

## Municipal Assessor Report (MAR)

The Municipal Assessment Report (MAR) is used to report Taxation District assessed values. The form will be completed and submitted online by the municipal assessor. The MAR is located on the Wisconsin Department of Revenue (DOR) website.

<http://www.revenue.wi.gov/forms/govtvc/index.html>

The MAR is one of the official documents the local assessor is required to file with DOR. The MAR contains detailed information relative to changes to taxable property in the municipality for the current year.

**A MAR Must be Submitted by the 2<sup>nd</sup> Monday in June.** The type of filing is dependent upon the status of the Board of Review;

- If the Board of Review (BOR) has not adjourned by the 2<sup>nd</sup> Monday in June, the assessor must submit an “Estimated MAR”.
- If the Board of Review has adjourned by the 2<sup>nd</sup> Monday in June, the assessor must submit a “Final MAR”.
- If the assessor has filed a “Final MAR”, he or she should submit an “Amended MAR” only to change the previously submitted “Final MAR”.

**Note: Failure to file a MAR may result in review of the assessor’s certification.**

The MAR is a summary of all the Real Estate and Personal Property assessed values of a taxation district. Assessed Values are asked for by Class of Real Estate, and Category of Personal Property. Information about Real Estate values is asked for in columns and rows. Increases and decreases are reported in two columns, and the reasons for changes are reported in rows. Personal Property Values are asked for in columns, by category.

If you have questions regarding the completion of these forms, please contact your Equalization District Office: <http://www.revenue.wi.gov/contact/slfboe.html>.

If after contacting the Equalization District Office and they are unable to resolve your question you will be directed to DOR Equalization Central Office.

Summary of New / Revised Instructions for the 2012 filing

- If the Board of Review is complete by the second Monday of June, you may want to file only a “Final” MAR by that date, rather than an earlier “Estimated” followed by a “Final” MAR.
- If a municipality was affected by windstorm damage in 2012, report demolition of buildings and new construction in the traditional fields. However, for damage that might affect land values in Classes 5, 5m, and 6, report acres affected in the subcategory “All Other Specialty Lands” and include a comment such as this: “Blown down”, or “Tornado Damage”.
- If your municipality is affected by frac sand mining, report any land that is actively mined, but not assessed by manufacturing, as commercial. If land is

affected by frac sand activity occurring around it, but not actively mined, continue to value it in the class it is currently in, and report acres as "All Other Specialty Lands", along with a comment.

## **General Form Comments**

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

The real estate portion of the form is a summary of all real estate changes that have taken place in the previous calendar year. The form prepopulates the assessments for each class of property from last year's final Statement of Assessments. Any current year changes in assessed value are added to or subtracted from last year's assessment. The form will compare current assessed with prior assessed values and may present the user with a warning if the changes exceed expected parameters.

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.

To Save:

- Click on 'File' in the upper left corner of the screen.
- From the drop down menu select 'Save As' and PDF.
- This will open the 'Save As' box.
- Inside the box, select 'Desktop' as the 'Save In' destination.
- In the 'File name' box create a unique file name for the document, ending in .pdf. *Example: MAR\_Madison.pdf*
- Click on save.

The document should now be saved to the desktop of your computer. To open the document from your desktop, double-click the document icon. You can then fill in the document with the appropriate information. When you are finished, select 'File' and 'Save'. The completed document will be saved on your desktop under the unique file name you created.

To begin a new MAR, open the original blank document and complete the steps above for the new municipality.

If when reopening a saved form, the user receives an error message concerning the need to replace an outdated version, follow the instructions contained in the error message.

- A data field will turn shaded when it has the focus of the cursor.
- Hovering the cursor over a field will present the user with a message box containing information about what is expected in that field.
- Use the TAB key or mouse to advance from field to field, or SHIFT TAB to go back. Hitting the ENTER key removes the cursor, without moving the cursor to

any other field. If one were to hit the TAB key afterward, the cursor returns to the same field.

## The report is divided into five primary sections:

1. WAMS ID Login
2. General Information
3. Real Estate Information
4. Personal Property Information
5. Completing the Filing

### 1. WAMS ID Login




The MAR 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.

A frequent warning message will be that a value that has been entered exceeds expected parameters. That does not mean the value entered is wrong. An example is a warning attached to the level of assessment field. Typically, the level of assessment is between 50 and 150%. Anything outside that parameter is unusual, which could possibly indicate a keying error. If you are satisfied the value is correct, proceed.

## 2. General Information

The general information section is designed to inform the DOR about Assessor and Assessment information for the year.

Assessment Year <input type="text" value="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 “Assessment Year” will be prepopulated with the current assessment year. The filer will be asked to select the type of report he or she is filing. A drop down box will list the three types. Choose the appropriate report type based on the Board of Review status as described above. Different edits apply to each filing type.

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 Name. 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.

The form will display the date of the most recent report submitted, if any.

Estimated	
Final	
Amended	

Assessor Information: Complete the fields for the assessment year: Most are self-explanatory.

Assessor Information	
Name of Assessor / Assessment Firm	
Name of Person Signing Assessment Roll Affidavit	Certification Level of Person Signing Assessment Roll Affidavit <input type="text"/>
Name of Person Completing Report	Certification Level of Person Completing Report <input type="text"/>
E-mail of Person Completing Report	Phone Number of Person Completing Report
Assessor Comments:	

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.

Assessment Information: Complete the fields for the current assessment year.

Assessment Information		
Type of Assessment <input type="text"/>	Estimated Level of Assessment %	
Anticipated Board of Review Date	Board of Review Final Adjournment Date	
Assessment Software Name	Assessment Software Version	Year of Last Software Update

The “Type of Assessment” drop down menu asks for the type of assessment that is being done this year. See Chapter 4 of the Property Assessment Manual to determine which type of assessment represents most closely the work you are doing.

When there are large revaluation adjustments in a non-revaluation or maintenance year, please select 'Interim Update' as the Type of Assessment.

The “Estimated Level of Assessment” is to be reported to two decimal points. It should be your estimate of percent of full value you are assessing at for the current year, based on your sales analysis. It is not last year’s ratio.

A calendar is available as a drop down in the "Board of Review Final Adjournment Date" field. Please enter the date of the final adjournment.

If the Board of Review has not adjourned, you must complete the field labeled “Anticipated Board of Review Date”. If the date has not been established, please enter an approximate date by clicking on the calendar.

Complete as much information as possible about software you are using.

### **3. Real Estate Information**

Class 1-Residential, Class 2 –Commercial, and Class 7-Other

Generally, reporting information for reasons for changes in Class 1 and 2 is the same. However, reporting reasons for changes in Class 7 is limited to Improvements only. Land changes for Class 7 are reported as acre base changes.

- Prior Year SOA (Statement of Assessment) and Current Year Assessment. The Prior Year Assessment information is prepopulated for each class from the Prior Year's final Statement of Assessment.
- Current Year Assessment information will be entered by the assessor. If the MAR is "Final" or "Amended", these values will be known. If the MAR is an "Estimate", estimated total assessed counts and values should be entered.

## Type of Change

- The form is organized as shown in the table below, with the increases and decreases in columns and the types of change in rows.

		Prior Year SOA		Current Year Assessment	
<b>CLASS 2 COMMERCIAL</b>			26	Land Parcel Count	
			19	Improvement Parcel Count	
			85	# Acres (Whole Acres)	
			1,350,900	Land Assessed Value	
			10,153,500	Improvement Assessed Value	
		11,504,400	Total Assessed Value		
Increases			Decreases		
Gains in Territory by Annexation or Boundary Adjustment.	Land Improvement		Losses in Territory by Annexation or Boundary Adjustment.	Land Improvement	
	Total			Total	
Names of all municipalities losing territory (required) and comments:			Names of all municipalities gaining territory (required) and comments:		
Higher land use New plats New Land Improvements New construction	Land Improvement		Property physically destroyed or removed	Land Improvement	
	Total			Total	
Comments:			Comments:		
Property revalued due to removal of extreme economic obsolescence or removal of contamination	Land Improvement		Property revalued due to extreme economic obsolescence or contamination	Land Improvement	
	Total			Total	
Comments (required):			Comments (required):		
Property formerly exempt and now assessed as Real Estate, and/or Personal Property now assessed as Real Estate	Land Improvement		Property formerly assessed as Real Estate and now exempt, and/or Real Estate now assessed as Personal Property	Land Improvement	
	Total			Total	
Comments:			Comments:		
Increase due to Revaluation	Land Improvement		Decrease due to Revaluation	Land Improvement	
	Total			Total	
Comments:			Comments:		
Shift FROM Manufacturing to Commercial	Land Improvement		Shift TO Manufacturing from Commercial	Land Improvement	
	Total			Total	
Total # of parcels shifting FROM Manufacturing			Total # of parcels shifting TO Manufacturing		
Comments:			Comments:		
Net Value of shifts to or from Commercial (Exclude Manufacturing)	(+/-) Land Improvement Total	Net Value of Shift	Comments on Net Value of shifts to or from Commercial		

- “Gains in Territory by Annexation and /or Boundary Adjustment” – In addition to typical annexation increases, report value changes due to incorporations or reversal of annexations. The assessor must report the names(s) of the municipality that the property came from.
- “Losses in Territory by Annexation or Boundary Adjustment” - Report decreases in assessed value due to annexations, incorporations, or settlement of municipal boundary disputes. The assessor must report the name(s) of the municipality that the property is going to.
- “Higher Land Use, New Plats, New Land Improvements, and New Construction” – Report value increases for all new physical changes to Real Estate, such as new construction, remodeling, new subdivisions, etc.
- “Property Physically Destroyed or Removed” – Report only changes due to physical losses of property value.
- “Property Revalued due to Removal of Extreme Economic Obsolescence or Removal of Contamination” – Report any increases in assessed value due to removal of a negative legal factor affecting value, or increased value due to remediation. Comments are required for any entries in this field.
- “Property Revalued due to Extreme Economic Obsolescence or Contamination” – Report value decreases to property which are not physical changes, but are due to external influences. Decreases could be due to contamination, governmental restrictions (such as on subsidized housing), extreme vacancies on special purpose income properties, or other similar factors. Comments are required for any entries in this field.

Note: This field affects levy limits. The levy limits law takes new construction as reported by the assessor and decreases this amount by buildings destroyed or removed. This new format separates Increases/Decreases due to Extreme Economic Obsolescence from Increases/Decreases due to Property Destroyed or Removed. This will help to ensure the municipality receives the correct amount of levy change.

- Property Formerly Exempt and now Assessed as Real Estate; Personal Property now Assessed as Real Estate; property previously omitted (sec. 70.44, Wis. Stats.) and now assessed; and amount of the increase for property assessments corrected (sec. 70.43, Wis. Stats.) and now assessed.
- Property Formerly assessed as Real Estate, and now Exempt, and/or Real Estate now Assessed as Personal Property - Also include decreases made due to Sec. 70.43 corrections.

- “Increases Due to Revaluation” - Report only general increases due to marketplace changes.
- “Decreases Due to Revaluation” - Report only general decreases due to marketplace changes.

Note: It is important for the assessor in a revaluation year to separate the Revaluation Changes from the new construction amounts for the parcels that have new construction. This will again help to ensure the municipality receives the correct amount of levy increase.

- “Shifts FROM Manufacturing to Residential (or Commercial or Other Improvements, as appropriate)” – Report your new assessed value of properties that have been shifted from Manufacturing to the local roll. Include the parcel counts, and any comments in the fields provided, Assessors need to report shifts from Mfg to classes 1, 2 and 7 at the prior year equated value (which would have been reported to them by Mfg in the notice of the shift). Any change in the assessed value made by the local assessor must be reported in the appropriate type of change. If land shifted from Mfg is now being assessed in Classes 4, 5, 5M, 6 or 7, the additional acres must be included in the reported acres. Please include in the comment field that additional acres are due to shift from Mfg.
- “Shifts TO Manufacturing from Residential (or Commercial or Other Improvements, if appropriate)” – Report the assessed value from the prior year’s local roll of the properties Manufacturing will now be assessing. Include the parcel counts, and any comments in the fields provided.
- “Net Value of Shifts to or from Residential (or Commercial or Other Improvements if appropriate)” – Report the total net value of any shifts to or from these classes, by land and improvements. Be sure to indicate a positive or negative sign, indicating the amount of change. Shifts might not balance, because we are not asking for shifts to classes 4, 5, 5m, 6, or 7 land.

### **Acre Base Reporting**

The new MAR is not asking for assessed values of acre base changes. The Department of Revenue has used, and continues to use, a “Unit Value Projection” method to develop the Equalized Values. That projection method requires a report of the base acres of the classes and subclasses of land, to which the Department will apply average values per acre. Assessors are still required to value each parcel based on its characteristics, adjusting values on a per parcel basis as need be to reflect a proper assessed value for that statutory class.

The Department recognizes that different subclasses of land will carry different values. Allowance is made to collect the acres in those subclasses. Brief descriptions and examples of subclasses are included below.

Required acre base reporting varies depending upon the type of filing. If filing an "Estimated" MAR, the number of acres of each class and subclass is required. For a "Final" or "Amended" MAR, the parcel count, the number of acres by class and sub class, and the total Assessed Value of the Class are required.

**If there are no acres in a class, enter a "0" for the parcel count, number of acres, and total assessed values.**

If land shifted from Mfg is now being assessed in Classes 4, 5, 5M, 6 or 7, the additional acres must be included in the reported acres. Please include in the comment field that additional acres are due to shift from Mfg.

**Class 4-Agricultural**

CLASS 4  AGRICULTURAL	Prior Year SOA		Current Year Assessment	
		24	Parcel Count	
		506	# Acres (Whole Acres)	
		59,400	Total Assessed Value	
REQUIRED Acre Information		OPTIONAL Acre Information <small>(Optional acres listed below must also be included in the required Class 4 Acres)</small>		
1st Grade Tillable.....		Orchard.....		
2nd Grade Tillable.....		Christmas Tree.....		
3rd Grade Tillable.....		Irrigated / Muck.....		
Pasture.....		Aquaculture Ponds.....		
Cranberry Bed.....		All Other Specialty.....		
Total Class 4 Acres.....		Specialty Type(s) Description: .....		

- The Prior Year Statement of Assessment Values are prepopulated.
- The "Required Acre" information must be completed.
- The "Optional Acre" Information allows the assessor to report any specialty type crops acreage classified as agricultural. Use Value Guidelines require the land used for these purposes be classified and valued in the soil type the land is. Therefore include the acreage both in the "Optional" and "Required" area.
- Cranberry Bed acres are the acres within the cranberry ditches devoted to growing the vines.
- The total Class 4 acres in the "Required Acres" section must equal the total reported acres in the header area.

## Class 5-Undeveloped

CLASS 5  UNDEVELOPED	Prior Year SOA		Current Year Assessment	
		42	Parcel Count	
		394	# Acres (Whole Acres)	
		179,500	Total Assessed Value	
REQUIRED Acre Information				
Fallow .....		Ponds .....		
Swamp .....		Lake Bed / River Bottom .....		
Waste .....		Water Frontage .....		
Road Right of Way .....		All Other Specialty .....		
Conservation Easement .....		Total Class 5 Acres .....		
		Specialty Type(s) Description: .....		

- The Prior Year Statement of Assessment Values are prepopulated.
- Fallow, Swamp, Waste, and Road Right of Way acres are reported as in previous years, following classification guidelines in the WPAM.
- Conservation Easement acres can be reported, if such encumbered lands exist in the taxation district.
- Pond acreage can be reported if the assessment reflects value for privately owned waters.
- Lake Beds / River Bottom acreage can be reported if there is any acreage locally assessed under the surface of manmade bodies of water, flowages, or underwater acreage not owned by the State.
- All Other Specialty acres can be used to report any unique land situations that could affect value. Please describe those situations in the area provided. This is an area where wind damage or frac sand influences can be reported.

## Class 5m-Agricultural Forest

CLASS 5m  AGRICULTURAL FOREST	Prior Year SOA		Current Year Assessment	
		5	Parcel Count	
		82	# Acres (Whole Acres)	
		88,500	Total Assessed Value	
REQUIRED Acre Information				
Primary Agricultural Forest .....		Water Frontage .....		
Secondary Agricultural Forest .....		All Other Specialty .....		
Residual Agricultural Forest .....		Total Class 5m Acres		
Conservation Easement		Specialty Type(s) Description: .....		

- The agricultural forest acres are reported based on statutory requirements. Definitions of subclasses are provided in the Class 6-Forest section.

## Class 6 - Forest

CLASS 5m	Prior Year SOA	Current Year Assessment	
		5	Parcel Count
AGRICULTURAL FOREST	82	# Acres (Whole Acres)	
	88,500	Total Assessed Value	
REQUIRED Acre Information			
Primary Agricultural Forest .....		Water Frontage .....	
Secondary Agricultural Forest .....		All Other Specialty .....	
Residual Agricultural Forest .....		Total Class 5m Acres	
Conservation Easement		Specialty Type(s) Description: .....	

- The Prior Year Statement of Assessment Values are prepopulated.
- Primary, Secondary, and Residual Forest acres allow for collection of acres of commonly used strata of forest assessments. Burned over forested land is an example of residual forest.
- Conservation Easement acres can be reported, if such encumbered lands exist in the taxation district.
- Water Frontage acres classified as Forest is used to delineate those acres which have a higher value due to a water influence. Any explanations for this type of acreage can be included in the comment area.
- Unique Forest acres can be reported in the "Specialty Acres" field. You will be required to include a comment, generally describing what is unique about the acreage. This is an area where wind damage of frac sand influences can be reported

## Class 7 – Other

“Other” means agricultural buildings and improvements and the land necessary for their location and convenience. Users will list only changes in improvement values in Class 7.

Class 7 REQUIRED Acre Information		
General Agricultural Site Acres .....		Comments:
Mega Dairy Farm Site Acres .....		
Cranberry Land Improvement Site Acres .....		
Total Class 7 Acres .....		

- General Agricultural Site acres are defined as the acreage necessary for the location and convenience of all agricultural buildings and improvements other than Mega dairy farms and Cranberry Bed Improvements.
- Mega Dairy Farm Site acres are those found on farms that encompass such significant acreage that the typical small parcel site value per acre is not representative of the Mega farm site.

- Cranberry Land Improvement Site Acres are those acres under the man made features of a cranberry marsh, typically ditches, dams, dikes, and other support land.

### Class 7 Cranberry Improvement Information

Class 7 Cranberry Improvement Information		
Prior Year Cranberry Improvement Assessed Value .....	<b>1,143,300</b>	Comments:
Current Year Cranberry Improvement Assessed Value .....		


- The Prior Year cranberry bed value will be populated from the previously reported MAR.
- Report the Assessed Value of all Cranberry Improvements in the taxation district, at the same level of assessment as all other property.
- Do NOT include any new Cranberry Improvement values as new construction. Report the total value of all cranberry bed improvements, both new and existing, here.
- Do NOT report any changes to cranberry improvement values in any of the other types of changes.
- Include Cranberry Improvement values in the Improvement Assessed Value for Class 7 (top of page) and also report separately in the Current Year Cranberry Improvement Assessed Value.
- If there are cranberry improvement values reported in this section, Cranberry site acres and Cranberry bed acres must also be reported.

### Miscellaneous Acres Section

Miscellaneous Acre Information		
Prior Year SOA Acres		Current Year Acres
<b>22</b>	Managed Forest Law (MFL)	
<b>0</b>	Private Forest Crop (PFC)	
<b>630</b>	All Other Exempt	

- Report acres enrolled in Managed Forest and Private Forest Crop programs. Acres should match those reported to you by the DNR.
- All Other exempt acres include such categories as County Forest lands, Federally owned land, and any other exempt acres.

## Total acres in Taxation District

Total Acres in Taxation District (Assessed plus Exempt)		
Prior Year SOA Total # of Acres in Taxation Distict	Current Year Total # of Acres in Taxation District	Difference
9,143		9,143 

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This field is provided as a check that total acres in the municipality have not changed significantly from the previous year. If the warning message is triggered, please provide a comment in the class where the acreage change has occurred.

### 4) Personal Property

- The personal property section of the final report is the summary of personal property accounts and assessed values in the Taxation District. The individual items of personal property should be totaled and posted to the Personal Property Summary area.
- Prior Year number of accounts will be populated from prior year information.

**Personal Property**

Prior Year Assessment Information		Category	Current Year Assessment Information	
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Number of Accounts from MAR	Assessed Value from SOA	Boats and Other Watercraft	Number of Accounts	Assessed Value
0	0			

Explain if significant change in value from last year

Number of Accounts from MAR	Assessed Value from SOA	Machinery, Tools, and Patterns	Number of Accounts	Assessed Value
15	48,000			

Explain if significant change in value from last year

Number of Accounts from MAR	Assessed Value from SOA	Furniture, Fixtures and Equipment	Number of Accounts	Assessed Value
5	8,250			

Explain if significant change in value from last year

Number of Accounts from MAR	Assessed Value from SOA	All Other Personal Property	Number of Accounts	Assessed Value
3			All Other	
1		Buildings on Leased Land		
2		Mobile Homes		
6	31,400	Total All Other Personal Property		

Explain if significant change in value from last year

Number of Accounts from MAR	Assessed Value from SOA	Total Personal Property	Number of Accounts	Assessed Value
26	87,650			

**Personal Property Comments**

- Computers, software and related equipment are exempt and should not be included in this value. The Number of Accounts section in the personal property summary is very similar to the parcel counts used for real estate. It is the total number of separate entries per line (accounts) an individual may have of each class of personal property. For example, if a company were assessed in a particular year for “Machinery, Tools, and Patterns” and “Furniture Fixtures and Equipment”, the company would have two accounts or entries on its line in the personal property roll.
- All the accounts for a particular class of personal property are totaled and posted to the Municipal Assessment Report. It is important the reports be filled out completely. This will ensure the municipality’s Equalized Value is updated correctly.

## 5) Completing the Filing

### Error Messages

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

You must enter the name of the assessor or the assessment firm.

You must enter the name of the person signing the assessment roll affidavit.

You must select the certification level of the person signing the assessment roll affidavit.

You must enter the name of the person completing the report.

You must select the certification level of the person completing the report.

You must enter the e-mail address of the person completing the report.

You must enter the telephone number of the person completing the report.

The Type of Assessment field is a required field.

The Estimated Level of Assessment field is a required field.

You must enter a Board of Review date.

You must enter a Board of Review date.

You must enter Current Year Land Assessed Value for Class 1 even if it is zero.

**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.

### 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.

### Ready to Submit

Have you confirmed the form is complete, correct, and ready to submit?  
If so, select "Yes" and press **SUBMIT**.

**TIP:** You can check for errors by selecting "No" and pressing **SUBMIT**

Yes    No

### SAVE, Print, Submit Buttons

Save Form

Print Form

SUBMIT

### Confirmation

Confirmation #

Recording Time

- The Submit button invokes the form's edits. If no errors exist the form is submitted and a confirmation number and a recording time are generated.
- The filer must save the form. 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.
- Save the form after successful submission. This 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.