

## Exempt Computer Value Report

This report, as required by the Wisconsin Department of Revenue under sec. 73.03(5), Wis. Stats., is used to determine the value of computers exempted under sec. 70.11(39) and 70.11(39m) Wis. Stats., and the computer aid payment under sec. 79.095 Wis. Stats.

Reports may be filed electronically from April 1 of the assessment year through January 31 of the following year.

Assessors must submit the information electronically using the Exempt Computer Report (ECR) at the following link: <http://www.revenue.wi.gov/eserv/sfiling.html>.

If you are completing reports for multiple municipalities, you must exit the system after submitting and saving each completed report.

The ECR summarizes the exempt values from Schedule D-1 of the Personal Property returns. The ECR is to be used for original submission of the report as well as amended reports. The ECR is one of the documents the Assessor is required to file with DOR.

**May 1:** The Assessor must submit the information to DOR as required under sec. 73.03(5), Wis. Stats.

**September 1:** If a report is filed by May 1, the Assessor can amend the values ON or BEFORE September 1. The amended values will be included in determining payment for the current year. If a report is filed by May 1, and an amended report is filed AFTER September 1, the values will be included in determining payment for the following year.

No computer aid payments will be made unless an ECR is filed by May 1.

Failure to file an ECR by May 1 may result in review of the Assessor's certification.

If you have questions regarding the completion of these forms, please contact your Equalization District Office. <http://www.revenue.wi.gov/forms/govtif/tidasuby.html>  
If, after contacting the Equalization District Office they are unable to resolve your question, you will be directed to DOR Equalization Central Office.

### **General Form Comments**

**The form requires Adobe 9 or greater be installed on the filer's computer or system.**

Use the TAB key or mouse to advance from field to field, or SHIFT TAB to go back. Pressing the ENTER key removes the cursor from view, without moving the cursor to any other field. Pressing the TAB key restores the view of the cursor in the same field.

To begin the form should be saved to the user's desktop. The user will be able to then reopen it with the saved information, and make corrections without the need to start with a blank form. The form requires Adobe 9 or greater be installed on the filer's computer or system.

If when reopening a saved form the user receives an error message concerning the need to reload from the DOR website due to having an older version, follow the instructions contained in the error message.

A data field will turn shaded when it has the focus of the cursor.



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Hovering the cursor over a field will present the user with a message box containing information about what is expected in that field.

The report is divided into five primary sections:

WAMS ID Login

General Information

Taxation District Information

Tax Incremental District (TID) Information

Completing the Filing

### **1. WAMS ID Login**

Controls which municipality's data will populate in the form. This allows filing only for municipalities for which the assessor is authorized.

The form will only be available to file electronically between April 1 of the assessment year and January 31 of the subsequent calendar year.




The ECR is an electronic form. All users must have a WAMS ID and password to access this form. This is a permanent ID and password that is obtained from the Department of Administration and used to access many secured state web applications. It is the same login process as is used to access Real Estate Transfer Returns and Posting Assessments.

WAMS ID Registration: <https://on.wisconsin.gov/WAMS/home>

Enter your WAMS ID and Password and click the "LOGIN" button.

Click the "Start Filing" button to begin filing.

Please note the symbols to watch for and their meanings:

Symbols to watch for and their meanings	
	This symbol indicates there is help available for the field. Hold the mouse pointer over the symbol to view the help message. Further information may be available if you click on this symbol.
	This symbol indicates there is something wrong with the field. Hold the mouse pointer over the symbol to view the error message. All error messages must be fixed before you will be able to file this form.
	This symbol indicates there is a caution about what has been entered into the field. Hold the mouse pointer over the symbol to view the message.

A frequent error message will be that an entry has not been made in a field requiring an entry. All error messages are displayed at the end of the form, as the assessor attempts to submit the form. You must correct the error before filing.

## 2. General Information


The “Assessment Year” will populate with the current assessment year.

The filer must select the type of report. A dropdown box will list the two available types. Select either Original or Amended.

An Original Report can only be filed prior to midnight May 1.

An Amended Report cannot be filed unless an Original Report was filed timely.

The assessor can enter either the County and Municipal code of the taxation district that the report is being filed for, **or** select the “Municipality Type” on the drop down menu, and enter the County and Municipal Names. Entering data in one of the fields will populate the other. The “Account Number” will populate. This number is a code assigned to the taxation district by the Department of Revenue to tie all pieces of the taxation district together in the Integrated Property Assessment System.

Assessment Year 2012	Report Type <input type="text"/>	CoMuni Code <input type="text"/>	Muni Type <input type="text"/>	Account Number <input type="text"/>
			Municipality <input type="text"/>	
			County <input type="text"/>	

The form will display the date of the most recently submitted report.

Original Report Filed on	03/30/2012
Amended Report Filed on	

Filer Information: Filer's contact information is required. Enter the name, phone number and email address of the person completing the report.

Assessor Information
Name of Person Completing Report
E-mail of Person Completing Report
Phone Number of Person Completing Report

### **Taxation District Information**

All School Districts associated with the Taxation District will be displayed.

All Special Districts associated with the Taxation District will be displayed.

Prior Year Reported Values will be populated. No prior year values will display for newly created Municipalities.

District Code, Account Number, and District Name will be populated.

Enter the Current Year Reported Exempt Computer Values for each district.

The filer must enter the Total True Cash Value of All Exempt Computers in the Taxation District in the Current Year Reported Values column.

Comments are **required** in certain situations where exempt computer values are significantly different between current and prior years.

The "Assessor Comment" section is used to report general issues affecting the reported values or changes to them. Additional comment fields are provided to explain specific changes by class and by type of change. The special characters # . / \ , - can be used in comments and other text fields. All other special characters, except @ in an email address and a hyphen in phone numbers, will cause errors anywhere they are entered on the form.

Prior Year Reported Values	District Code	Account Number	District Names	Current Year Reported Values WHOLE DOLLARS Round to Nearest 100
500,600	480119	0286	SCH D OF AMERY	
500,600	<b>Total for Regular School Districts</b>			<b>0</b>
500,600	488030	0290	APPLE RIVER PRO & REHAB DISTRICT	
500,600	488140	0300	AMERY LAKES PRO & REHAB DISTRICT	
1,001,200	<b>Total for Special Districts</b>			<b>0</b>
500,600	<b>Total True Cash Value of All Exempt Computers in the Taxation District</b>			
<b>Comments for District</b>				

Comments are optional if you wish to tell DOR about general issues affecting the reported values or changes to them.

#### **4. Tax Increment District (TID) Information**

A section for each TID in the Taxation District will be displayed.

The form will display Active TIDs, as well as those newly created for the current year.

If the TID is a “Split TID” the name of the other county(s) and the associated COMUN Code will display in the Header for the affected TID.

Prior Year Reported Values	District Code	Account Number	TID # 005 EAU CLAIRE COUNTY, CITY OF EAU CLAIRE SPLIT WITH CHIPPEWA COUNTY (09221)	Current Year Reported Values WHOLE DOLLARS Round to Nearest 100
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All School Districts associated with a particular TID will be displayed.

All Special Districts associated with a particular TID will be displayed.

Prior Year Reported Values will be populated. No prior year values will display for newly created TID's.

District Code, Account Number, and District Name will be populated.

Enter the Current Year Reported Exempt Computer Values for each district within the TID.

Filer must enter the Total True Cash Value of All Exempt Computers in the TID in the Current Year Reported Values column.

Prior Year Reported Values	District Code	Account Number	TID # 002 RACINE COUNTY, VILLAGE OF WATERFORD	Current Year Reported Values WHOLE DOLLARS Round to Nearest 100
2,215,500	516113	0311	SCH D OF WATERFORD GRADED J 1 (V)	
2,215,500	<b>Total for Elementary School District</b>			<b>0</b>
2,215,500	516083	0309	UHS D OF WATERFORD UNION HIGH	
2,215,500	<b>Total for Union High Schools</b>			<b>0</b>
2,215,500	515110	0311	WESTERN RACINE COUNTY SEWER DISTRICT	
2,215,500	<b>Total for Special Districts</b>			<b>0</b>
2,215,500	<b>Total True Cash Value of All Exempt Computers in TID # 002</b>			
<b>Comments for TID 002</b>				

## 5. Completing the Filing

### Ready to Submit

Select "Yes" if you wish to submit the form.

Select "No" if you wish to check for errors or save the form and close it for completion later.

The "Yes" box must be checked to submit the form.

Ready to Submit
<p>Have you confirmed the form is complete, correct, and ready to submit?</p> <p>If so, select "YES" and press SUBMIT.</p> <p>TIP: You can check for errors by selecting "NO" and pressing SUBMIT.</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>

The "Yes" box must be checked to submit the form.

### Errors and Warnings

Indicators for some errors and warnings may appear immediately upon entering data in a field. Yellow indicates warning and red indicates error. Additional indicators may appear when the Submit button is pressed. Warnings are intended to ensure accuracy of entered data. Errors must be corrected before the form can be submitted.

## Error Messages

**All** error messages that appear in the “Error Messages” box require correction before submission. A report cannot be submitted if errors exist. Each line in the error box represents one error. The entire message may not be visible in the message box due to lack of word wrap. To view the entire message, hover over the line. Scroll through the form and look for red error indicators. The entire text of the error message will be visible on the associated field by moving the cursor over the red “X” error indicator.

**Error Messages** (select an error message and hit the ENTER key to navigate to the field that must be corrected)

You must agree that the form is ready to submit.  
The Name of Person Completing Report field is a required field.  
The Email of Person Completing Report field is a required field.  
The Phone Number of Person Completing Report field is a required field.  
Current Year Report value cannot be left blank. Enter zero if no value.  
Total True Cash Value in this TID cannot be blank. Enter zero if no value.

## Submit, Save, Print Buttons

The Submit button invokes the forms' edits. If no errors exist, the form is submitted and a confirmation number and a recording time are generated.

The filer should save the form after successful submission. Save each form with its own unique name. The file name should include the most important information about the submission: taxation district, type of report, and date of submission. Saving the form after submission ensures that the confirmation number and time of submittal is saved with the form. The confirmation number is the filer's proof of submission. The confirmation number is also used by DOR to confirm the exact submission.

The filer may print the form with the confirmation number as proof of their submission.

The filer will be able to submit an amended report by opening a saved form and making the necessary changes without the need to start with a blank form. This is the reason for saving each submission with a unique file name.

**Confirmation**

**Your form submission was successful. Please make sure that you save the form for your reference.**

Confirmation #

Recording Time