

WISCONSIN DEPARTMENT OF REVENUE
Local Government Services Section 6-97
PO Box 8971
Madison WI 53708-8971

INSTRUCTIONS FOR CALCULATIONS IN PROPERTY TAX ROLLS

(Please read all instructions before you start your actual work)

NOTE: DO NOT SEND THIS FORM BACK TO THE DEPARTMENT OF REVENUE

Having a computerized tax roll does not relieve you, as taxation district clerk, from certain duties. Whether your tax roll is manually prepared or computer generated these duties must be performed.

1. S. 70.65 provides that the clerk shall prepare a tax roll. Computer generated rolls will, of course, have the taxes calculated automatically.
2. S. 74.09 provides that the clerk shall prepare real and personal property tax bills, your bills shall show estimated major state aids, taxes after estimated major state aids (gross taxes), and net general property taxes due. Note: Lottery and Gaming Credit, and First Dollar Credit are calculated separately from school levy tax credit. The estimated fair market value must also be displayed on your tax bills.
3. S. 70.65(3) provides that you, as clerk, shall certify on the tax roll, that the information contained in the tax roll is accurate.

NOTE: The above listed duties should not be “short-circuited” by allowing the data processing center, or the county, to deliver the tax roll directly to the taxation district treasurer. The tax roll should be returned to the clerk for proofing, certifying correctness, and completing the Statement of Taxes.

**Procedure for Calculating School Levy Tax Credit Rate
(Real Estate & Personal Property)**

Check assessment totals in assessment and tax rolls with lines 8 and 14 of the FINAL Statement of Assessment. If you had a large over-or-under application of School Levy Tax Credit last year you should subtract from or add to this year's School Levy Tax Credit accordingly.

SCHOOL TAX CREDIT RATE

- | | | |
|---|-------|----------|
| Step 1. Enter the amount of School Levy Tax Credit shown on your tax credit notice. | _____ | \$ _____ |
| Step 2. Enter the total value of all general property from line 15, column F on your Final Statement of Assessment. | _____ | \$ _____ |
| Step 3. Divide amount in Step 1 by the value in Step 2 to determine your School Levy Tax Credit Rate. | _____ | _____ |

If your tax roll is prepared by computer the computer will perform Steps 4 through 6. You must calculate the tax credit rate and provide it to the data processing center.

REAL ESTATE ROLL

Step 4. Multiply the SCHOOL LEVY TAX CREDIT RATE (found in Step 3) by the ASSESSED VALUE of each parcel to find the school levy tax credit for that parcel. Enter it in the Total General Property Tax column with the proper code to identify it as tax credit. Subtract the tax credit from the total real property tax to determine the net tax due.

NOTE: Taxes on Private Forest Crop and Managed Forest Land entries DO NOT receive tax credit.

PERSONAL PROPERTY ROLL

Step 5. Multiply the SCHOOL LEVY TAX CREDIT RATE (found in Step 3) by the ASSESSED VALUE in the column headed "VALUATION." Enter this figure in the next column to the right with the proper code to identify it as tax credit. Subtract the tax credit from the total personal property tax to determine the net tax due.

Step 6. The total School Levy Tax Credit applied in your real estate and personal property tax rolls should equal the total amount of credit at Step 1 above and on your Notice of School Levy Tax Credit and Estimated Major State Aids. (Allow for normal over/under application - plus or minus \$10). If the two do not equal, look for errors or omissions in multiplying the tax credit rate.

NOTE: If you discover an error on your Statement of Assessment as previously filed with the Wisconsin Department of Revenue please send a correction to us at the address on the front page of these instructions.

OMITTED PROPERTY

NOTE: Real estate and personal property omitted from the two previous tax rolls shall be taxed at the NET rate which was used in the year of omission. Omitted manufacturing property may be included for the five previous years.

If you need help or if you have any inquiries write to Local Government Services Section at the address shown on the front page or call (608) 261-5341.