Tax Incremental District Statement of Assessment Report (TID SOA)

The TID SOA reports the total Assessed Values of all locally assessed Real and Personal Property located within the Tax Incremental District.

General Filing Information

TID SOAs may be filed electronically from the second Monday of May, upon completion of the Board of Review, through January 31 of the following year.

Clerks must submit the information electronically using the TID SOA at: https://ww2.revenue.wi.gov/internet/forms/govtif/tidsoa.pdf

A TID SOA should be Submitted within 10 days after the final adjournment of the Board of Review.

- After the Board of Review has adjourned, the clerk or designee will submit a "Final" TID SOA. This TID SOA reflects the assessed value of all locally assessed real and personal property within the TID, including all changes to original assessed values made by the Board of Review.
- If changes need to be made to the total locally assessed values as previously reported on a "Final" TID SOA, the municipal clerk or designee may file an "Amended" TID SOA.
- "Amended TID SOA's" must be filed by January 31 of the year following the assessment year.
- An "Amended" TID SOA can only be filed after a "Final" TID SOA has been filed.

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

General Form Comments

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

To begin the form should be saved to the user's desktop. The user will be able to reopen it with the saved information, and make corrections to data already entered, without the need to start over with a blank form.

When reopening a saved form, if the user receives an error message concerning the need to replace an outdated version, follow the instructions contained in the error message.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 four primary sections:

- General Information
- Filer and Board of Review Information
- Tax Incremental District (TID) Information
- Completing the Filing

Please note the symbols to watch for and their warnings:

Watch Out for these Symbols

Hold the mouse pointer over the symbol to view the message. Click on the symbol to see if more information is available.

? Help is available for the field.

! There is a warning or caution about the field.

X Something is wrong with the field. All error messages must be fixed before the form can be submitted.

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 filer attempts to submit the form. The filer must correct all errors before a successful submission can occur.

1. General Information

- The “Assessment Year” will populate with the current assessment year.
- The filer will be asked to select the type of report they are filing. A dropdown box will list the two types. Select “Final” or “Amended “.

The filer 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.

Assessment Year	Report Type	CoMuni Code			Account Number
2011			Muni Type		
			Municipality		
			County		

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

Final TID SOA Filed on	

Amended TID SOA Filed on	

2. Filer and Board of Review Information

- Enter the name of the municipal clerk.
- Enter the name, title, phone number, and email address of the person completing the form. 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.
- Enter the Board of Review Final Adjournment Date.

Assessor Information	
Name of Municipal Clerk	Board of Review Final Adjournment Date
Name of Person Completing form	
Phone Number of Person Completing form	
E-mail Address of Person Completing form	

3. Tax Increment District (TID) Information

- A section will display for each TID in the taxation district.
- For this year, Prior Year TID SOA Information will not populate, because it is not in the current system. In all future years, the Prior Year TID SOA reported values will populate.
- District Code, Account Number and District Name will populate.
- If a TID is a "Split TID" the name of the other county(s) and the associated Co Mun Code will display in the Header for the affected TID.

Prior Year TID SOA Information Total Assessed Value of Non-Manufacturing Real and Personal Property	District Code	Account Number	TID # 005 EAU CLAIRE COUNTY, CITY OF EAU CLAIRE SPLIT WITH CHIPPEWA COUNTY (09221)	Current Year Assessment Information Total Assessed Value of Non-Manufacturing Real and Personal Property WHOLE DOLLARS Round to Nearest 100

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

- Enter current year assessment information:
  - Enter the Total Assessed Value of Non-Manufacturing Real and Personal Property located in each School district within the TID.
  - Enter the Total Assessed Value of Non-Manufacturing Real and Personal Property located in each Special district, if any, within the TID.

    Note: The form will display the calculated total of districts (School and Special) by type of district.

- Enter the Total Assessed Value of Non-Manufacturing Real and Personal Property located in the entire TID on the Total Value of TID line.

Prior Year TID SOA Information Total Assessed Value of Non-Manufacturing Real and Personal Property	District Code	Account Number	TID # 006 POLK COUNTY, CITY OF AMERY	Current Year Assessment Information Total Assessed Value of Non-Manufacturing Real and Personal Property WHOLE DOLLARS Round to Nearest 100
NOT AVAILABLE	480119	0286	SCH D OF AMERY	
NOT AVAILABLE	**Total for Regular School Districts**			**0**
NOT AVAILABLE	488030	0290	APPLE RIVER PRO & REHAB DIST	
NOT AVAILABLE	488140	0300	AMERY LAKES PRO & REHAB DIST	
NOT AVAILABLE	**Total for Special Districts**			**0**
NOT AVAILABLE	**Total Value of TID # 006**			
Comments for TID 006				

Filing Edit: The total assessed value of all regular and unified high school districts, if any, must equal the total assessed value of the TID.

Only use periods and commas for punctuation. Use of any other symbols in the Comment fields will result in an error.

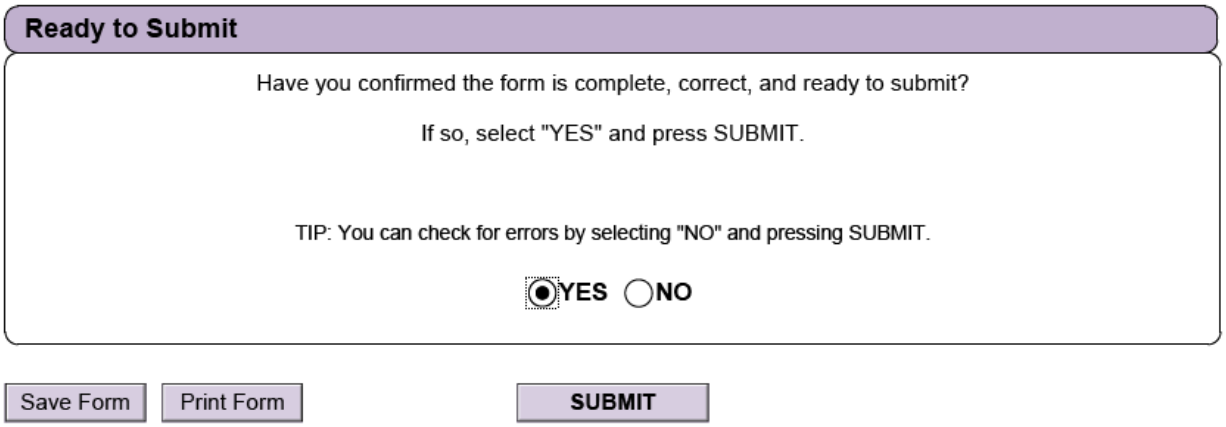
Comments are optional if you wish to tell DOR about general issues affecting the reported values or changes to them.

4. 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.

Save, Print, Submit Buttons

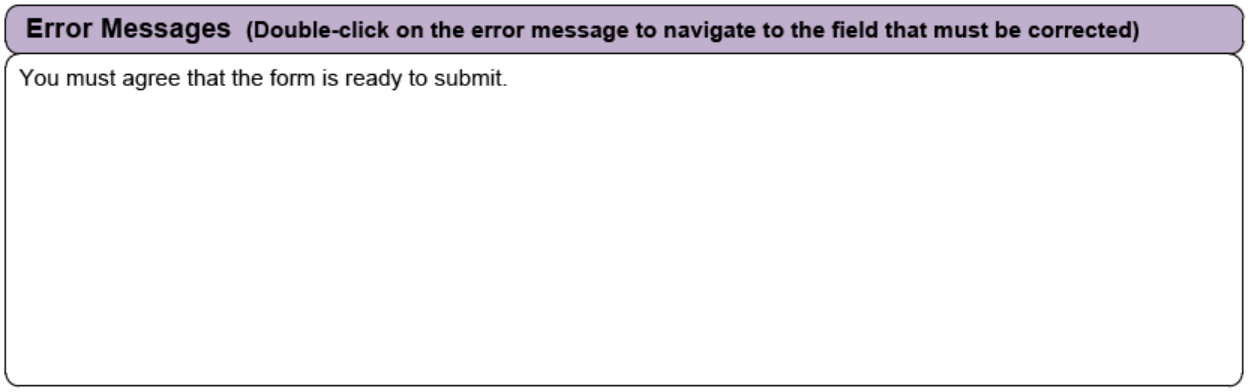


Errors and Warnings

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 form 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.



- 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 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.

Confirmation

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

Confirmation # TIDSOA20110911F1303335378826

Recording Time 2011-04-20T21:36:19Z

- The filer may print the form with the confirmation number as proof of their submission.
- The filer will be able to submit an amended Statement 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.