

**Dane County Treasurer
Annual Training
Tax Creation and Collection
Wednesday, November 1, 2023**

Presenters and Key Contacts

Adam Gallagher, County Treasurer
608-266-4215

Kay Lund, Deputy Treasurer
608-266-9132

Email Adam and Kay at:
**Treasurer.Admin@
countyofdane.com**

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

For Assistance on Local Tax Collection,
Contact: Bob Anderson,
Town of Westport
Phone: 608-444-1182
Email: banderson@townofwestport.org

Property Listing Contacts

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

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

AGENDA

Morning Session

Afternoon Session

MORNING

AFTERNOON

9 am

1 pm

Introductions Presenters and Attendees – Adam Gallagher
GCS Update – Adam & Steve Cripps
Tax Law Changes – Adam

9:15 am

1:15 pm

Notes and Reminders for 2023 Tax Cycle – Kay
Tax Collection 2022-2023: Tax Bill Creation

9:45 am

1:45 pm

Tax Collection 2022-2023: Local Tax Collection
Track Overpayments

10:15 am

2:15 pm

15 Minute Break

10:30 am

2:30 pm

Tax Collection 2022-2023: Settlement

11:45 am

3:45 pm

Final Questions and Wrap-Up – Adam

2023 Law Changes

- ◆ Enjoy your last year of collecting Personal Property Taxes
Strongly recommend that assessors place these values on the existing Real Estate rather than creating a new tax parcel.
- ◆ Changes to Shared Revenue Payments linked to the state economy
- ◆ TID Changes
- ◆ Tax Deed Update

2022 Tax Collection Reminders and Updates

- ◆ Use Treasurer.Admin@countyofdane.com for **EVERYTHING**. The Exchange email you used to use for exports is gone. Email questions to Adam or Kay using this Admin email, not our personal email.
- ◆ Please get us any Bank Account changes using the form on your secure Municipal Treasurer's Website.
- ◆ Please send your dog license reports regularly, not just in the beginning of September. And, use the ***NEW*** Dog Cover Sheet with changes needed by the County Clerk.

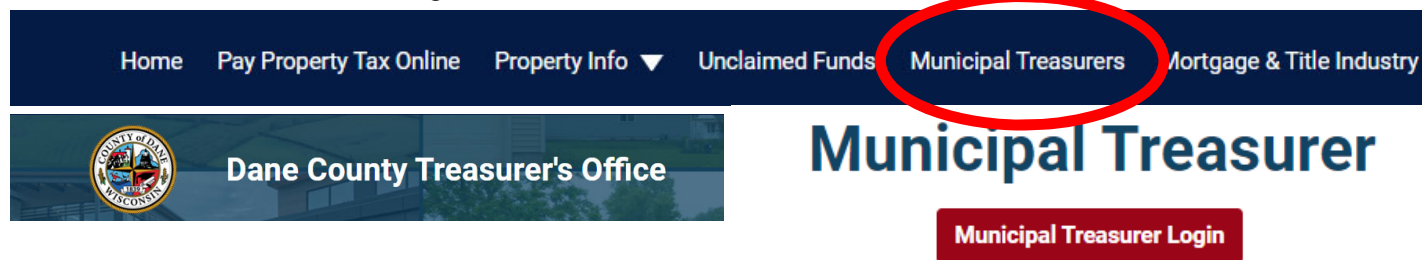
Reminders and Updates (*continued*)

- ◆ Omitted Taxes. If you report omitted taxes on your SOT, you will receive an email from me or DOR asking for payment information. You could also email us when you get an omitted payment and we will keep track for DOR.
- ◆ Several Municipalities are converting to the LandNav Online Collections program. The differences will be mentioned throughout the training. If the transition goes well this year, more municipalities will transfer from GCS to LandNav next cycle.
- ◆ Check Access Dane for any prior year tax documents that have not been saved to your computer files. 2020 tax documents will be removed from Access Dane to make space for 2023.

Reminders and Updates (*continued*)

- ◆ You will pick up your tax bills at Business Communications Services (317 Raemisch Road in Waunakee).
- ◆ Municipal Treasurer Webpage

<https://treasurer.countyofdane.com/municipal-treasurer-access>



BEFORE Tax Bill Creation

- ◆ You need to have access to three accounts to create your tax bills:
 - Access Dane – Enter Specials working with County Property Listing
 - Municipal Treasurer’s Site – Create your Mill Rate Worksheet
 - DOR Online Account – File your tax forms (for example, the SOT, Levy Limit Worksheet, etc.)

Section #1 and #2 of the Municipal Treasurer’s Tax Collection Manual provide more details about these accounts and logins.

Tax Bill Creation Steps

- 1) Work with County Property Listing to complete entry of all your Special Assessments and Chargers. *The County enters Agriculture Conversion, Farm Drainage and Lottery Credit Penalty amounts.*
- 2) Gather all your levy documents:
 - ◆ Local Levy based on your municipal budget,
 - ◆ County Apportionment Form (on County Treasurer Website),
 - ◆ School District Levy and Referenda (from your school district(s) or online at School Finance Reporting Portal (wi.gov)),
 - ◆ Technical College Levy (from tech college).

Tax Bill Creation (continued)

- 3) Once you have confirmed that your specials are balanced with Property Listing, you will get an email that your **Mill Rate Worksheet** has been released

DANE COUNTY
 2021 Millrate Worksheet
 TOWN OF MONTROSE
 TOWN OF MONTROSE
 1341 DIANNE AVENUE
 BELLEVILLE, WI 53508

Add the levy amounts from your SOT to the amount levied column. The rate will auto-fill the rate (*Amount Levied divided by the Total Value*)



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

Tax Bill Creation (continued)

The County Treasurer will review the levy amounts you enter based on information we receive from the County, Tech Colleges and School Districts. We DO NOT have any information on your local levy unless you send us some documentation of that amount.

- 4) Once you have submitted your Mill Rate worksheet, you need to email the documents below to Treasurer.Admin@countyofdane.com
 - ◆ The PA-687 Referenda reporting form.
 - ◆ Your TID worksheet (if you have a TID)
 - ◆ Your Statement of Taxes (SOT) complete through the first line of Section F (this cell auto-fills so you only enter through Section E)

1 of 3. Tax Bill Creation – PA687

Use information from each School District

Important – to ensure this form works properly, save it to your computer before completing the form.

Save Print Clear

Form
PA-687

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

Wisconsin
Dept of Revenue

13-040 Town Village City of Montrose, Dane County
(Co-muni Code)

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) <small>(Col. 2 divided by Col. 3)</small>	Col. 5 Year the Increase No Longer Applies
County Taxes	No County Referenda			
Town, Village, City Taxes	A couple municipalities have a referenda			
School District Taxes				
Bellville RF-4037	433,268.60	105,916,200	Column 4 will auto-fill with a 9 digit rate	2037
Oregon RF-4682	5,860.22	3,658,500		2038
Verona RF-4208	5,849.00	24,422,400		2037
Verona RF-4207	114,478.00	24,422,400		2037
New Glarus RF-5096	2,301.19	411,900		2041
New Glarus RF-3813	89.85	411,900		2031
Technical College Taxes		USE SOA for Column 3		

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 Include contact information	Title	Email
Signature	Date: mm-dd-yyyy	Phone () -

Tax Bill Creation – PA687

2021-2022 School Year

year in which the non-permanent referendum to exceed the revenue limit no longer applies.

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

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

Municipality: Town of Montrose
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

2021-2022 School Year

year in which the non-permanent referendum to exceed the revenue limit no longer applies.

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

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

Municipality: Town of Montrose
County: Dane County

School District: Oregon (4144)
School District Clerk: Ahna Bizjak

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-4682	11/6/2018	Issue Debt	2038	\$44,900,000	\$3,794,943.76	0.154421734%	\$5,860.22

2 of 3. Tax Bill Creation – TID Worksheet

The DOR pre-fills most of this form. You will need to enter your **local levy** which will include any separate Fire and EMS levy. The rest of the form will auto-fill. **Use Column E to fill in your levy amounts on the Mill Rate Worksheet.**

Form PC-202	2021 Tax Increment Worksheet						WI Dept of Revenue
Taxing Jurisdiction	Col. A Apportioned Levy	Col. B Equalized Value (less TID Value Increment)	Col. C Interim Rate	Col. D Equalized Value (with TID Value Increment)	Col. E Total Levy Amount (use on Mill Rate Worksheet)	Col. F 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		86,189,985.93		92,387,919.00	6,197,933.07	

3 of 3. Tax Bill Creation – Statement of Taxes (SOT)

And finally, the SOT. Basically, enter the levy amounts for county, local, school districts and tech colleges. The County has a stupid negative number (Line 4) that reduces the County levy (Line 16). Use the number at the very bottom of the page, Line 35.

Form PA-632a	2021 Statement of Taxes	WI Dept of Revenue
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Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
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A. County Taxes

1. Portion of state special charges upon county	(6.24)	Use Line 4
2. Portion of county tax levied over entire municipality	582,686.52	Use Line 16
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	Use Line 35

Tax Bill Creation - SOT

B. Special District Taxes Currently, T Albion, T Dunkirk, T Roxbury and V Windsor only

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

C. Town, Village or City Taxes

1. Other special purpose district taxes

District Name	Valuation	General Property Tax Levy	Remarks
Fire and EMS Districts. Part of Local Levy in Settlement.			

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


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 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>Cheri A. Clonnie</i>
Signed before me this date		My Commission Expires
10-25-21		3-27-23

NOTARY SEAL

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

Tax Bill Creation - SOT

Tax Bill Creation - SOT

D. Elementary and Secondary Schools

School District Code	Account No.	School District Name	Amounts Apportioned by Taxing Jurisdictions
1.		Belleville School District	1,438,936.70
2.		Oregon School District	49,410.24
3.		Verona Area School District	401,072.00
4.		New Glarus School District	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	MADISON AREA TECHNICAL COLLEGE MADN	140,877.39
Total Technical College Taxes.....			140,877.39

STOP
That's it until after
your tax bills are
created.

Form PA-632a	2021 Statement of Taxes			WI Dept of Revenue
2021 YEAR	13 CO	070 MUN	0369 ACCT NO	
F. Total General Property Taxes Apportioned <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				↑
	Real Estate Roll	Personal Property Roll	Total	

Tax Bill Creation (continued)

- 5) Now the County takes over.
- 6) Soon you will have tax bills to review. It is critical that you check your bills immediately so we can alert BCS if they should delay printing.
 - ◆ Make sure the mailing address is correct.
 - ◆ Make sure the name of your municipality is included in the address. There have been some issues with this for a couple years.
 - ◆ Check the percent increases from last year's bills. Was there a reval?
 - ◆ Make sure the referenda shows up on the bill.

The Tax Manual has sample tax creation documents from three municipalities to help you complete these documents. You can use these documents to “practice” creating tax bills.

Tax Bill Creation – The Final Chapter

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 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>. DOR does not need a copy.



Tax Collection

Tax Collection

Dec 2, 2023 to Jan 31, 2024

Property Tax payments are entered into Batches in GCS. The number of batches your municipality creates depends on the number of payments entered each day and/or the number of people entering payments.

Best practice is to create a batch for each staff entering payments. At the end of the day, your deposit must equal the total of the combined staff batches.

If you are the only person entering payments, you will likely want to create a new batch for each deposit.

Municipal Tax Collection: Batches

Batch Numbering Notes:

- Do not date payments December 1 (saved for County Lottery Credit entry).
- Do not date January Settlement payments (December collections) after December 31. You can continue to enter payments as December 31 after Settlement but no January dates should be included in January Settlement.
- Creating a batch per deposit is the easiest way to balance your work.
- You may want to create a separate batch for a large check covering multiple parcels.
- Section #4 of the Tax Manual provides tax payment entry tips for municipalities.

Municipal Tax Collection: Lottery Credits

Lottery Credits Added or Removed After Tax Bills are Created *

- Municipality receives a Lottery Credit (LC) Form: Scan and email a copy of all Lottery Credit Forms to the County Treasurer. Include a copy of the revised tax bill with the form (original goes to the taxpayer).
- The County (Veronica) will email you all LC Forms received by the County.
- Make sure the parcel does not already have a credit.
- Do NOT enter Lottery Credits into a Batch with no other payments.** Those batches do not export to the County.
- Enter the credit **BEFORE** the tax payment.
- Lottery Credit Forms cannot be entered after January 31.

* Only pertains to GCS Municipal Program. The LandNav Online Program will not require duplicate LC entry.

Municipal Tax Collection: 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.

It is likely that your Municipal GCS program will report overpayments correctly. The dilemma seems to exist in the County import. Steve has developed an overpayment report to address the program deficiencies but it still seems prudent for you to keep track of your overpayment refunds.

We are continuing to work with our vendor on this problem but for some unknown reason, it seems to be a huge challenge.

Municipal Tax Collection: Return Payment Voids

Voids **DO NOT** import into the County tax system (*LandNav users will not have to complete Void Forms until after January 31, 2023*). Payments voided before the January export will show as no payment in the County tax system.

If you void a December payment **AFTER** you export data to the County in January, email a Void Form to the County Treasurer. That “negative” amount will be reduced from your February Settlement.

If you void a payment after the February export, you will need to email a void form to the County Treasurer. Those voids will be entered as a Special the total will be returned to the municipality when payment is received.

Tax Collection: Adjusting Specials

Deadline: Monday, January 8, 2024 (or as determined by Property Listing)

Before mid-January, Specials can be added, deleted or moved to another parcel. After this deadline, Specials cannot be adjusted because Property Listing has rolled over to the next tax year. After rollover, municipalities will pay the Special to take it off the tax roll but will see the funds back as part of February or September Specials Settlement.

If the adjustment changes the total tax roll, you will need to amend your SOT with DOR and send a copy to the County Treasurer.

If a Special is moved from one parcel to another, you do not need to update your SOT and Tax Roll Certificate. There is no change in the bottom line.

Tax Collection: Omits, Splits, Corrections

Sadly, these items have become more common. To create these amended bills, work with your assessor, follow the directions in the tax manual, or contact us. For some questions, we may refer you to DOR since these adjustments are governed by the state more than the County.

Omitted Bills

If the omission is discovered within three years, report the adjustment to the DOR on Form PC-205.

The omitted bill cannot be created until the property owner has had an opportunity to appeal the increase with the Board of Review.

Tax Collection: Omits, Splits, Corrections

To create a corrected tax bill, you will need:

- Any adjusted assessment amounts from your 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.

All errors and omissions need to be reported to the DOR in Section J of the SOT. If the adjustment is discovered before February 1, you can still update the current tax year SOT.

Tax Collection: Omits, Splits, Corrections

Split Bills

If the transfer or sale of property did not include an agreement about property tax payment, a local Treasurer may be required to split a parcel after tax bills have been mailed. Your local assessor will need to get you values for each portion of the split. Use the original tax bill to create the two (or more) new tax bills.

The total of all the newly created tax bills must be exactly the same as the totals on the original bill.



EXPORT

IMPORT

GCS December Payments Export

Send your export email to Treasurer.Admin@CountyofDane.com between December 31 and Wednesday, January 3 or contact us with a timeline.

See the step by step instructions in the tax manual

We will send you an email a few days before the export is due. We will need to know 1) Numbers of the Batches Exported and 2) The number of Lottery Credits added/removed during December collections.

Settlement payments are due January 15. Use the report titled JanSet PC500 to determine how much to pay each district.

GCS January Payments Export

Send your export email between January 31 and Monday, February 5 or contact us with a timeline.

While the process for exporting payments is pretty much the same as January, February Settlement involves far more detail.

Again, we will need to know your export details:

- Batch numbers exported. **Make sure that all Batch numbers are greater than any Batch numbers in the January Export.**

For example, if your January export includes Batches #1 to 15, the February export MUST be higher than 15.

The February export cannot include batch #13.

- The export can only be **ONE** zip file, not exported by single batch number.
- Lottery Credit Additions/Removals (about a week before settlement, we will email you to start balancing lottery credit adjustments).

February Settlement

Payments received AFTER export: Endorse any checks you receive, date stamp the envelope, and send everything on to the County Treasurer. **Do not send checks that include Personal Property payments.** You may deposit the checks and send a municipal check to the County for the RE portion or you can return the payment to be corrected. Keep the payment envelope for the USPS Postmark date and mark the envelope with the day it was received.

Municipalities pay all personal property at February Settlement and then continue to collect any delinquent payments.

February Settlement paid to the County will include any adjustments for: 1) Agricultural Conversion, 2) Managed Forest Payments, 3) Farm Drainage, and 4) Lottery Credit Penalties. See sample next page.

February Settlement DistSum Report

DANE COUNTY
SETTLEMENT DISTRICT SUMMARY REPORT, 2020 TAX ROLL
CITY OF FITCHBURG

REPORT #: SEDISTSMLST
RUN DATE: 02/11/2021
RUN TIME: 01:25 PM
PAGE: 1

	----- Paid By Municipality -----			Lottery Credit	Other Payment	Paid By County Amount Due
	Levied	January	February			
SCHOOL DISTRICTS						
3269 MADISON METRO SCHOOL DIST	17,131,819.65	6,088,743.39	5,666,850.92	214,914.82	0.00	5,161,310.52
4144 OREGON SCHOOL DIST	5,182,761.47	1,824,211.80	1,697,811.12	64,389.34	0.00	1,546,349.21
5901 VERONA SCHOOL DIST	15,605,513.00	5,546,285.57	5,161,980.31	195,767.65	0.00	4,701,479.47
ALL SCHOOL DISTRICTS TOTAL	37,920,094.12	13,459,240.76	12,526,642.35	475,071.81	0.00	11,409,139.20
TECHNICAL COLLEGE DISTRICTS						
0400 MADISON TECH COLLEGE	2,772,507.70	985,719.97	917,418.87	34,793.03	0.00	835,575.83
ALL TECHNICAL COLLEGES TOTAL	2,772,507.70	985,719.97	917,418.87	34,793.03	0.00	835,575.83
CITY OF FITCHBURG	36,446,504.71	12,953,289.21	12,055,748.48	457,213.20	0.00	10,980,253.82
DANE COUNTY	9,201,746.39	3,270,351.51	3,043,746.99	115,433.84	0.00	2,772,214.05
STATE OF WISCONSIN	0.00	0.00	0.00	0.00	0.00	0.00
*** GRAND TOTALS ***	86,291,852.92	30,668,601.45	28,543,556.69	1,082,511.88	0.00	25,997,182.90

	Owed to County	MFL	20%	One Check Total Settle & MFL	Ag Conversion	Separate Check 50%
C FITCHBURG	3,043,746.99	336.60	67.32	3,043,814.31	3,403.94	1,701.97

LandNav Export

Those of you using the online version of LandNav have several advantages:

- Lottery Credit Additions/Removals. There will be no duplicate entry of lottery credits and you do not have to forward copies of forms to the County. Forms received by the County OR the municipality will be entered with a date of **December 1.**
- There is no “Export” to the County. Payments entered into the “joint” system with dates December 31 or before will be included in January Settlement. February Settlement is calculated by taking the total collected throughout municipal collections and subtracting the payments made in January Settlement so there will not be duplicate settlement based on the entry date.
- Your payments will be updated continuously to the County’s Access Dane tax website so you can direct taxpayers there to check on balances and receipts.

Final Topics and Questions

2024 Dog License Cover Sheet Update

The County Clerk has asked us to provide more information about the dogs added to Kennel Licenses on the Cover Sheet.

Prior to the updated cover sheet on the right, we did not include a Kennel count for less than 12 dogs.

Dane County Dog License Report Cover (2023 Tax Year)

Municipality	Contact Name	Contact Email
Regular Tag Numbers	Multi-Dog Tag Numbers	
to	to	
Amount Due to County		\$ -

Add number of dogs in each category on the row of tan boxes. Totals will Auto-Calculate

Neutered Males	UN-Neutered Males	Spayed Females	UN-Spayed Females	Puppies Neutered/Spayed	Puppies UN-Neutered/Spayed
\$ 13.75	\$ 18.75	\$ 13.75	\$ 18.75	\$ 12.25	\$ 14.75
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Kennel Licenses (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

Final Topics and Questions

- ❑ PC – 200: Chargebacks on Uncollected Personal Property

If you submit a PC-200 to be reimbursed for unpaid Personal Property and you have multiple claims, please include a cover page with the total balance due to your municipality.

- ❑ Morning and afternoon session needed in the future? We could move to one session with virtual component and the option of viewing the training later.

- ❑ Final Questions and Discussion.