

# Common Treasurer Terms & Abbreviations

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

---

## A

- **[Ag Conversion](#)**: converting farmland to a non-farm use; said change in use may be subject to an associated use value conversion charge per the local [assessor](#)
- **[Assessment](#)**: (section III) the value an [assessor](#) places on property; determines what proportion of the property tax levy is covered by the specific parcel of land.
- **[Assessor](#)**: (section IV) state-certified professionals employed by each [municipality](#) to determine the [assessment](#) of properties; emphasis of equity between property owners within the [municipality](#)

## B

- **[BOA](#)**: (section IX) [Board of Assessors](#); members of the assessor's office who do initial investigation of [assessment](#) complaints
- **[BOR](#)**: (section X) [Board of Review](#); 5-9 person board consisting of municipal officials and/or residents; court-like proceeding to hear from the property owner and the [assessor](#) for determining correctness of an [assessment](#) based on testimony provided
- **[Brownfield](#)**: contaminated property; if delinquent, said delinquent lands provide an opportunity for getting taxes paid, cleanup of contamination, and shifting property into a beneficial use

## C

- **[Chargeback](#)**: municipal request for reimbursement of settled taxes from other [taxing jurisdictions](#) for rescinded or refunded property taxes to property owners; [FAQs](#)
  - Form [PC-200](#) to [taxing jurisdictions](#) (uncollected personal property taxes)
    - [Wis. Stat. §74.41](#)
      - Cease of operation
      - Bankruptcy
      - PP removal from next assessment roll
    - Send between February 2 – April 1
  - Form [PC-201](#) to [DOR](#) ([rescinded/refunded taxes](#))
    - [Wis. Stat. § 74.42](#)
    - File by October 1

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

- **Child Parcel:** a tract of land with its own boundary [legal description](#) that came from another [retired parcel](#) / [parent parcel](#) (terminology parallels a family lineage)
- **Current Parcel:** tract of land with its own boundary [legal description](#) that has NOT been merged or split to create a new parcel with a new boundary [legal description](#)
- **Current Tax Year:** calendar year listed on the most current tax bill; new tax bills are calculated and mailed by the [municipality](#) by the 3<sup>rd</sup> Monday of December and are based on the previous January 1 [assessment](#), denoting commencement of the new [tax year](#)

## D

- **Data Extraction:** data requests of information relating to taxes or [unclaimed funds](#)
- **Delinquent Taxes:** taxes not paid by the due date
  - Full tax bill comes due upon not paying AT LEAST the [installment](#) amount by the due date
  - [Interest](#) & [penalty](#) accrues starting February 1
- **DNR:** [Wisconsin Department of Natural Resources](#); the county treasurer & DNR interact on topics such as delinquent [brownfields](#), [MFL](#) payments, and [PILT](#) payments
- **Dogs:** [municipality](#) administration of dog licenses; county treasurer reconciles monetary collection records and receives payment for the county portion of the license fee
- **DOR:** [Wisconsin Department of Revenue](#); the state agency most directly connected with the county treasurer activities
- **DOT:** [Wisconsin Department of Transportation](#); they oversee vehicle titles and license plate registrations/renewals throughout the state
- **Drainage District:** local governmental entity primarily organized to drain lands for agricultural use but may include other purposes; county treasurer serves as the district treasurer per [Wis. Stat. §88.18](#).

## E

- **Excessive Assessment:** (section XII) claim by an aggrieved property owner to recover the amount of general property tax imposed because the assessment of property was excessive
  - Must have appealed to BOR
  - Must claim with the municipality by January 31 when the taxes are payable
  - NOT available if BOR decision is appealed to DOR or Circuit Court

## F

- **Fair Market Value:** calculation used to establish a comparison of [assessments](#) between [municipalities](#); equalizes the differences between [assessors](#) in different [municipalities](#)
- **Farm Drainage Board:** 3-5 court-appointed members with experience in farming and drainage engineering; assess needs of drainage projects within the [drainage districts](#)
- **First Dollar:** automatic credit applied to any real estate [parcel](#) with any building [improvement](#) on the land

## G

- **General Taxes:** property taxes included under the [levy](#) of the [taxing jurisdictions](#)

## H

## I

- **Improvement:** non-land value of a property [assessment](#); houses, barns, and other improvements to the land
- **Installment:** (section XII) option to pay AT LEAST an installment portion of the full tax bill by a specified due date
  - First installment due date = January 31
  - Final installment due date = July 31
  - [City of Madison](#) has 2 other installments (March 31 & May 31)
  - Not paying AT LEAST an installment amount by the due date results in a [delinquency](#)
- **Interest:** monthly 1% the unpaid principal
  - Starts February after the 1<sup>st</sup> due date
  - Retroactive to February if [delinquent](#) for a later [installment](#)
  - Accrues at the beginning of each month

## J

## K

## L

- **LC: [Lottery and Gaming Credit](#)**; a statewide property tax credit for an owner-occupied dwelling used as the owner's primary residence; property owners can apply if they qualify and are not receiving the credit
- **Legal Description:** the boundary description of a [parcel](#) of land complete enough for an independent surveyor to locate and identify it; each unique legal description is assigned a unique [parcel number](#)
- **Levy:** property taxes apportioned by overlying [taxing jurisdictions](#) upon [parcels](#) within their boundaries for general government administrative expenses

## M

- **MFL: [Managed Forest Lands](#)**; a [DNR](#) program to encourage sustainable forestry on private woodland; property taxes are reduced for being enrolled
- **Military Assistance:** statutory property tax assistance for military personnel
  - Active Military Duty exception to accrued interest & penalty ([Wis. Stat. §321.61](#)); paperwork must identify deployment dates ranging 90 days that span the property tax due date; must contact county treasurer within 90-days of returning from active duty
  - Disabled Veteran & Surviving Spouse property tax credit claimed via income tax filing with the [DOR](#) ([Qualifications](#) & [FAQs](#))
- **Mill Rate:** tax apportionment ([levy](#)) divided by the total local assessed value for that taxing jurisdiction; expressed in "mills" per \$1,000 of the assessed value of the property; calculated individually for each [taxing jurisdiction](#) and aggregated for the tax bill
- **Municipality:** city, town, or village

## N

## O

- **[Omitted Taxes](#):** (section VII) real or personal property omitted from assessment in any of the two previous [tax years](#)

- **Overpayment:** a payment, or portion thereof, in excess of unpaid property taxes and any accrued [interest](#) and [penalty](#)

## P

- **Parcel:** a specific tract of land whose boundaries are defined by its [legal description](#)
- **Parcel Number:** the unique number assigned to each [parcel](#)
- **Parent Parcel:** a tract of land whose [legal description](#) was changed by one or more methods and is no longer [assessed](#) or taxed as before (terminology parallels a family lineage)
  - *Split/merge:* property was either split or merged with another [parcel](#) to create one or more new [current parcels](#) / [child parcels](#), thereby transitioning the original [parcel](#) into a [retired parcel](#)
  - *Annexation:* property transferred into a different [municipality](#), the new [current parcel](#) / [child parcel](#) received a new [parcel number](#), and the original [parcel](#) transitioned into a [retired parcel](#)
- **Partial Payment:** a tax payment that does not cover the full amount due on a [parcel](#), leaving a remaining balance; if [delinquent](#), most of the payment goes towards unpaid [principal](#) and a smaller portion goes towards accrued [interest](#) & [penalty](#)
- **Payment History:** a record of payments and debits on a [parcel's](#) property taxes
- **Penalty:** monthly 0.5% the unpaid principal
  - Starts February after the 1<sup>st</sup> due date
  - Retroactive to February if [delinquent](#) for a later [installment](#)
  - Accrues at the beginning of each month
- **PILT:** [Payment In Lieu of Taxes](#); compensation to [taxing jurisdictions](#) for land owned by the [DNR](#) since they are exempt from property taxes
- **Plat:** a map of a subdivision; county treasurer certifies there are no unpaid taxes; treasurer is 2<sup>nd</sup> to last to sign the plat; [ROD](#) is the last to sign
- **PP:** Business Personal Property; items called chattels that do not fit into the definition of [real estate property](#); generally includes moveable objects like furniture, portable buildings, signage, etc.
- **Pre-Pay:** payment of property taxes to the [municipality](#) between August and mailing of the December tax bill
- **Principal:** the original amount listed on the property tax bill; includes [general taxes](#) and [special taxes](#)
- **Property Listing:** county division that maintains land records, focusing on the ownership records of real estate; update ownership, mailing addresses, and other parcel details

## Q

## R

- **RE:** Real Estate Property; land and all things permanently attached thereto, whether by nature or by a person; any and every interest in land; general taxes include the land value and the [improvement](#) value
- **Reminder Notice:** a courtesy mailing sent by the County Treasurer's Office around Memorial Day identifying the final [installment](#) amount due
- **Rescinded / Refunded Taxes:** property owner should request a refund from the [municipality](#) for taxes paid in error due to a delayed determination [BOA](#), [BOR](#), or a court; [Wis. Stat. §70.511\(2\)\(a\)](#) the entire tax bill shall be paid according to the tax bill
- **Retired Parcel:** a tract of land whose [legal description](#) was changed by one or more methods and is no longer [assessed](#) or taxed as before; referred to as the [Parent Parcel](#) when tracking changes in [parcel](#) boundary [legal descriptions](#)
- **ROD:** [Register of Deeds](#); county office where deeds are recorded to transfer and track ownership of property

## S

- **Settlement:** Approximate 2-week period after a due date for the county to reconcile/balance tax collection data with the local [municipality](#) records; online payments, [Access Dane](#) tax data on the [current tax year](#), and [data extractions](#) may not be available during this period; timely payments received after the due date may experience a delayed entry
- **SOT:** [Statement of Taxes](#); form [municipalities](#) use to file the [tax roll](#) with the [DOR](#)
- **Special Assessment:** [special tax](#) for the cost of installing or constructing any public work or improvement and is charged in-whole or in-part to any property benefits
- **Special Charge:** a [special tax](#) for the cost for current services rendered by allocating all or part of the cost of the service to the property served
- **Special Taxes:** a [special assessment](#) or [special charge](#) added to a tax bill; in addition to the [levied general taxes](#) on the tax bill

- **Split:** a [parcel](#) of land divided into 2 or more smaller [parcels](#); if split in the middle of the year, the [parent parcel](#) will receive its last tax bill in December; [child parcels](#) will not receive individual tax bills until the December AFTER they existed on a January 1
- **Split Tax Bill:** a tax bill under a [parent parcel's parcel number](#) whose taxes get divided for application onto [split child parcels](#) that will not be [assessed](#) and taxed until the following [tax year](#) when they exist on January 1; requires communication between the property owner, [municipal](#) treasurer, and [assessor](#)
- **Statement:** listing of amount due on a [parcel](#); if delinquent, there would be a breakdown of [principal](#), [interest](#), and [penalty](#)

## T

- **Tax Certificate:** issued each September 1 for [parcels](#) with a [delinquency](#) from the most recent tax bill; starts the 2-year period before the [tax deed](#) process commences
- **Tax Deed:** process whereby ownership of a [parcel](#) can be transferred to the county for non-payment of taxes
- **Tax Roll:** lists all [parcels](#), [assessments](#), taxes, and charges within a [municipality](#)
- **Tax Year:** the calendar year in which the January 1 [assessment](#) was determined and the December tax bill was calculated and mailed; the tax due dates are the following year
- **Taxing Jurisdiction:** overlying government entities that can issue a tax levy for the December tax bill; county, [municipality](#), school districts, technical colleges, and special districts
- **TID:** (section II) [Tax Increment District](#); an area of a [municipality](#) designated for use of a tax increment financing option to fund infrastructure and other improvements
- **Timely Payment:** tax payment received on or before the due date listed on the tax bill

## U

- **Unclaimed Funds:** county-administered process to get money back to the rightful owner; generally includes county and municipal uncashed checks that are older than a year old
- **Unclaimed Property:** state-administered process to get money back to the rightful owner; generally includes financial asset that haven't had owner activity for a period of one or more years and the holder of the asset is not able to contact the owner; examples include savings accounts, checking accounts, uncashed dividends, stocks and mutual funds, customer deposits or overpayments, certificates of deposit, credit balances, matured life insurance policies, uncashed death benefit checks

- **[Unlawful Tax](#)**: (section XII) clerical error made in the property description or in the tax calculation, assessment included real property improvements that did not exist on the January 1 assessment date, property was exempt from taxation, property was not located in the municipality, double assessment was made, arithmetic error, transposition or similar error occurred
  - Recovery must be filed by January 31 of the year the tax is payable.
  - Timely payment of the tax is required to make a claim
- **[Use Value Charge](#)**: charge imposed upon the person or entity identified by the [assessor](#) as responsible for an [ag conversion](#); rate is determined by the [DOR](#) and is based on number of acres converted

**V**

**W**

**X**

**Y**

**Z**