Final Year Assessment Compliance List of Responsibilities

To assist your municipality achieve compliance with state law (sec. 70.05(5)(g), Wis. Stats.), the Wisconsin Department of Revenue (DOR) is providing a timeline and list of responsibilities.

It is important for DOR, the municipal clerk, and assessor to complete the items listed below, to help ensure your municipality is compliant at the end of this year's assessment process.

Timeline	Responsibilities
March	**DOR contacts assessor to:** • Verify necessary steps are planned to obtain assessment compliance (i.e., revaluation or review of non-compliant property classes) • Obtain estimated Board of Review (BOR) date
March – December	**Prior to sending change of assessment notices, assessor must:** • Submit an Estimated Municipal Assessment Report (MAR) to DOR through MyDORGov. DOR's Equalization Bureau uses this report to estimate assessment compliance. • Notify the Equalization Bureau district office by email after submitting an Estimated MAR for this review • **Note:** Clerk to verify estimated compliance review completion with assessor
April – December	**After final BOR meeting:** • Assessor must – *submit Final MAR to DOR through MyDORGov • Clerk/county must – *submit Statement of Assessment (SOA) to DOR through MyDORGov
June *	**Assessor must –** submit Final or Estimated MAR to DOR by the second Monday in June
August *	**DOR posts:** • Preliminary equalized values (August 1) • Certified equalized values (August 15)
November *	**DOR issue Order for Supervised Assessment to the municipality if:** • Statutory compliance is not met • Final MAR and/or SOA were not submitted by October due date
February *(following year)*	**DOR rescinds Order for Supervised Assessment if –** municipality meets compliance following submission of Final MAR and SOA

**** Statutory requirements***