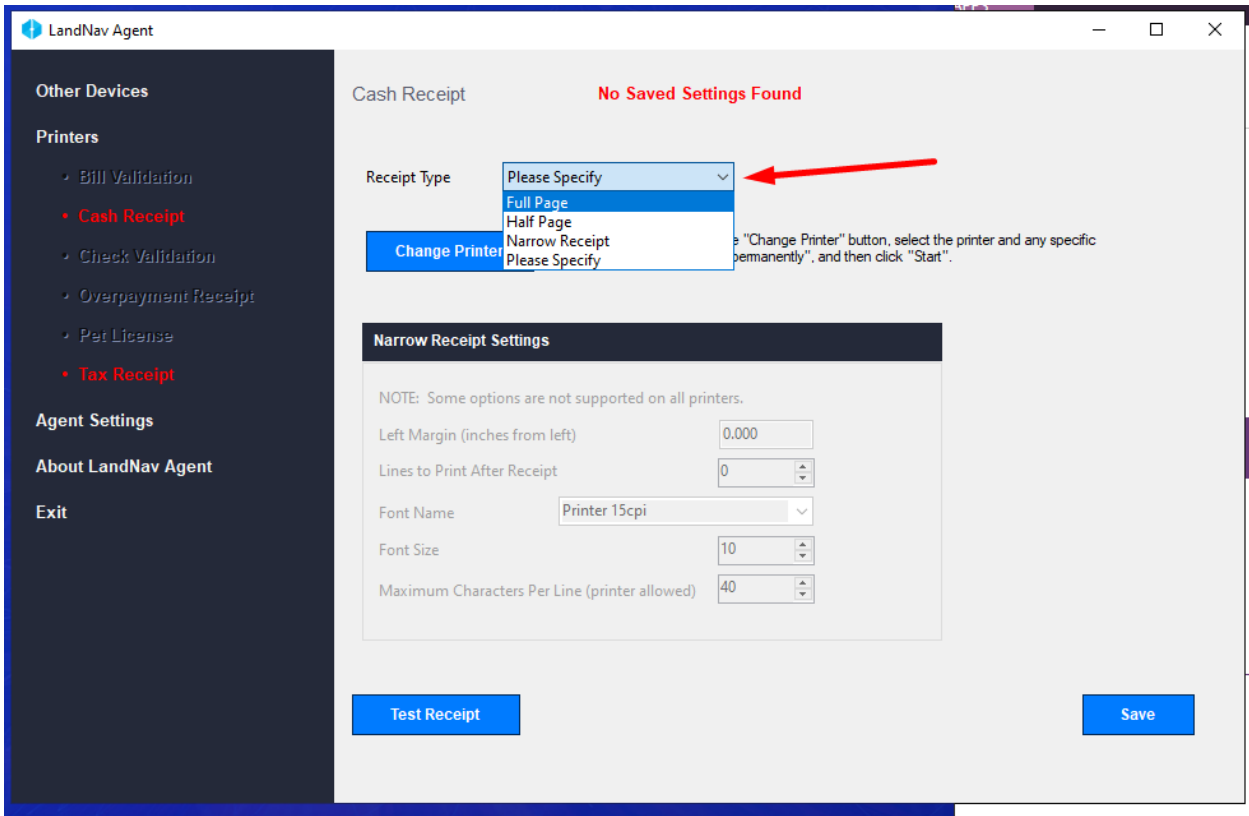
Double click Land Nav QA



You will then see:

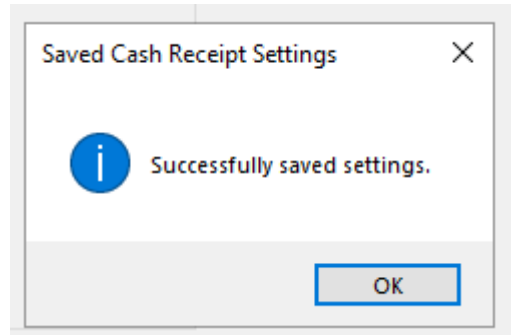


Click Cash Receipt (In Red) to set up your printer



Drop down the list and select Full Page

Save.

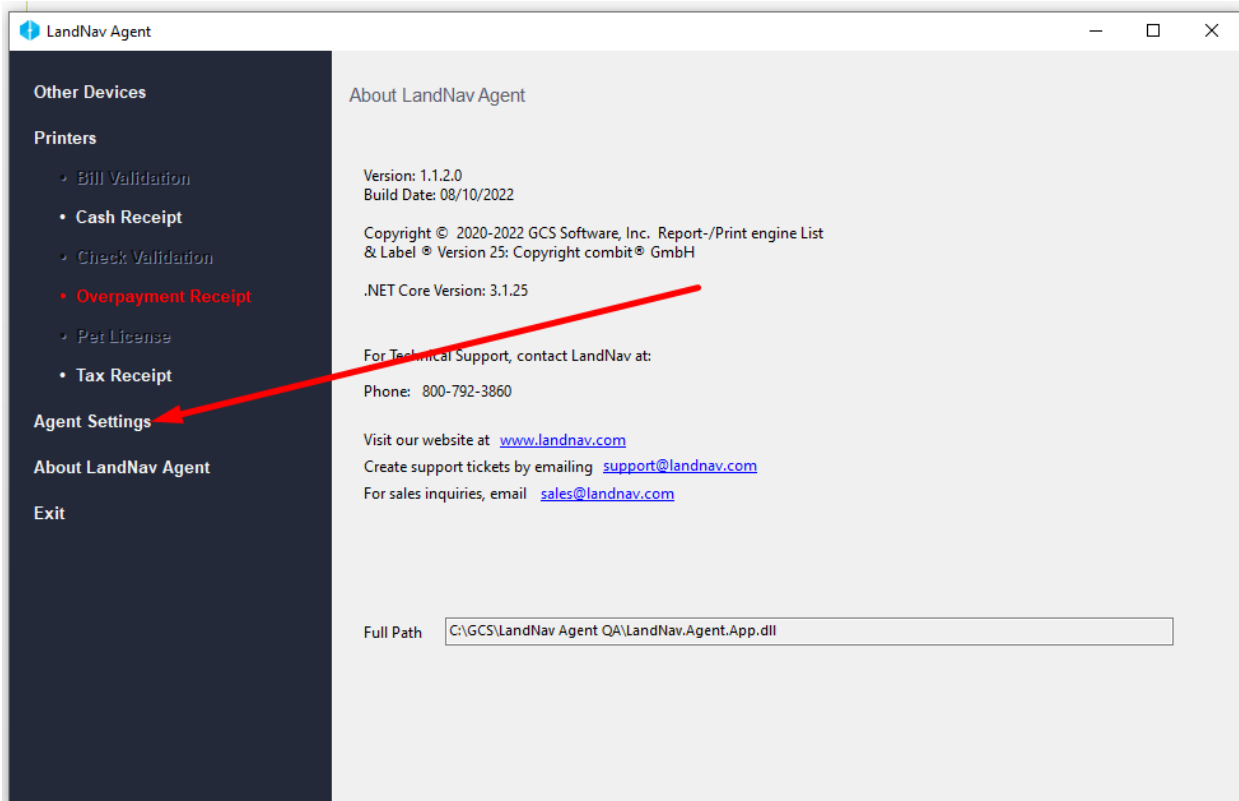


OK

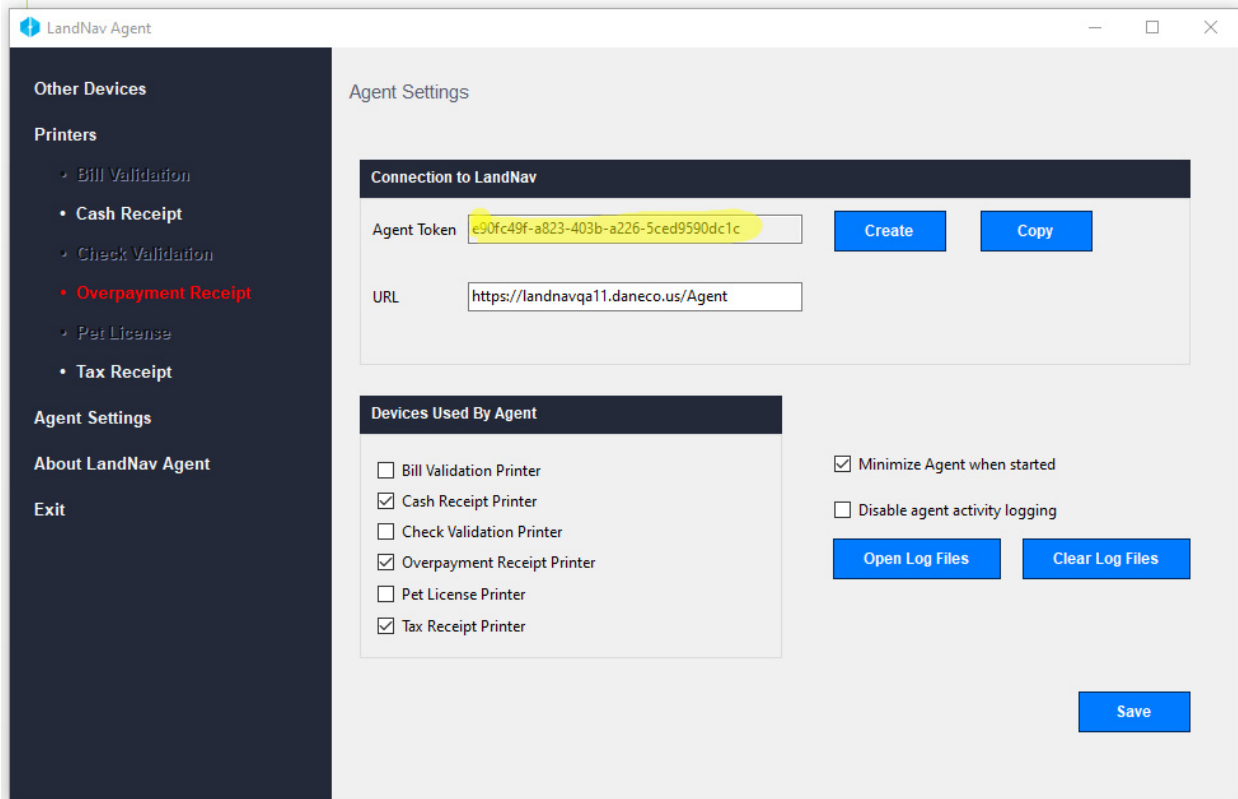
Now Do the Same for the Tax Receipt

Once you are done with setting up Printers...

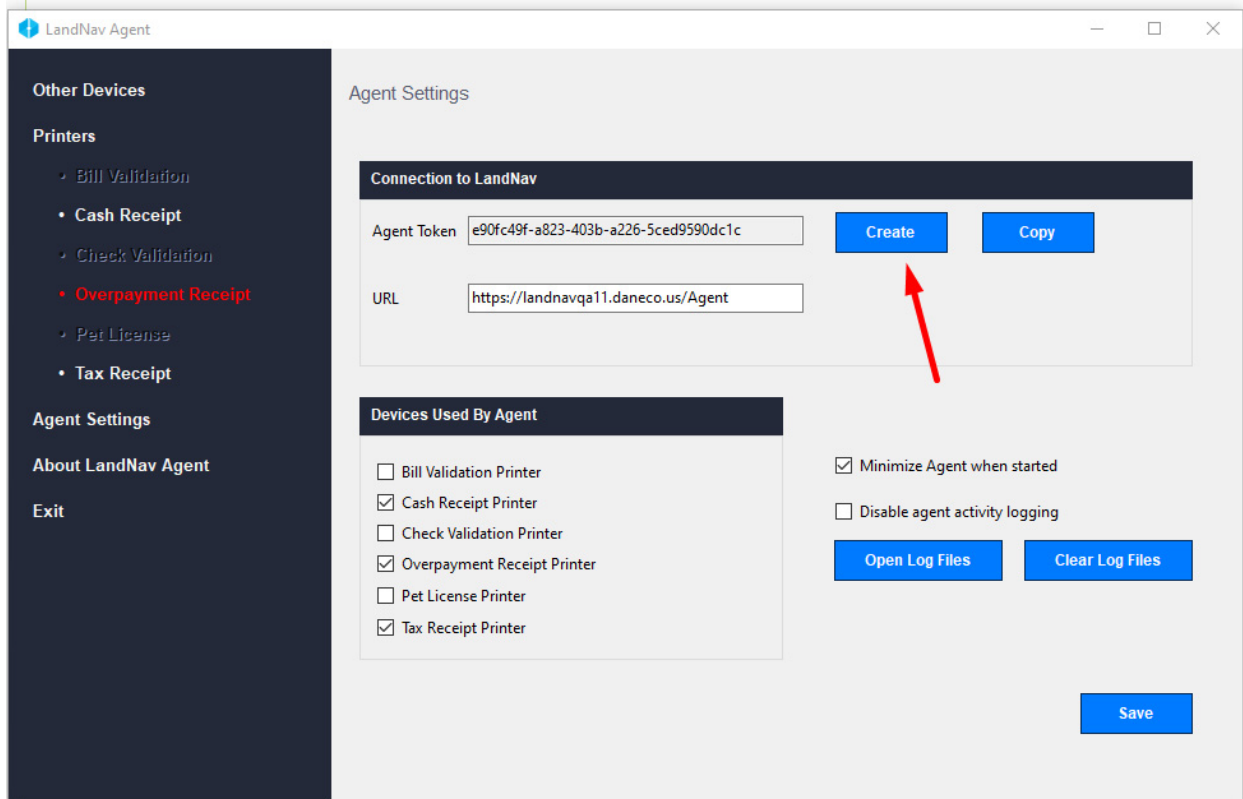
Click on Agent settings



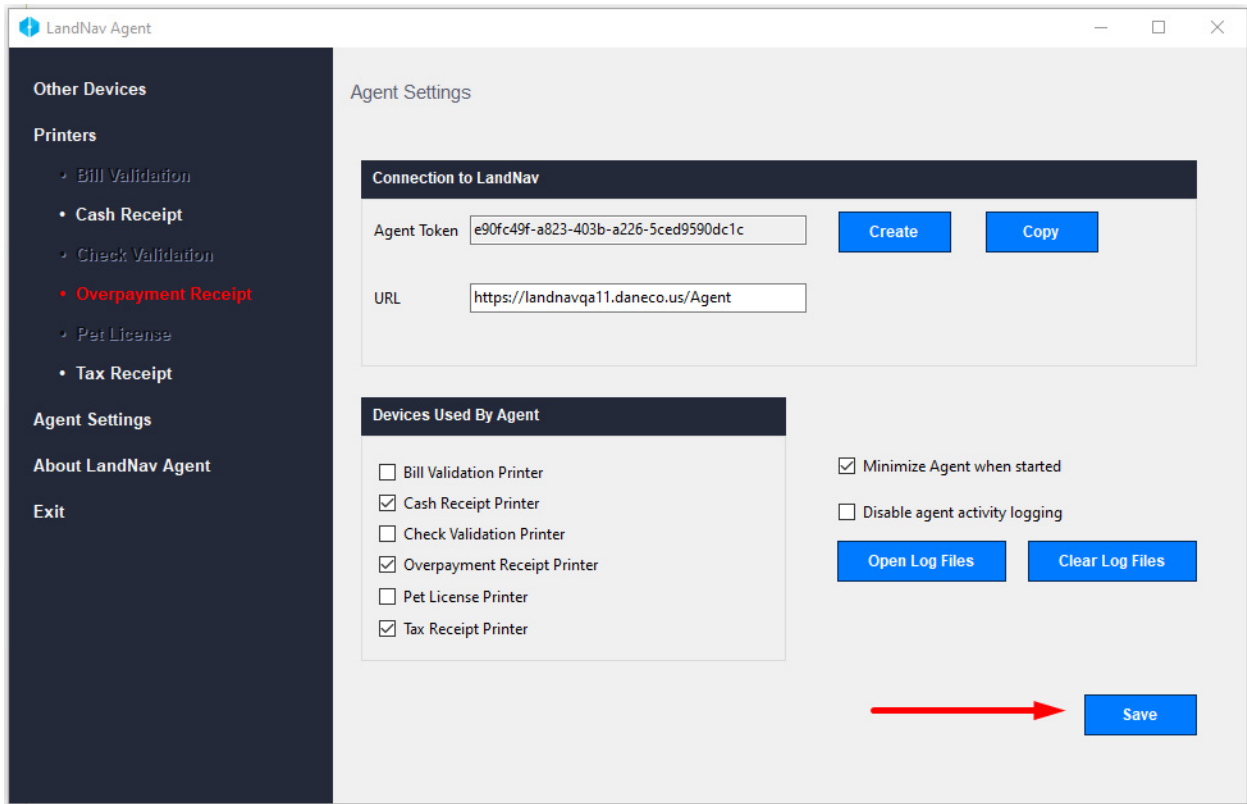
The Agent token should be blank (area highlighted in sample below).



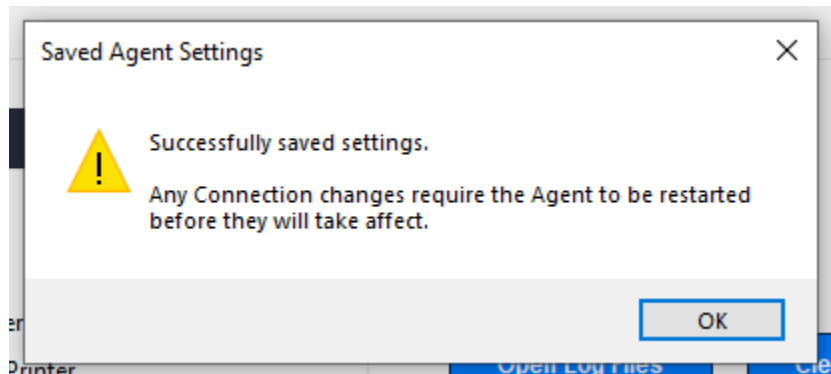
Click on Create



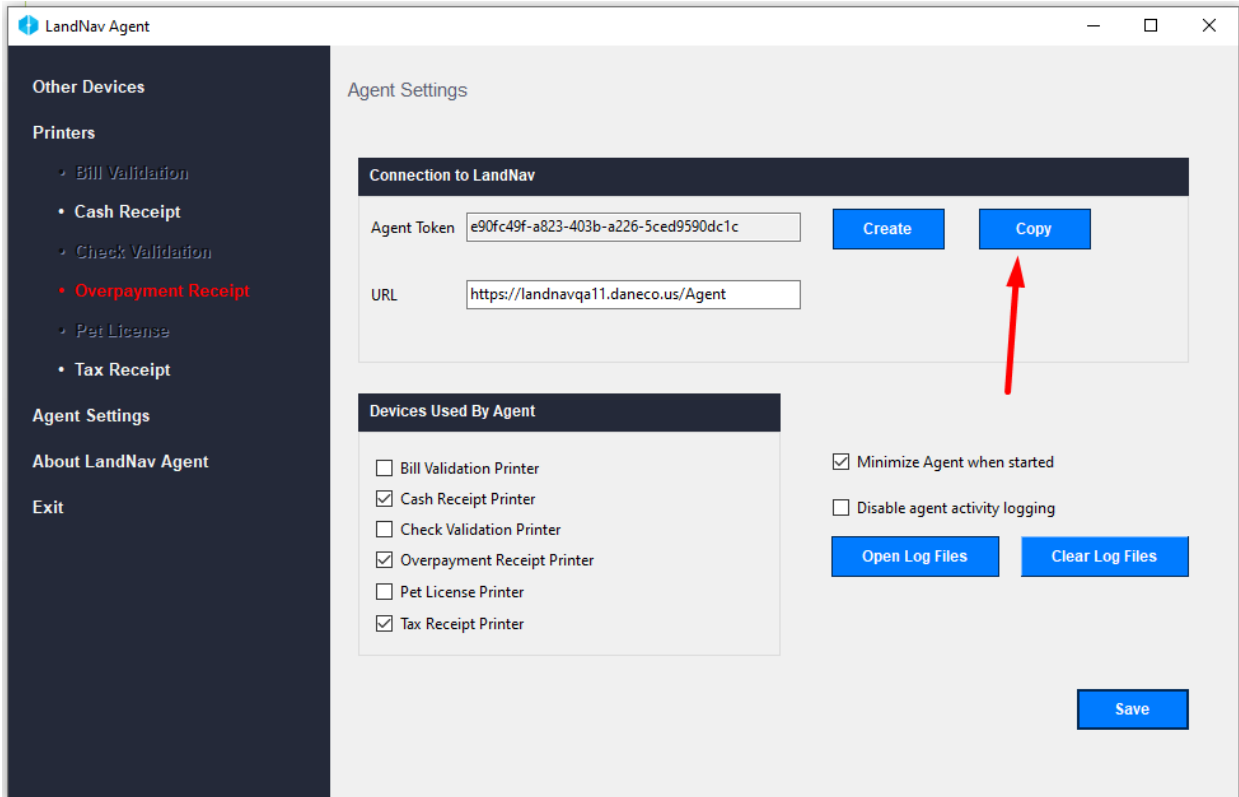
Click Save



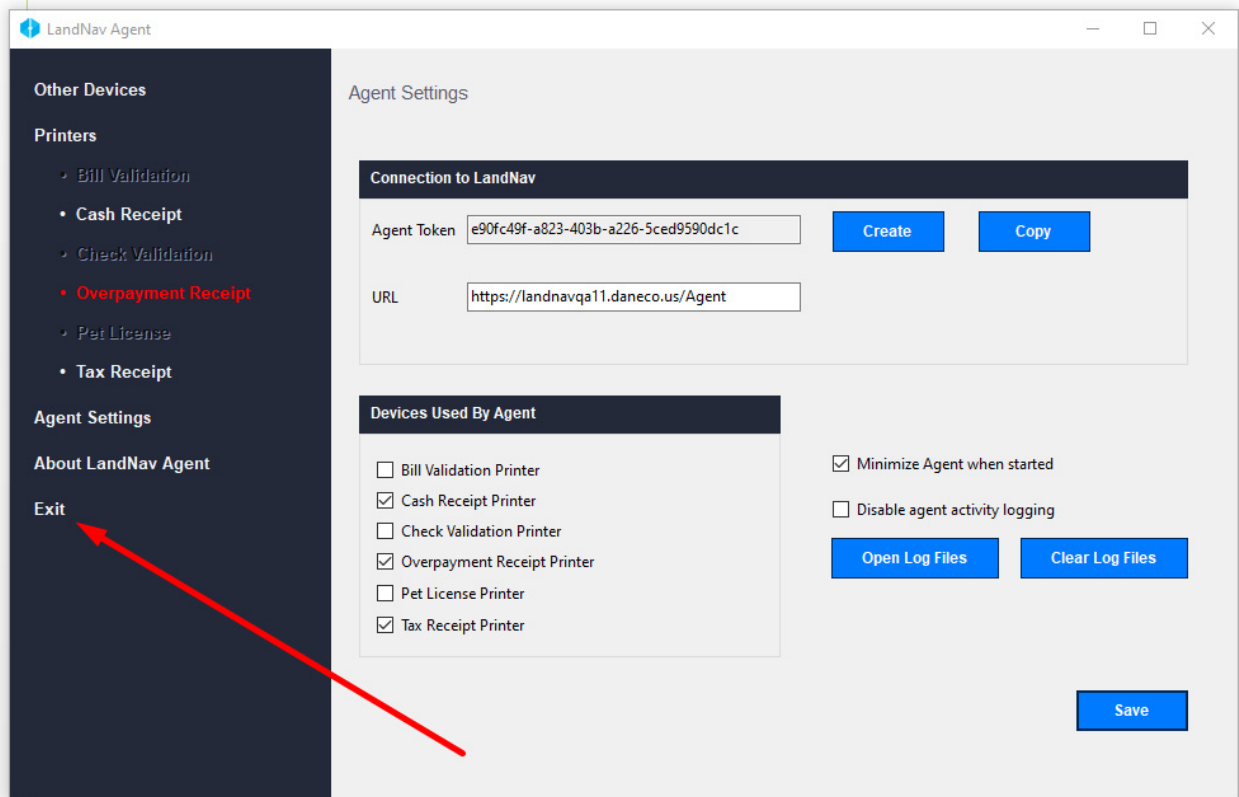
Click Ok



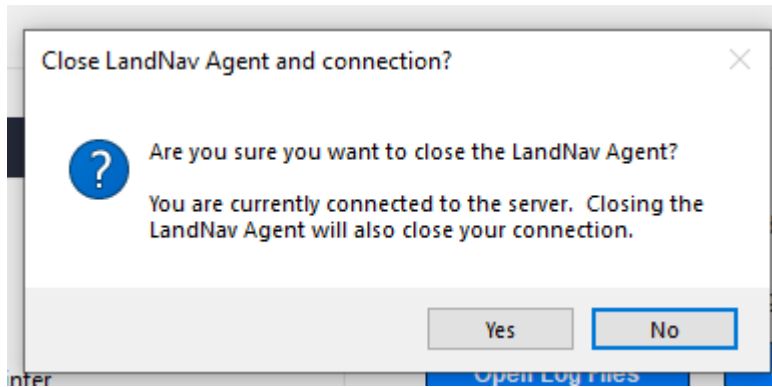
Click Copy, to copy the Agent Token to the clipboard.



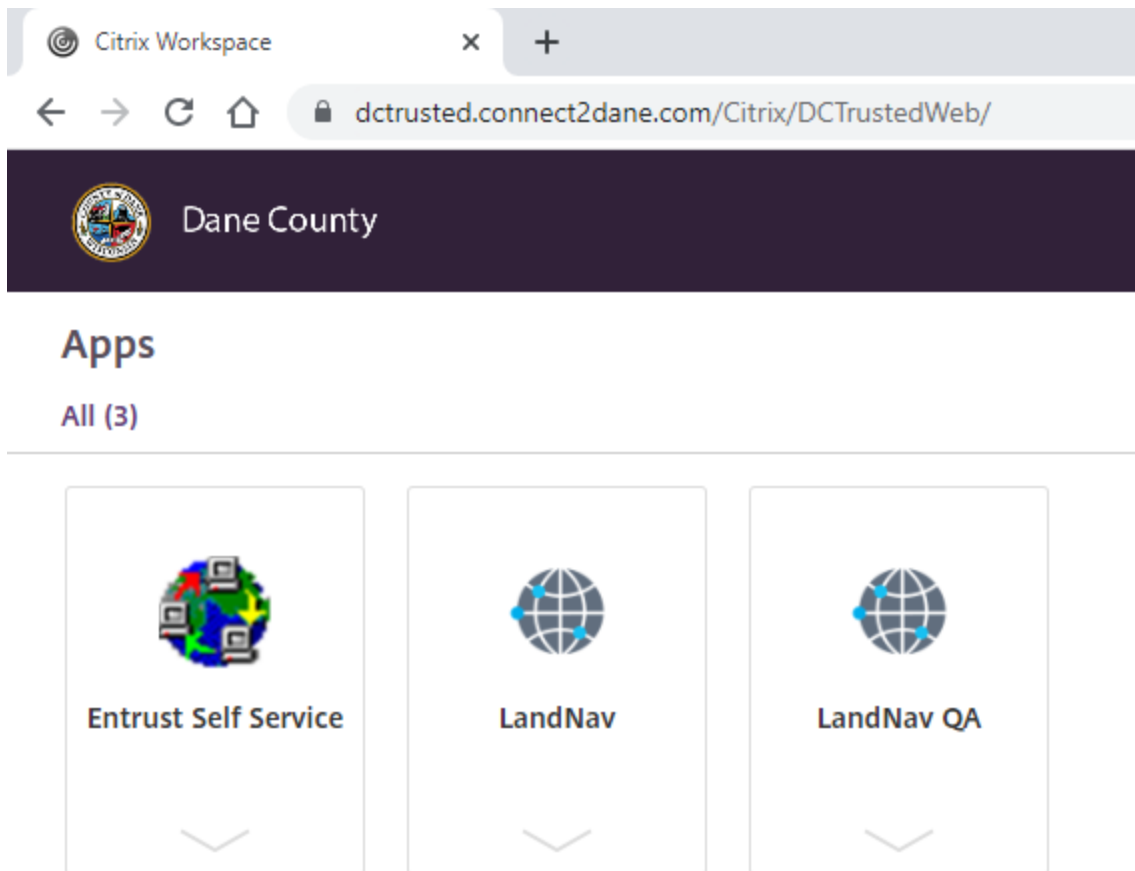
Click Exit, this is the only time you should EVER close the agent.

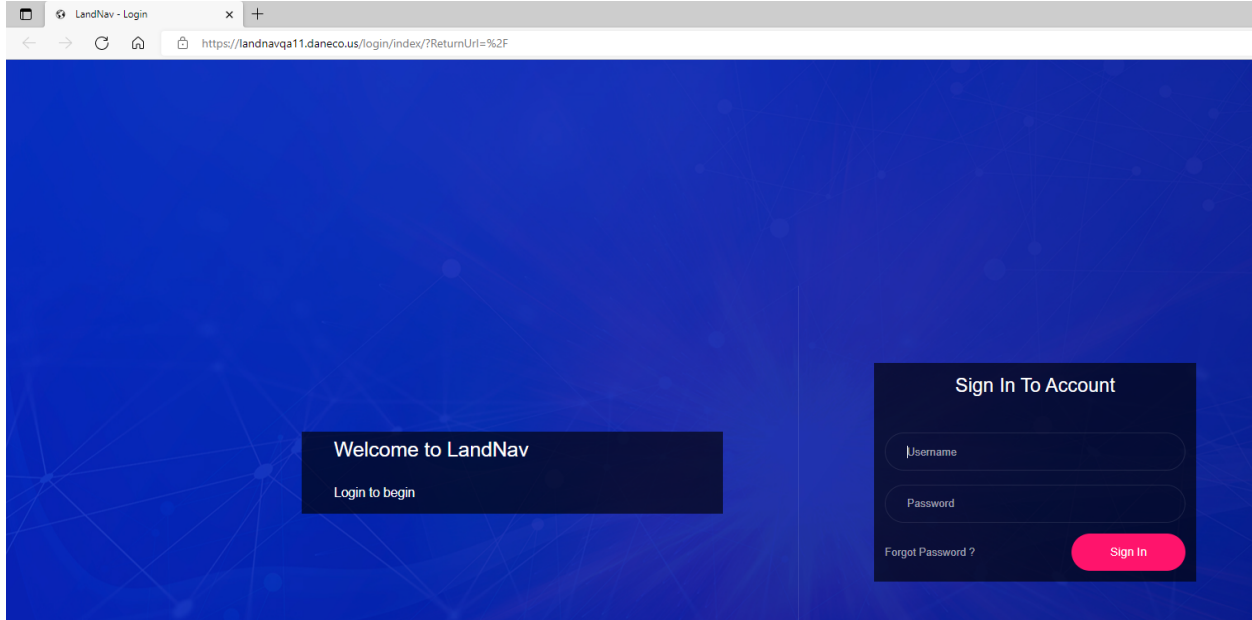


Click Yes



Double click Land Nav QA, this will restart the agent.





Enter your user name: Your user name will be your state DOR municipal code, your initials, and a number (It'll be the same as your Login that you used previously to get here)

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, click on Cash Receipting – to finish setting up the agent

Cash Receipting - Cash Receipting 000spc1 is not assigned to a Batch

Agent Connection Available

Add Items

Account # Last Business First Name Bill Type

Include Accounts without a Balance

Transaction

Payment Date Today's date is 12/11/2021 Receipt Copies Received Of

Interest/Penalty Date Tax Receipt Copies

Tender Payment

Tender Amount ** Check # **

Bank Reference

Cart

Bill Type	Status	Reference	Balance	Payment
No records found				

Payments

Tender	Reference	Bank Code	Amount
No records found			

Account Totals

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

Towards the bottom of the screen, click on the Gear Icon.



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](#)

Your Agent Key should be blank (if it isn't, highlight it) paste the Agent Token you copied to the clipboard into this area. (Right click and say Paste or ctrl key + V)


Click Save.

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**

Appendix #4

Land Nav Agent Printer Settings

The Dialog box below should appear when you first launch the application. You will need to add your printers to print documents.

Notes:

1. Land Nav Agent Printer settings are set up per network user. They can be different for different users in a municipality
2. Do not touch the settings in the Agent Settings option. The Land Nav Agent is very finicky and changing those settings may lead to a lot of frustration in printing.

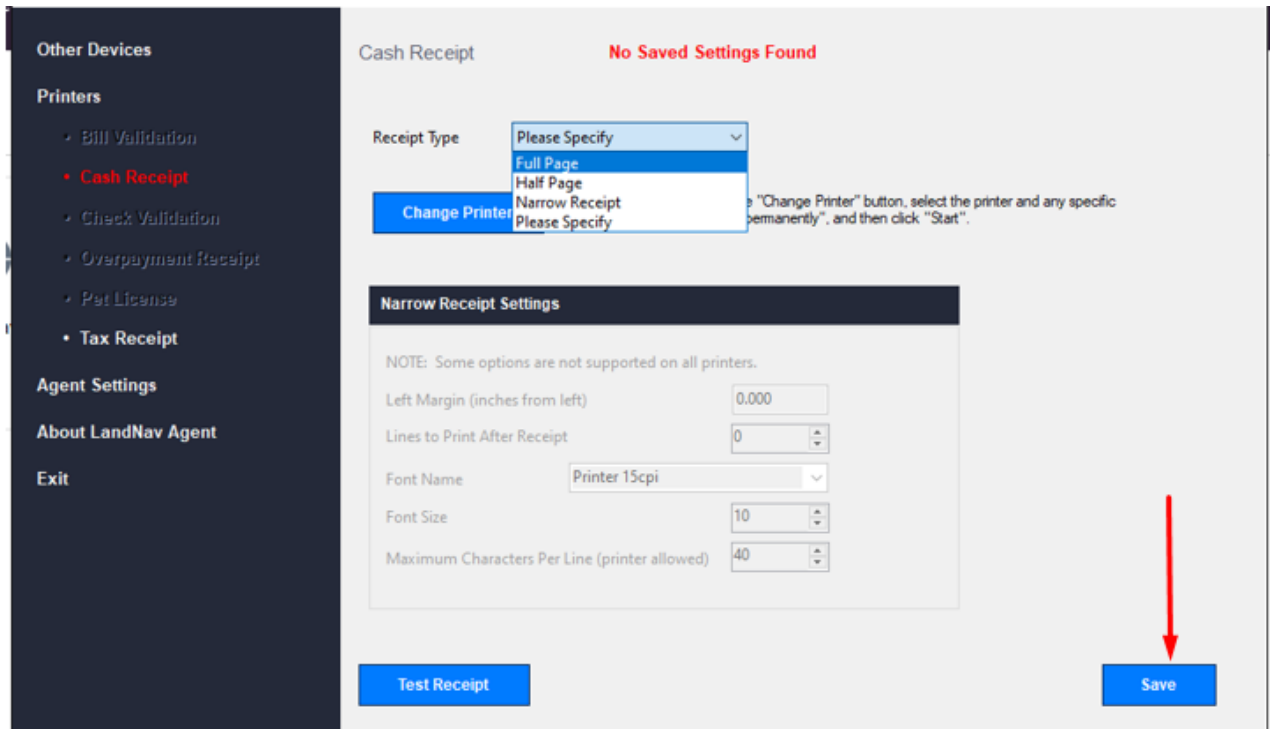
To set up the Agent printing:

Click on the RED Cash Receipt text and you will see:

Click on the drop down by Receipt type drop down

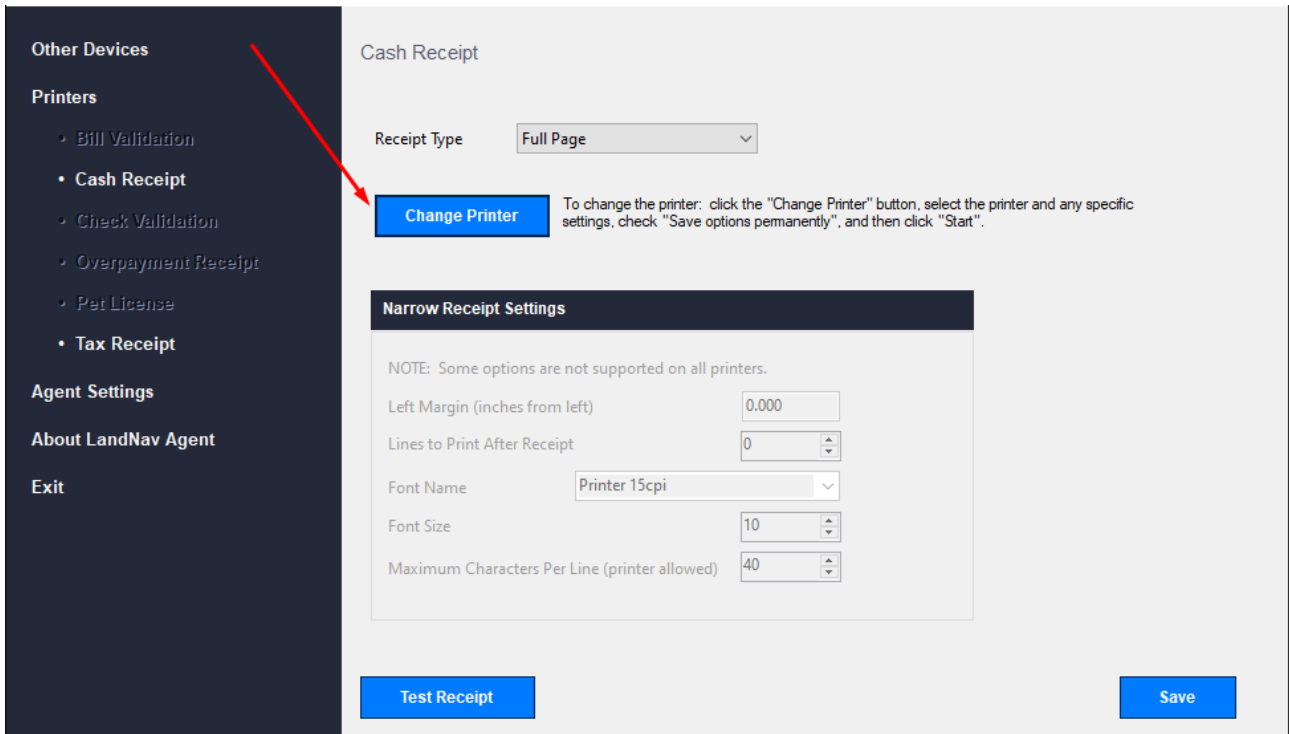


Specify the type of receipt you want (likely Full Page)

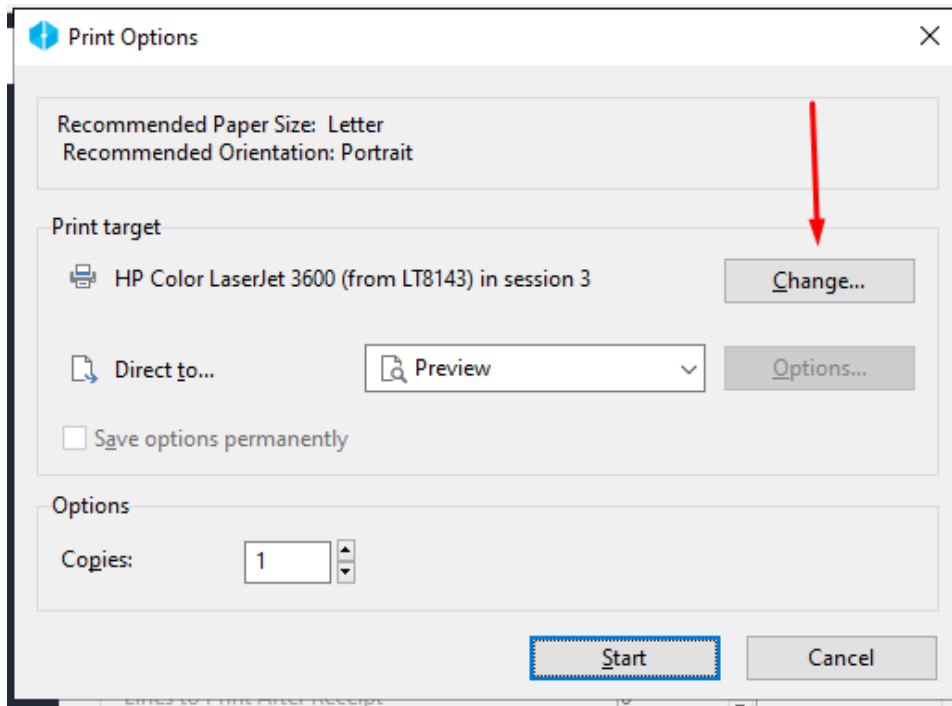


Then click Save

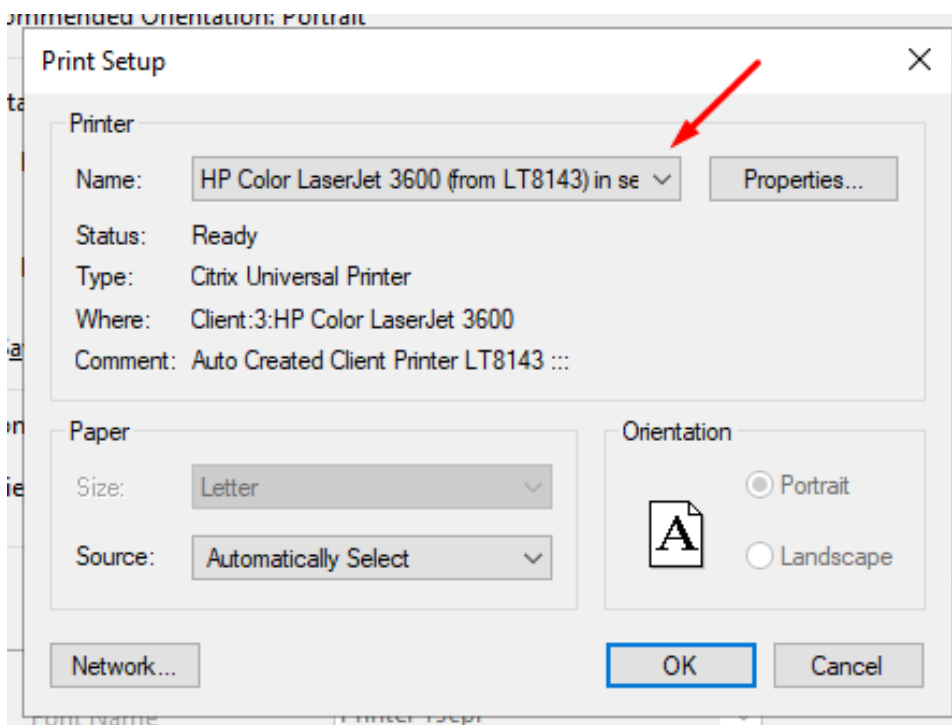
Then Click Change Printer



Then Click Change

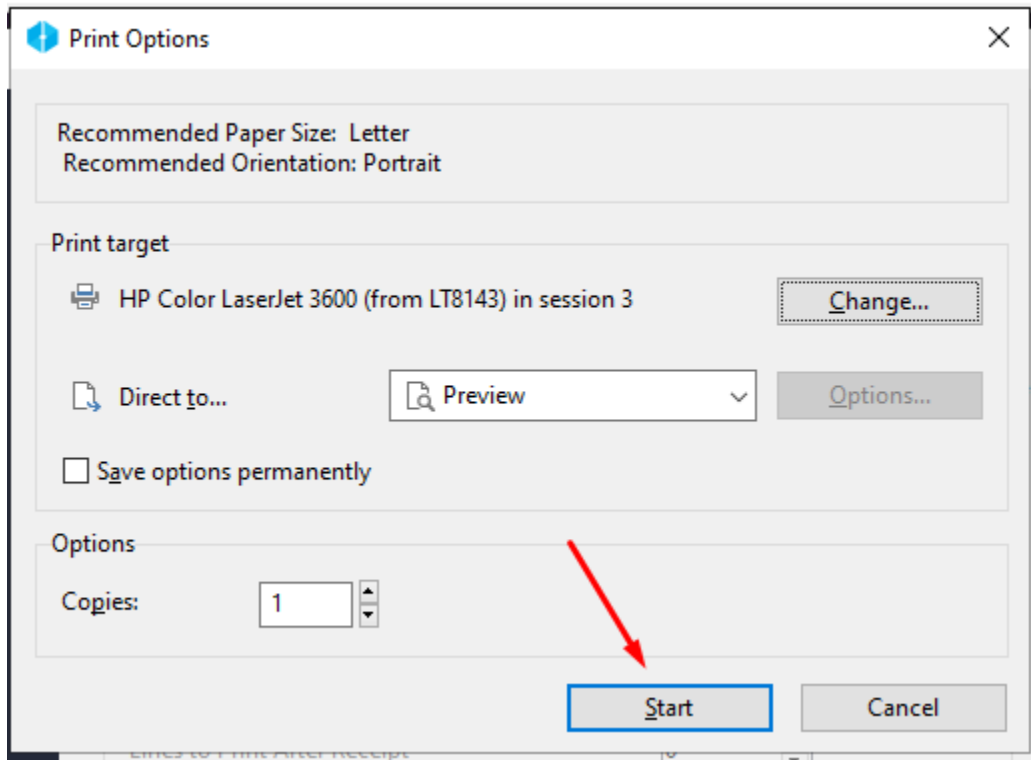


Select the printer you want to use from the dialog box



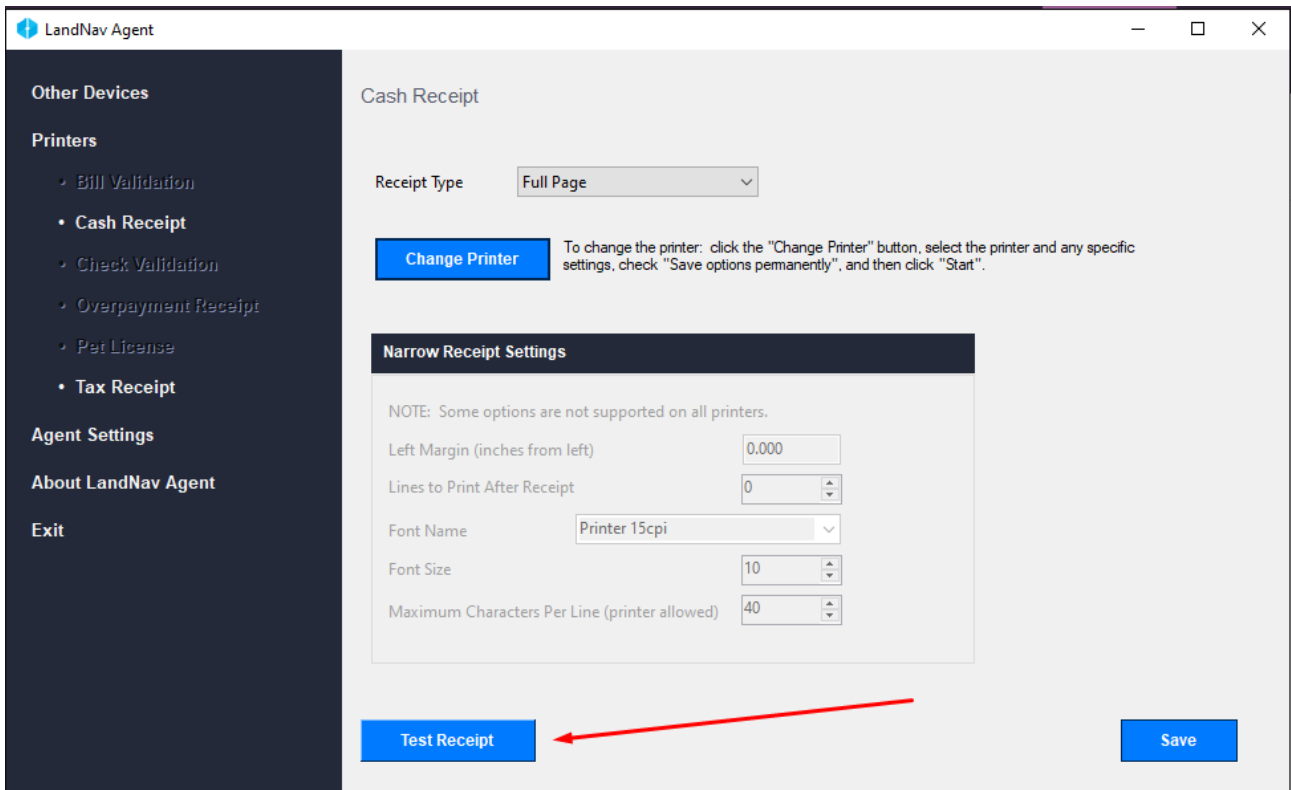
Then Click OK

Then Click Start

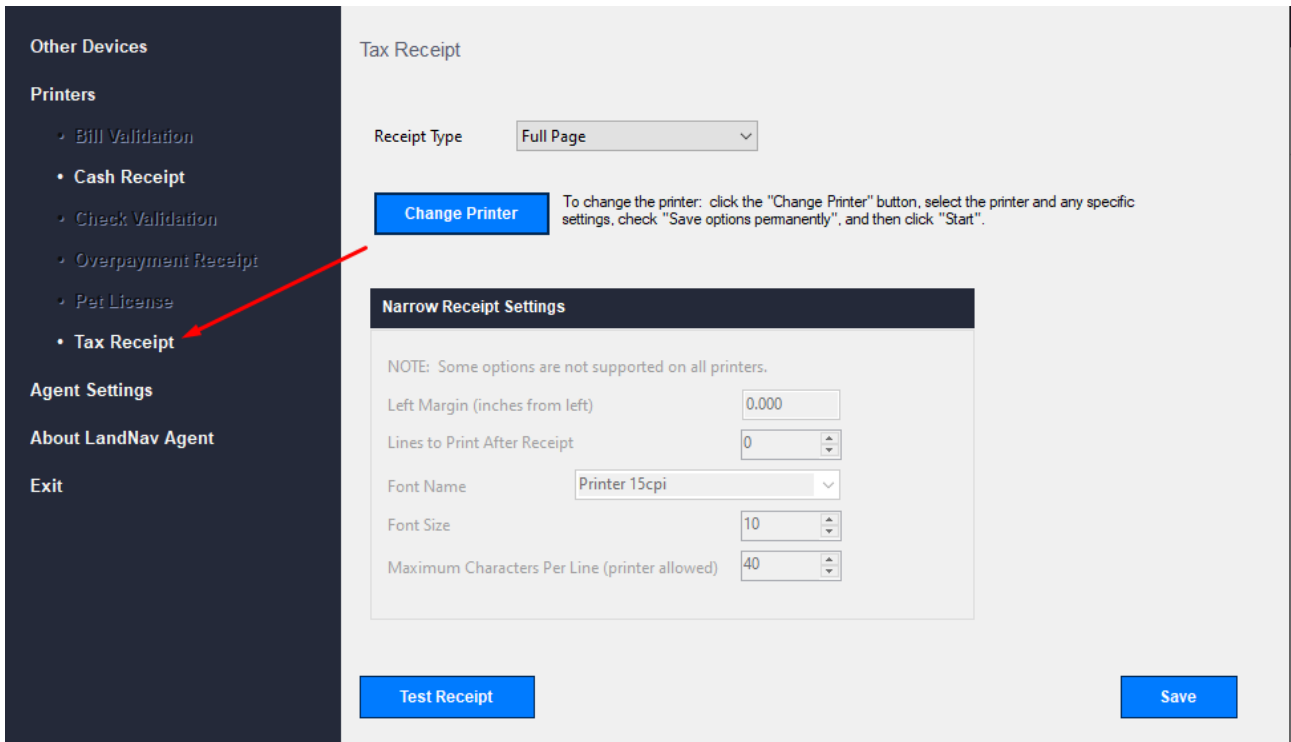


If you select Preview (as above) you will have to preview and print the receipts. If you do not want to select preview, you can print directly by changing this to "Printer" instead.

Then do a Test Receipt to ensure that it was set up correctly



You should then go through the same process to set up the "Tax Receipt".



Appendix #5 Cash Receipting Overpayments

We have a check for \$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**

Interest/Penalty Date:

Receipt Copies: **B**

Tax Receipt Copies:

Received Of:

KNIGHT BARRY TITLE
 121 S BRISTOL ST STE 121
 SUN PRAIRIE WI 53590 **C**

Tender Payment

Tender: **D**

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 want one Receipt Copy and two Tax Receipt Copies.
- 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: **D**

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 * Extension

Extra Address (non-deliverable, reference only)

House # * Suffix Prefix Dir Street Name/PO Box * Street Type * Suffix Dir Unit Type Unit #

City * State * Zip Code * Zip Code Ex. Country Code

Phone Email

Use this information on the Overpayment Received Of as well

Make sure you check on this box.

- D)** Enter the full check amount (including the overpayment).
- E)** Enter the Check Number.
- F)** Type **OVERPAYMENT** 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
<input type="checkbox"/>	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. You will automatically print two tax receipts. You will also get a transaction receipt and an overpayment receipt. Unfortunately, neither show the parcel number. We are working with GCS on that.

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

Received of:
KNIGHT BARRY TITLE
121 S BRISTOL ST STE 121
SUN PRAIRIE WI 53590

Trans # 13821
Batch # 26

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;

Appendix #6 Overpayment Report

To run an overpayment report (or a report by Batch number, date or other criteria), 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 kml7
Department: Treasurer

Home

MY WORK

My Wham

My Worklist

My Processes 6

LANDNAV

Cash Receipting

Bill Maintenance

Processes

Reports

All Reports

All Reports 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
★	Special Taxes Payment	Tax Reports and Special Forms
★	Special Taxes Payments and Balances	Tax Reports and Special Forms

On the page that pops up, you will want to click on the current tax year.

Payments By Selection Criteria Reports 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

<input checked="" type="checkbox"/> 2021	<input type="checkbox"/> 2020	<input type="checkbox"/> 2019	<input type="checkbox"/> 2018
<input type="checkbox"/> 2017	<input type="checkbox"/> 2016	<input type="checkbox"/> 2015	<input type="checkbox"/> 2014
<input type="checkbox"/> 2013	<input type="checkbox"/> 2012	<input type="checkbox"/> 2011	<input type="checkbox"/> 2010

Start on the General Tab.

Click on the down arrow to select RE, PP or both.

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.

At this point, you only need to include POSTED Payments.¹

Click on both Web and Non-Web payments (not currently part of our process).

¹ Payments that are imported or entered Manually into a Batch come into the system as Unposted payments. You can run a report of these payments to make sure you balance before Posting the payments. See Appendix #7 for Manual Batch Payment Entry.

Municipalities

<input type="checkbox"/> 002 - TOWN OF ALBION	<input type="checkbox"/> 004 - TOWN OF BERRY	<input type="checkbox"/> 006 - TOWN OF BLACK EARTH
<input type="checkbox"/> 010 - TOWN OF BLUE MOUNDS	<input type="checkbox"/> 012 - TOWN OF BRISTOL	<input type="checkbox"/> 014 - TOWN OF BURKE
<input type="checkbox"/> 018 - TOWN OF COTTAGE GROVE	<input type="checkbox"/> 020 - TOWN OF CROSS PLAINS	<input type="checkbox"/> 022 - TOWN OF DANE
<input type="checkbox"/> 026 - TOWN OF DUNKIRK	<input type="checkbox"/> 028 - TOWN OF DUNN	<input checked="" type="checkbox"/> 032 - TOWN OF MADISON
<input type="checkbox"/> 036 - TOWN OF MEDINA	<input type="checkbox"/> 038 - TOWN OF MIDDLETON	<input type="checkbox"/> 040 - TOWN OF MONTROSE

Select the payments to include:

<input type="checkbox"/> Source: County	<input checked="" type="checkbox"/> Source: Municipality
<input checked="" type="checkbox"/> Posted Payments	<input type="checkbox"/> Unposted Batch Payments
<input checked="" type="checkbox"/> Web Portal Payments	<input checked="" type="checkbox"/> Non-Web Portal Payments

Payment Types

<input checked="" type="checkbox"/> Adjustment	<input type="checkbox"/> Lottery	<input type="checkbox"/> Quit Claim	<input type="checkbox"/> Redemption
<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Void	<input type="checkbox"/> Write Off Bankruptcy	<input type="checkbox"/> Write Off Deeded

In the payment types section, click on:

- Adjustment (though GCS does not allow us to do those anymore so I think this will be removed).
- Tax.
- Void.

Redemption is used for delinquent tax payments entered by the County.

You can also print a lottery credit report by selecting that box.

Click on both Web and Non-Web payments (not currently part of our process).

<input checked="" type="checkbox"/> Limit to payments with an overpayment	<input type="checkbox"/> Display certificate number instead of batch number	<input type="checkbox"/> Display owner name	<input type="checkbox"/> Display payment note	<input checked="" type="checkbox"/> Display summary page	<input checked="" type="checkbox"/> Display payment details	<input type="checkbox"/> Create CSV file of report	<input type="button" value="Print"/>
---	---	---	---	--	---	--	--------------------------------------

On the Limit and Display Tab, Check Display Summary Page and Display Payment Details.

If you want to print only your overpayments, you need to check the box for "Limit to payments with an overpayment."

Select the payments to be included by completing the following:

(Leave blank for all)

	Beginning	Ending
Payment Date	<input type="text" value="03/24/2022"/>	<input type="text" value="03/24/2022"/>
Batch Number	<input type="text"/>	<input type="text"/>
Receipt Number	<input type="text"/>	<input type="text"/>
Parcel #	<input type="text"/>	<input type="text"/>
Personal Property #	<input type="text"/>	<input type="text"/>
Cash Receipting Batch #	<input type="text"/>	<input type="text"/>

Include voids associated with the selected payments

On the final tab, Ranges & Sorting, you will likely select the current date. This will give you a total for the day so you can balance payments to your bank deposit.

You may also select specific batch numbers if multiple people are entering payments and you want to balance to each batch before combining payments into one deposit.

Drag and drop to rearrange the below sort order

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CR Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>

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 can save criteria

Appendix #7

Manual Payment Entry into a Batch

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, entering

Start by selecting Processes → All Processes → Batch Payments.

LANDNAV	Name	Category
Cash Receipting	Maintain Valuations	Assessment
Bill Maintenance	Maintain Cash Receipting Batches	Cash Receipting
Processes	Maintain Municipality-Category Assignments	Cash Receipting
• All Processes	Maintain Transactions	Cash Receipting
Reports	Purge Transactions	Cash Receipting
Settings	Payment Export	Collections
	Prepare for Sale Book	Delinquent Tax Processing
	Update Delinquent Taxes	Delinquent Tax Processing
	Create Lottery Credit Audit File	Lottery Credit
	Set Lottery Credit Claim Count	Lottery Credit
	Batch Payments	Maintain Batch Payments
	Calculate Municipality Taxes	Tax Calculation
	Import Delinquent List of Tax Bills	Tax Calculation

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 Totals
Post Batch Payments

Search

Property Type

Batch #

Property #

Municipality #

[Search](#)

Search Results

[Manually Enter Batch Payment](#)

[Delete Selected](#)

This entry screen below will appear.

- A)** You need to enter the Real Estate or Personal Property Parcel Number (manual entry does not use bill number).
- B)** Then you need to create a six digit batch number. You can use the date: December 19, 2022 or 121922. If you want each staff member to have a unique batch for December 19, you will want to create a two-digit code for each person doing the entry. 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 2023 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 2022.
- D)** Payment and Interest-Penalty Date will be today ... in almost all cases. You can continue to use December 31 as your payment date even after the January export. February Settlement will just subtract the totals paid for January Settlement.
- E)** You can choose your starting receipt number. I use 1 but that is up to you.
- F)** 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

Receipt # *

E

Municipality County

F

Continue

Cancel

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

Below is the tax information for the parcel payment.

Parcel # 0709-204-2016-7

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

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
Property Tax	\$5,175.08	\$0.00	\$5,175.08
Special Assessments	\$0.00	\$0.00	\$0.00
Special Charges	\$450.48	\$0.00	\$450.48
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	\$42.05
Other Charge	\$0.00	\$0.00	\$0.00
TOTAL	\$6,029.79	\$303.13	\$6,973.86
Over-Payment	\$0.00	\$0.00	\$0.00

Payment					
Type Redemption	Pay Amount	BC	Batch #	Receipt #	Lottery Claims
	\$0.00	D	320927	1	0
Property Tax	\$0.00	D			
Special Assessments	\$0.00	D			
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				
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				

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	Tax Bill Address 22 S MIDVALE BLVD MADISON WI 53705	Legal Description EIGHTH ADDITION TO SUNSET VILLAGE, LOT 781.
Property Address 22 S MIDVALE BLVD		

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).

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
Property Tax	\$5,175.08	\$0.00	\$5,175.08
Special Assessments	\$0.00	\$0.00	\$0.00

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

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				
Private Forest Crop	\$0.00				
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				

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

Notes

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

Enter the Check Amount under Total

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, etc. Finally, Click the ADD button on the left bottom of the page.

Sample Below

	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

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.

At any time, you can see the entries you have made in this batch. Back on the main Batch Process page, click on Batch #. Enter your current batch number then click on Search.

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

Search

Property Type	Batch #
Real Estate	320927
Property #	Municipality #

Search

The list below will show up. If you need to change or delete an entry, select the payment line.

Search Results Manually Enter Batch Payment

<input type="checkbox"/>	Property #	Year	Batch #	Municipality	Payment Date	Receipt #	Amount
<input type="checkbox"/>	0709-204-2016-7	2021	320927	251	9/27/2022	1	6973.86
<input type="checkbox"/>	0810-192-9930-9	2021	320927	014	9/27/2022	3	922.62
<input type="checkbox"/>	0810-192-9930-9	2020	320927	014	9/27/2022	2	980.34
<input type="checkbox"/>	0810-281-0303-4	2021	320927	251	9/27/2022	4	1446.02

Delete Selected

At the municipal level, 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

Search

Batch # Municipality

Calculate

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

The screen below will appear showing the RE Total and the PP Total entered.

Search Results

Real Estate Totals		Personal Property Totals	
Count	<input type="text" value="2"/>	Count	<input type="text" value="0"/>
Property Tax	<input type="text" value="6466.17"/>	Property Tax	<input type="text" value="0"/>
Special Assessment	<input type="text" value="0.00"/>	Special Assessment	<input type="text" value="0"/>
Special Charges	<input type="text" value="450.48"/>	Special Charges	<input type="text" value="0"/>
Delinquent Utility Charges	<input type="text" value="601.10"/>	Delinquent Utility Charges	<input type="text" value="0"/>
Private Forest Corp	<input type="text" value="0.00"/>	Occupational	<input type="text" value="0"/>
Woodland Tax Law	<input type="text" value="0.00"/>		
Managed Forest Land	<input type="text" value="0.00"/>		
Property Tax Interest	<input type="text" value="517.30"/>	Property Tax Interest	<input type="text" value="0"/>
Special Taxes Interest	<input type="text" value="84.13"/>	Special Taxes Interest	<input type="text" value="0"/>
Property Tax Penalty	<input type="text" value="258.64"/>	Property Tax Penalty	<input type="text" value="0"/>
Special Taxes Penalty	<input type="text" value="42.06"/>	Special Taxes Penalty	<input type="text" value="0"/>
Lottery Credit	<input type="text" value="0"/>	Lottery Credit	<input type="text" value="0"/>
TOTAL	<input type="text" value="8419.88"/>	TOTAL	<input type="text" value="0"/>
Overpayments	<input type="text" value="328.77"/>	Overpayments	<input type="text" value="0"/>

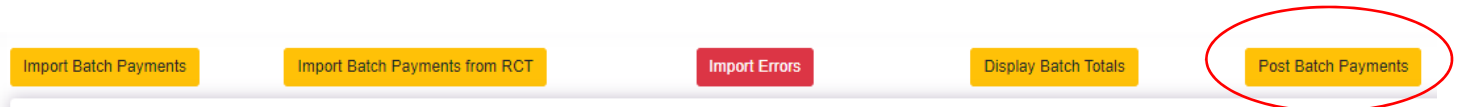
The biggest difference with entering payments into a batch is that the payments are not POSTED immediately. If you go to the parcel we just entered, it will show up like this:

Payments				
Void Filter				
SHOW ALL VOIDS				
	Date	Receipt #	Batch #	Type
<input type="checkbox"/>	12/1/2021	0		Lottery
<input type="checkbox"/>	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 #5 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 add all or add just one batch. Of course, yours will only show one municipality so the available options to post will only be different batch numbers. If several staff are entering batches, you can search to find your Batch or you can scroll through the list and select your batch number.

Post Batch Payment

The posting process is a two step process:
 1 The payments are revalidated
 If there are errors, they are written to an error file and the process ends.
 2 If there are no errors, the payments are then posted

Select Batches to Post

Available options

- 092723 - CITY OF MIDDLETON
- 092723 - CITY OF VERONA
- 092723 - CITY OF MONONA
- 092723 - CITY OF MADISON
- 092723 - VILLAGE OF WINDSOR
- 320927 - TOWN OF BURKE
- 320927 - CITY OF MADISON

add all

add

remove

remove all

Selected options

Available options		Selected options
320927 - CITY OF MADISON	<input type="button" value="add all"/> <input type="button" value="add"/> <input type="button" value="remove"/> <input type="button" value="remove all"/>	092723 - TOWN OF SUN PRAIRIE
320927 - TOWN OF BURKE		092723 - VILLAGE OF COTTAGE GROVE
		092723 - CITY OF MIDDLETON
		092723 - CITY OF VERONA
		092723 - CITY OF MONONA
		092723 - CITY OF MADISON

In the example on the left, I selected all of Batch #092723 and left Batch #320927 unposted.

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

Appendix #8 Help Contacts

LandNav Procedural Assistance

Kay or Adam

608.266.4151

Treasurer.Admin@countyofdane.com

LandNav Program Problems

LandNav customer support

800.792.3860

support@landnav.com

LandNav Installation Issues

Steve Cripps

608.266.4267

cripps@countyofdane.com

Bob Anderson

608.444.1182

banderson@townofwestport.org

S9T25

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)

Amounts on Tax Bills (on SOT) ↓
Municipality Paid in January ↓
Municipality Pays in February ↓
Municipality Pays in April ↓
Municipality Pays in August ↓

	Levied	Paid By Municipality January	February	Lottery Credit	Other Payment	Paid By County Amount Due
SCHOOL DISTRICTS						
1309 DEERFIELD SCHOOL DIST	706,383.93	384,137.63	125,950.32	27,147.08	0.00	169,148.90
3332 MARSHALL SCHOOL DIST	44,994.00	24,468.12	8,022.56	1,729.17	0.00	10,774.15
3381 MCFARLAND SCHOOL DIST	93,978.00	51,106.04	16,756.55	3,611.67	0.00	22,503.74
3675 MONONA GROVE SCHOOL DIST	4,589,059.00	2,495,569.61	818,242.54	176,362.42	0.00	1,098,884.43
5621 STOUGHTON SCHOOL DIST	421,915.80	229,441.43	75,228.81	16,214.67	0.00	101,030.89
5656 SUN PRAIRIE SCHOOL DIST	4,306.00	2,341.64	767.77	165.48	0.00	1,031.11
ALL SCHOOL DISTRICTS TOTAL	5,860,636.73	3,187,064.47	1,044,968.55	225,230.49	0.00	1,403,373.22
TECHNICAL COLLEGE DISTRICTS						
0400 MADISON TECH COLLEGE	425,286.01	231,274.18	75,829.73	16,344.19	0.00	101,837.91
ALL TECHNICAL COLLEGES TOTAL	425,286.01	231,274.18	75,829.73	16,344.19	0.00	101,837.91
TOWN OF COTTAGE GROVE	1,738,961.60	945,662.22	310,061.90	66,830.13	0.00	416,407.35
DANE COUNTY	1,758,725.95	956,410.25	313,585.94	67,589.70	0.00	421,140.06
*** GRAND TOTALS ***	9,783,610.29	5,320,411.12	1,744,446.12	375,994.51	0.00	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
313,585.94	345.40	69.08	313,655.02	MFL Due

T COTTAGE GROVE

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
Top Menu.....	20


Site Access

To access the Dane County Treasurer’s Secure Site go to <https://treasurer.countyofdane.com/>

From the Treasurer’s site choose the Menu option: Municipal Treasurer Access



 ADA	Committee Schedule	Minutes & Agendas	Code of Ordinances	Feedback	Phone / Email Search
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Dane County Government

Treasurer's Office

City County Building, Room 114
210 Martin Luther King Jr. Blvd
Madison, WI 53703
(608) 266-4151
TTY: Wisconsin Relay 711
treasurer@countyofdane.com

Property Tax	AccessDane	Property Owner Info	Municipal Treasurer Access	Contact Us
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Municipal Treasurer Access

Information on this page is intended for Municipal Treasurers.

[Municipal Treasurer Login](#)

November 1, 2017 Treasurer's Training Material

- [Tax Collection Training](#)
PDF format: 49 pages, 3 MB
- [Treasurer's Office Secure Site Processing Documentation](#)
PDF format: 22 pages, 1 MB
- [Dane County Treasurer Login Help](#)
PDF format: 13 pages, < 1MB

2017 Apportionment Forms

- Coming in Late November

Municipal Worksheets

- Tax Bill Backs
 - [2017 Pay 2018](#)
 - [2016 Pay 2017](#)
 - [2015 Pay 2016](#)
 - [2014 Pay 2015 and prior](#)
- [Referenda/ResolutionData - PA-687](#)
- Specials Change Log
 - [Excel 2000 and newer format](#) (45 KB)
 - [PDF format](#) (9 KB)
- Void Log
 - [Excel 2000 and newer format](#) (33 KB)
 - [PDF format](#) (8 KB)

Department of Revenue Information

- [Property Tax FAQ - WiDOR](#)

Forms

- [Town, Village and City Forms \(WiDOR\)](#)

Links

- [Wisconsin County Treasurers Association](#)
- [Wisconsin Municipal Clerks Association](#)
- [Wisconsin Municipal Treasurers Association](#)
- [Government Finance Officers Association](#)
- [Wisconsin Dept of Revenue](#)
- [Official Dane County Directory](#)
- [Bureau for Remediation and Redevelopment Tracking System \(Brownfields\)](#)

[Dane County Home Page](#) • [Treasurer's Office Website](#) • [Contact Us](#)

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

Enter your 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.

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

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](#)

Main Menu Options

There are two menus on the home page. One menu is across the top and will remain there on all relevant pages. The other menu is a list of links down the page, see below for all of the possible links:



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 ▶ | 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 WESTPORT

Please select a link below:

- [Mill Rate Worksheet Update](#)
- [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](#)

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

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 have been provided to Property Listing by the various jurisdictions, Property Listing will publish Mill Rates to the Treasurer's website. As part of that publish, an email will go to the contacts that Property Listing maintains. This email will inform those contacts that their Mill Rate information has been sent to the website. The email should also include the final totals, a pdf of the Dane County internal 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 on the following (Notice that Amount Levied and Rate is 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 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
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 P/U	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	12855.59		
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:	57.500	177.07
Description		Real Estate	Personal Property			
TOTAL NUMBER OF PROPERTIES:		2,483	69			
Submitted By:		Phone:				
Date & Time Submitted:						
Signature:		Date:				

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



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

Treasurer Apps : Mill Rate : **Mill Rate Worksheet Update**

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

Your Name:

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

Format (608) xxx-xxxx

Calculate & Save

Send To Treasurer

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 values placed on the page, you must 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	0.011203538
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. The page will be shown without color and without the button (shown below).

MillRate Worksheet - Display Page 1 of 1

**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 PU	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:	2,488	67

Submitted By: _____ Phone: _____
 Date & Time Submitted: _____
 Signature: _____ Date: _____

<http://internet-qa/treasurer/apps/DisplayMillRateWorksheet.aspx>
09/28/2012

08/31/2023

Table Page 220

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.

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) 266-9132 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.

Split/Omitted Bill Creation

You can create a Split or Omitted tax bill by going to one of the options on the menu (highlighted below).

The Split Bill and Omitted Bill are basically the same form. The difference is that one will have a “Split” watermark and the other will have an “Omitted” watermark. The other difference is the “Omitted” tax bill will only allow the first and second installments to be paid to the local municipality. The “Split” tax bill allows the choice for the first installment of the local municipality or Dane County with the County receiving the second installment.



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 ▶ 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 WESTPORT

Please select a link below:

- [Mill Rate Worksheet Update](#)
- [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](#)

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

Clicking on this menu option will launch a web form for you to enter the values.

Split/Omitted Bill (top)
 See next page.

The bottom half of the page is as follows:

Make Check Payable To: TOWN OF WESTPORT <input type="button" value="v"/>	Full Payment Due On or Before January 31	Net Property Tax:	
	Or First Installment Due On or Before January 31		
	And Second Installment Due On or Before July 31		
And Second Installment Payable To: DANE COUNTY TREASURER PO Box 1299 Madison, WI 53701-1299			
		TOTAL DUE For Full Payment Pay by January 31st	
		Property Tax Paid	<input type="text"/>
		Balance Due	<input type="text"/>
		Date Paid	<input type="text"/>

To use this page:

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 enter the School District and Technical College names. If you enter any additional districts, you will have to enter their names. If you enter a Special Charge, Assessment or Delinquent Utility, you must enter the description and amount. You can select to make the check payable to the Municipality or to Dane County. If you pick Dane County, the address information will be pre-filled. If you select the Municipality, you will have to enter the information about where to pay.

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

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

The screenshot shows the Dane County Treasurer's Office website. The header includes the County of Dane logo, the text 'Dane County Government Treasurer's Office', and contact information for the City County Building. A navigation menu contains links for Home, Mill Rate, Omitted Tax Bill, Split Tax Bill, Update Account, and Log Out. The main content area is titled 'TOWN OF WESTPORT Submitted Tax Bills' and contains a table with the following data:

Bill Type	Tax Year	Parcel Number	Owner Name	Net Tax Total
Split	2012	k/task/skit	Test	\$19,886.00

Below the table, there are two buttons: 'Printable Page' and 'Back To Menu'. The footer of the page contains links to the Dane County Home Page, Treasurer's Office Website, and 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 on the next page.

STATE OF WISCONSIN Year: 2010			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.		
PROPERTY TAX BILL FOR			Legal Desc: This is a legal Description		
Municipality: TOWN OF WESTPORT			Property Address: 608 Albion Rd		
County.....: DANE COUNTY			Original Parcel #: 0512-223-3141-0		
Name: Kevin M Gehrke					
Address.....: 608 Albion Rd					
Edgerton WI 53534					
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	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit	
17,900	19,800	37,700		59.10	
Year: 2010					
Taxing Jurisdiction State of Wisconsin Dane County TOWN OF WESTPORT School District: Edgerton School District Technical College: MATC	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Net Tax	Net Tax	% Tax Change
				6.42	
				122.54	
				74.81	
				317.69	
				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: Municipality: DANE COUNTY Address.....: TREASURER P.O. Box 1299 Madison, WI 53701-1299	Full Payment Due On or Before January 31		Net Property Tax:		\$541.03
	\$	\$541.03			
	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					

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.

Tax Bill Viewer



WELCOME TO THE DANE COUNTY TREASURER'S OFFICE SECURE SITE

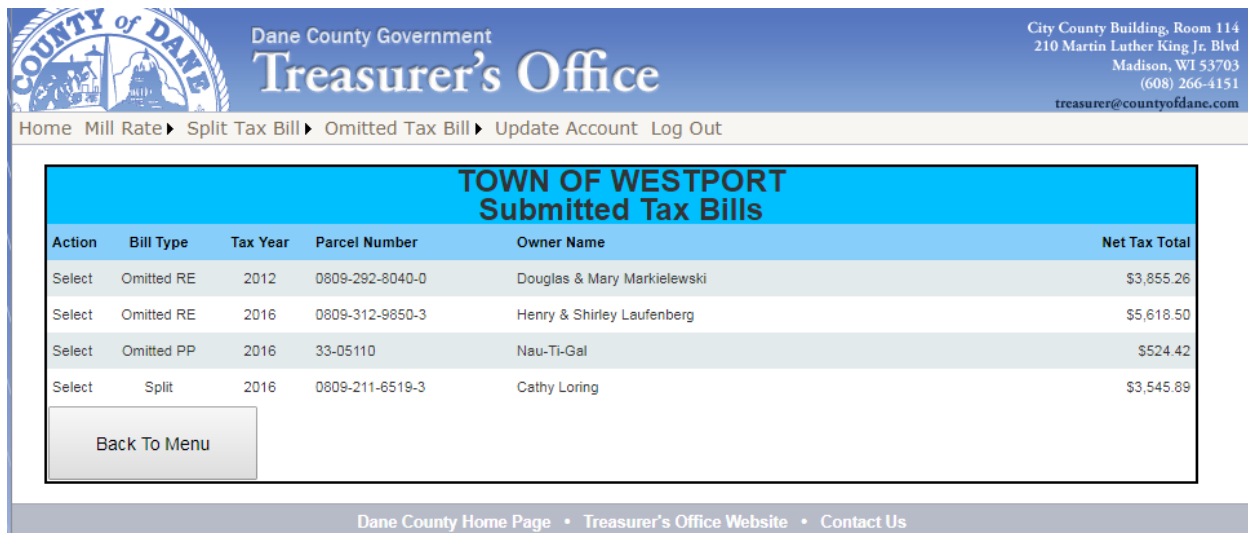
Your Account is Associated with the TOWN OF WESTPORT

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](#)
- [Log Out](#)

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

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



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

The screenshot shows the web interface for the Dane County Treasurer's Office. At the top left is the County of Dane logo. The header includes "Dane County Government" and "Treasurer's Office". On the top right, contact information is provided: "City County Building, Room 114, 210 Martin Luther King Jr. Blvd, Madison, WI 53703, (608) 266-4151, treasurer@countyofdane.com". A navigation bar contains links for "Home", "Mill Rate", "Omitted Tax Bill", "Split Tax Bill", "Update Account", and "Log Out". Below the navigation bar, it says "Treasurer Apps : Home". The main content area features a large heading: "Welcome to the Dane County Treasurer's Office Secure Site". Underneath, it states "Your Account is Associated with the TOWN OF WESTPORT". A prompt reads "Please select a link below:". A list of links follows: "Mill Rate Worksheet Update", "Mill Rate Worksheet View", "Split Tax Bill Creation", "Omitted Tax Bill Creation", and "Tax Bill Viewer". The "Process Documentation" link is highlighted with a yellow background. A "Log Out" link is positioned below the list. At the bottom of the page, a footer contains "Dane County Home Page", "Treasurer's Office Website", and "Contact Us".

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

The screenshot shows the top navigation bar of the Dane County Treasurer's Office website. The header includes the Dane County Government logo, the text "Dane County Government Treasurer's Office", and contact information: "City County Building, Room 114, 210 Martin Luther King Jr. Blvd, Madison, WI 53703, (608) 266-4151, treasurer@countyofdane.com". The navigation menu contains "Home", "Mill Rate", "Omitted Tax Bill", "Split Tax Bill", "Update Account" (highlighted in yellow), and "Log Out". Below the navigation bar, the page title is "Treasurer Apps : Home". The main content area features a welcome message: "Welcome to the Dane County Treasurer's Office Secure Site". It states "Your Account is Associated with the TOWN OF WESTPORT" and asks the user to "Please select a link below:". The available links are: "Mill Rate Worksheet Update", "Mill Rate Worksheet View", "Split Tax Bill Creation", "Omitted Tax Bill Creation", "Tax Bill Viewer", "Process Documentation", and "Log Out". The footer contains "Dane County Home Page", "Treasurer's Office Website", and "Contact Us".

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



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

Treasurer Apps : Update Account

Update your Account

Personal Info

Email Address *

Full Name *

Address

City, State, Zip

Country

Phone *

Additional Comments

Update Personal Information
Cancel

Login Info

ⓘ Your password must be at least 5 characters long.

Change Your Password

Password

New Password

Confirm New Password

Change Password
Cancel

[Dane County Home Page](#) • [Treasurer's Office Website](#) • [Contact Us](#)

S14T27

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	<input checked="" type="checkbox"/>	1 Kilarney WAY WAUNAKEE	Add	Pending	5/2/2014 11:03:29 AM	Delete
VILLAGE OF WAUNAKEE	080916308251	<input checked="" type="checkbox"/>	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.

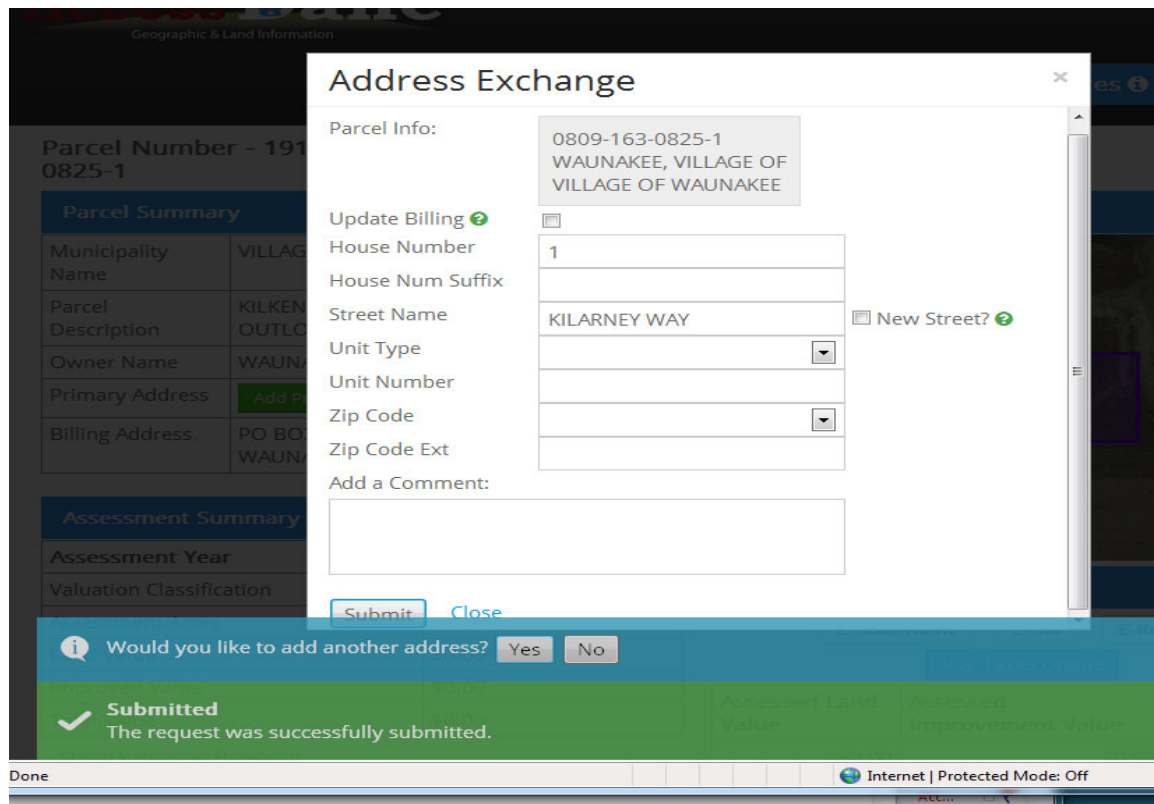
Primary Address	504 1/2 PROSPECT RD UNIT A Edit
Billing Address	% GRANDPA 1 A W CANTERBURY CT E STAVA 5 CAMBRIDGE WI 53523 CANADA Edit

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 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.





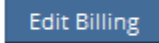
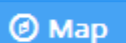


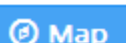


The ability to remove a property address will be available shortly. In the meantime, please notify us to take it off.

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

Once you click on Edit Billing you will get this screen:

Address Exchange x

Update Multiple parcels? ?	<input type="checkbox"/>
Attention	
House Number	
House Num Suffix	
Prefix Direction	
Street Name/PO Box	PO BOX 3
Street Type	
Suffix Direction	
Unit Type	
Unit Number	
City	WAUNAKEE
State	WI
Postal Code	53597
Postal Code Ext	
Country	

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. On the left, there is a label "Update Multiple parcels?" with a checkmark icon and a help icon. Below this is a table with five rows. The first row is a header row with a checkbox and the text "Select All". The following four rows each have a checkbox, a parcel ID, and the owner's name "JOANNE K TIERNEY". To the right of the table is a button labeled "Update for Entire" with a checkbox.

<input type="checkbox"/>	Select All	<input type="checkbox"/>	Update for Entire
<input type="checkbox"/>	0809-103-9120-9 JOANNE K TIERNEY		
<input type="checkbox"/>	0809-161-9846-2 JOANNE K TIERNEY		
<input type="checkbox"/>	0809-174-4275-1 JOANNE K TIERNEY		
<input type="checkbox"/>	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 Surv](#)

Plat Type

Plat Name

Block

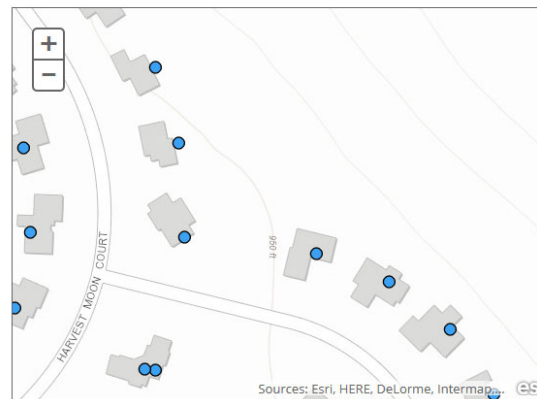
Lot

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.





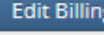

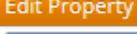
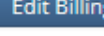





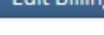
Show Results: Keyword Filter:

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

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	<input checked="" type="checkbox"/>	1 Kilarney WAY WAUNAKEE	Add	Pending	5/2/2014 11:03:29 AM	Delete
VILLAGE OF WAUNAKEE	080916308251	<input checked="" type="checkbox"/>	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.

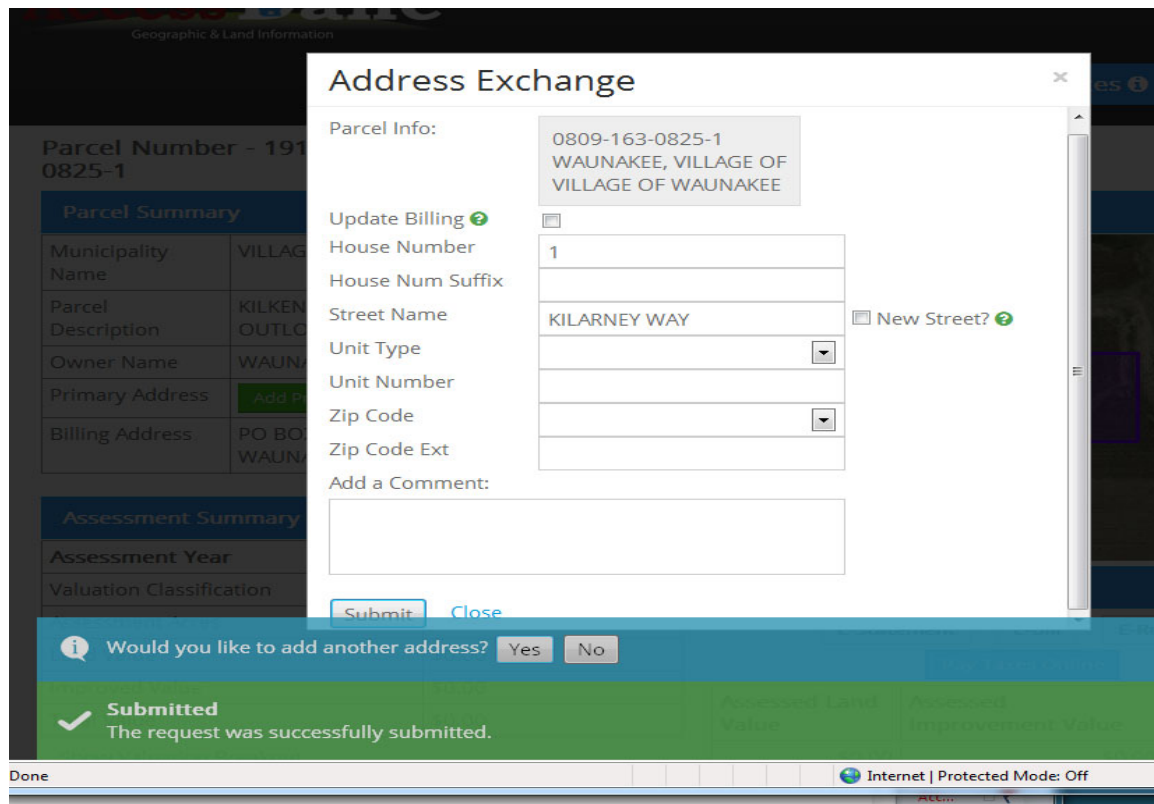
Primary Address	504 1/2 PROSPECT RD UNIT A Edit
Billing Address	% GRANDPA 1 A W CANTERBURY CT E STAVA 5 Edit CAMBRIDGE WI 53523 CANADA

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.



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.





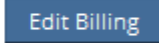
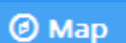


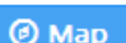


The ability to remove a property address will be available shortly. In the meantime, please notify us to take it off.

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.

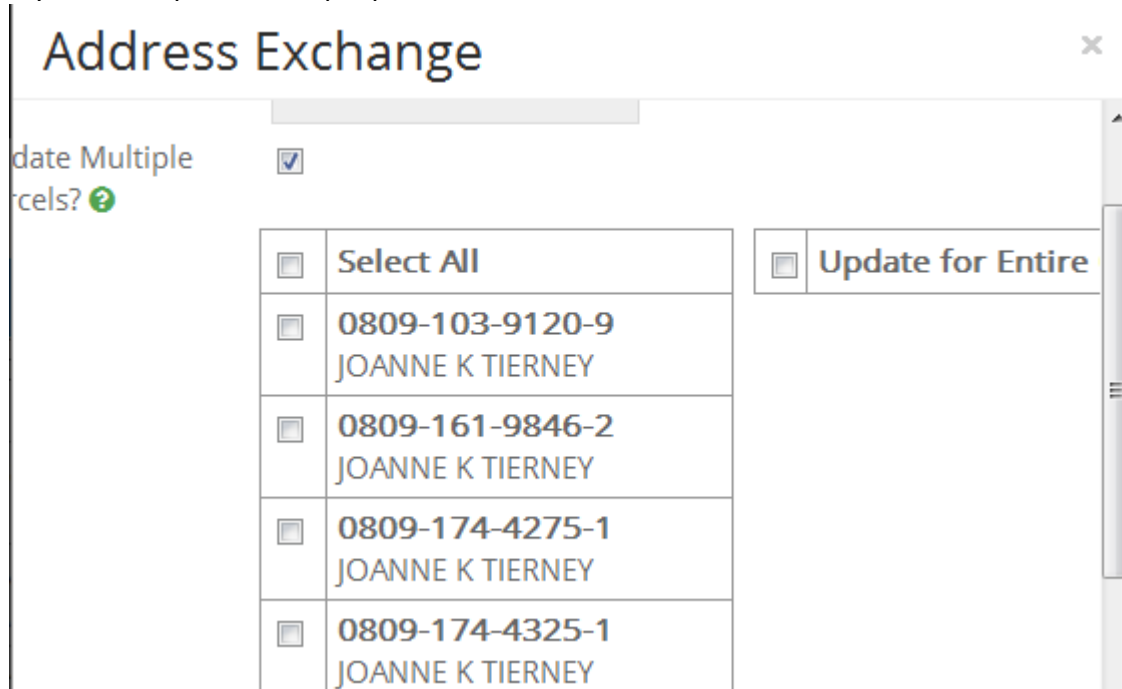
0712-214-5013-8 VILLAGE OF DEERFIELD  Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	11 S WESTERN AVE
0712-214-5024-5 VILLAGE OF DEERFIELD  Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	11 S WESTERN AVE
0809-094-8221-1 VILLAGE OF WAUNAKEE  Map	Current	JOANNE K TIERNEY DONALD C TIERNEY	1 MICKEY MOUSE DR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

Once you click on Edit Billing you will get this screen:

Address Exchange ×

Update Multiple parcels? ?	<input type="checkbox"/>
Attention	
House Number	
House Num Suffix	
Prefix Direction	
Street Name/PO Box	PO BOX 3
Street Type	
Suffix Direction	
Unit Type	
Unit Number	
City	WAUNAKEE
State	WI
Postal Code	53597
Postal Code Ext	
Country	

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. On the left, there is a label "Update Multiple parcels?" with a checkmark icon and a help icon. Below this is a table with five rows. The first row is a header row with a checkbox and the text "Select All". The following four rows each have a checkbox, a parcel ID, and the name "JOANNE K TIERNEY". To the right of the table is a button with a checkbox and the text "Update for Entire".

<input type="checkbox"/>	Select All	<input type="checkbox"/>	Update for Entire
<input type="checkbox"/>	0809-103-9120-9 JOANNE K TIERNEY		
<input type="checkbox"/>	0809-161-9846-2 JOANNE K TIERNEY		
<input type="checkbox"/>	0809-174-4275-1 JOANNE K TIERNEY		
<input type="checkbox"/>	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.