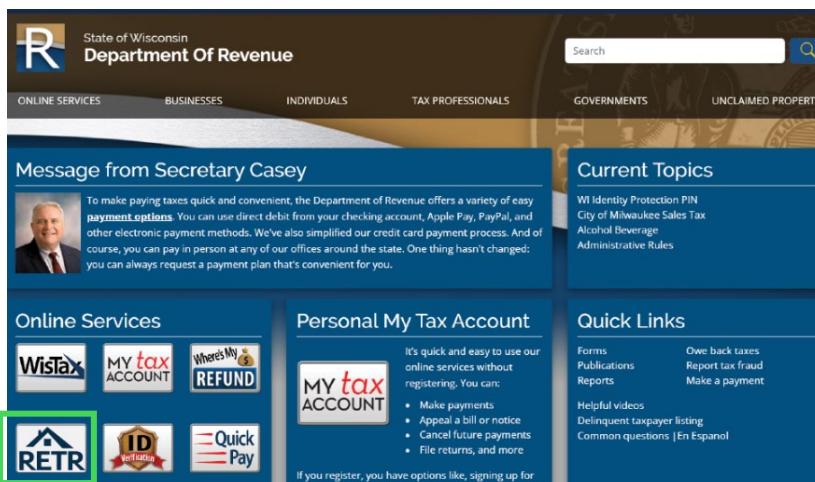


# Recorded RETR – Information Only Amendment Guide

This guide provides information on how to amend a recorded real estate transfer return (RETR) in My Tax Account (MTA) system. The RETR **must** be recorded, and this type of amendment is only changing information on the RETR. There is no change to the value, sale price or transfer fee paid.

- Before you get started, you will need:
  - Receipt Number (include hyphens)
  - Total Value of Real Estate or Sale Price
  - Last Name or Business Name of Grantor or Grantee
- Once you have your information, visit the DOR website – [revenue.wi.gov](http://revenue.wi.gov) and click the RETR icon under "Online Services"



## 1. Locate the Real Estate Transfer Return (RETR)

### Section on the MTA home page

- Go to MTA – [tap.revenue.wi.gov/mta/](http://tap.revenue.wi.gov/mta/)
- Scroll to the bottom of the page
- Select "Change or Amend a RETR"



## 2. Complete the required fields, then select "Search"

**Change/Amend Real Estate Return**

Enter the receipt number provided when the return was submitted.

Receipt Number (include all hyphens if any are present) \*

*Required*

Total Value of Real Estate or Sale Price

\$0.00

Last Name or Business Name of Grantor or Grantee \*

*Required*

**Search**

**Change/Amend Real Estate Return**

Enter the receipt number provided when the return was submitted.

Receipt Number (include all hyphens if any are present)

2-090-340-352

Total Value of Real Estate or Sale Price

\$418,000.00

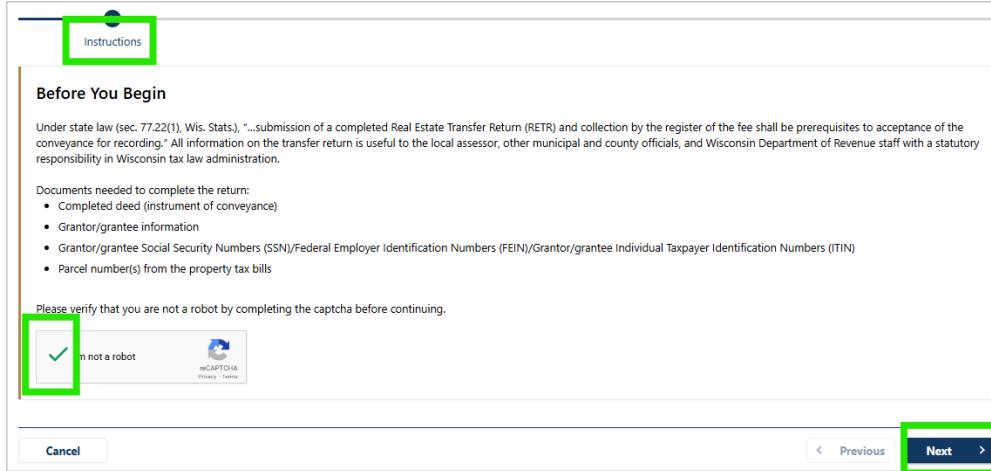
Last Name or Business Name of Grantor or Grantee

TESTER

**Search**

### 3. Instructions

- Read "Before You Begin" information
- Obtain documents needed to complete the information correction amendment
- Select the "I'm not a robot" captcha box
- Click the "Next" button in the lower right-hand corner to continue



Instructions

**Before You Begin**

Under state law (sec. 77.22(1), Wis. Stats.), "...submission of a completed Real Estate Transfer Return (RETR) and collection by the register of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials, and Wisconsin Department of Revenue staff with a statutory responsibility in Wisconsin tax law administration.

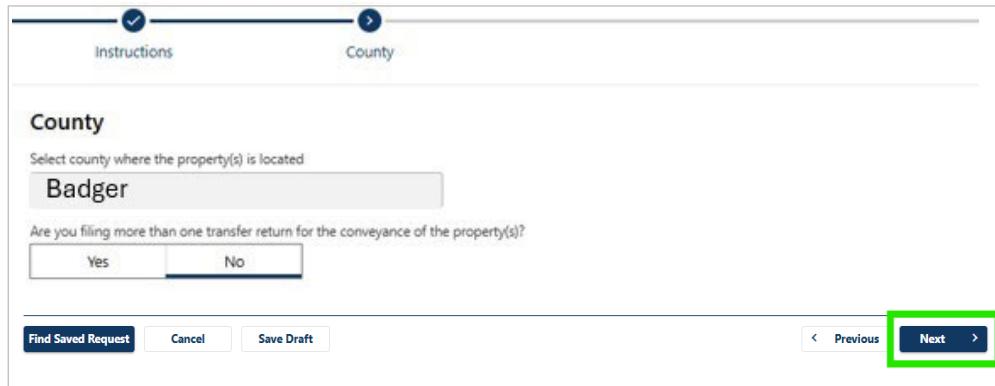
Documents needed to complete the return:

- Completed deed (instrument of conveyance)
- Grantor/grantee information
- Grantor/grantee Social Security Numbers (SSN)/Federal Employer Identification Numbers (FEIN)/Grantor/grantee Individual Taxpayer Identification Numbers (ITIN)
- Parcel number(s) from the property tax bills

Please verify that you are not a robot by completing the captcha before continuing.

I'm not a robot  reCAPTCHA Privacy - Terms

### 4. County – if the RETR is already recorded the County cannot be changed. If it is not recorded, update the county name, then select "Next."



Instructions County

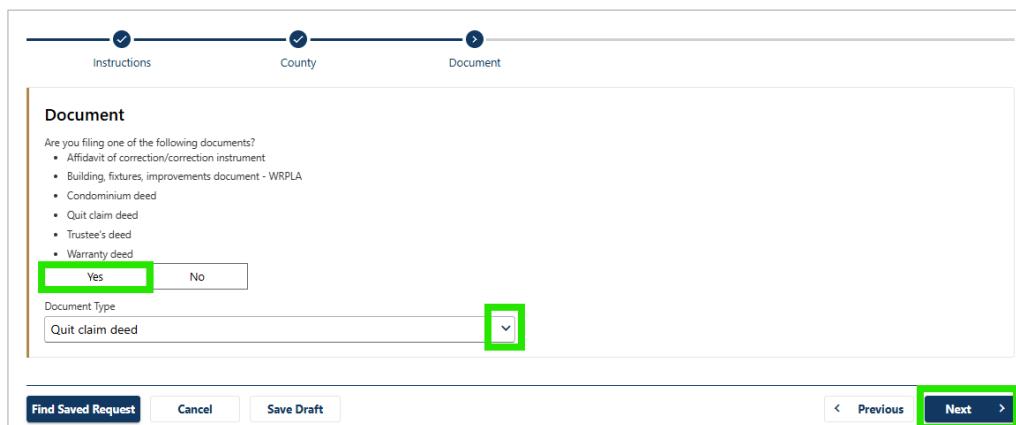
**County**

Select county where the property(s) is located

Are you filing more than one transfer return for the conveyance of the property(s)?

Yes  No

### 5. Document – update the document if needed, then select "Next"



Instructions County Document

**Document**

Are you filing one of the following documents?

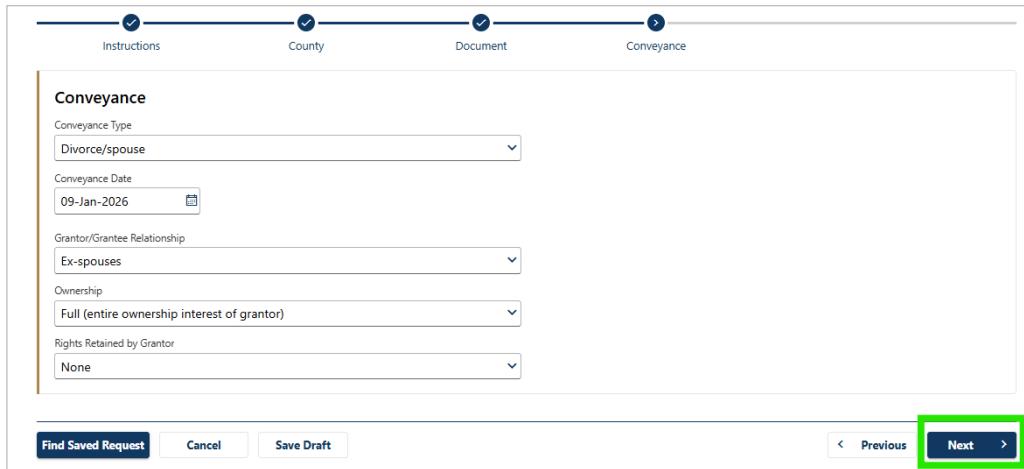
- Affidavit of correction/correction instrument
- Building, fixtures, improvements document - WRPLA
- Condominium deed
- Quit claim deed
- Trustee's deed
- Warranty deed

Yes  No

Document Type



## 6. Conveyance – update the conveyance information if needed, then select "Next"



Conveyance

Conveyance Type: Divorce/spouse

Conveyance Date: 09-Jan-2026

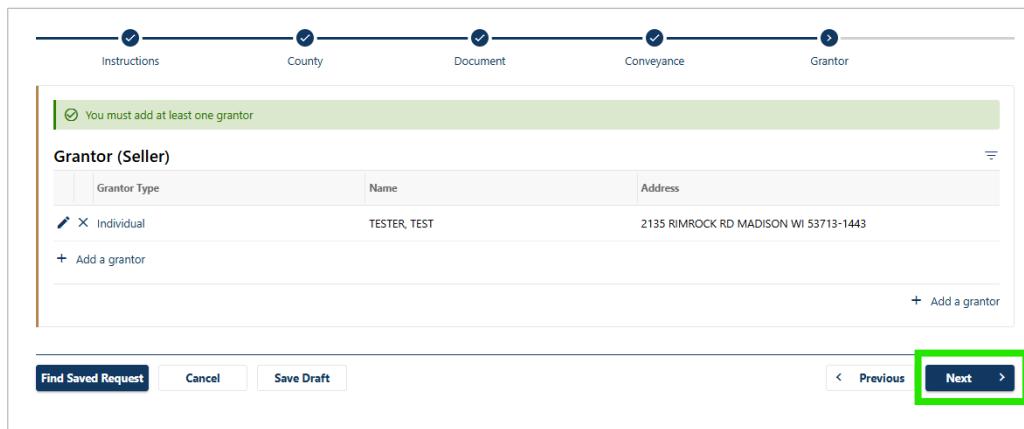
Grantor/Grantee Relationship: Ex-spouses

Ownership: Full (entire ownership interest of grantor)

Rights Retained by Grantor: None

Find Saved Request | Cancel | Save Draft | < Previous | **Next >**

## 7. Grantor (Seller) – update the Grantor information by selecting the pencil, if needed, then click "Next"



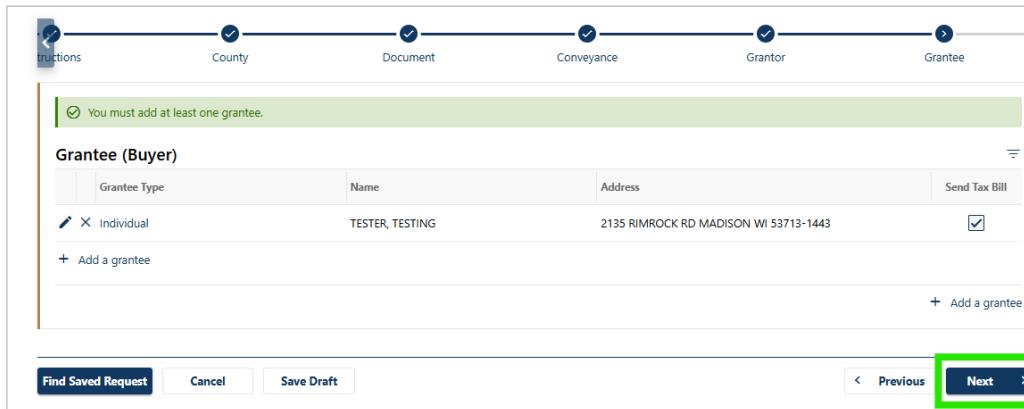
You must add at least one grantor.

Grantor Type	Name	Address
Individual	TESTER, TEST	2135 RIMROCK RD MADISON WI 53713-1443

+ Add a grantor | + Add a grantor

Find Saved Request | Cancel | Save Draft | < Previous | **Next >**

## 8. Grantee (Buyer) – update the Grantee information by selecting the pencil, if needed, then click "Next"



You must add at least one grantee.

Grantee Type	Name	Address	Send Tax Bill
Individual	TESTER, TESTING	2135 RIMROCK RD MADISON WI 53713-1443	<input checked="" type="checkbox"/>

+ Add a grantee | + Add a grantee

Find Saved Request | Cancel | Save Draft | < Previous | **Next >**

## 9. Fee Calculation – update the exemption code or estimated value, if needed, then click "Next"

- If you change the exemption code and/or estimated value, this is considered an information amendment correction only
- If you remove the exemption, this is considered an additional "transfer fee due" change. Review the "[Additional Transfer Fee Due](#)" guide for details.

Real Estate Transfer Return

**Fee Calculation**

Transfer fee exemption number	8m - Between spouses
Estimated value	\$418,000.00
Value subject to fee	\$0.00
Transfer fee due (value subject to fee, rounded to the next \$100, times 0.003)	\$0.00
Value of personal property transferred but EXCLUDED from Total Value of REAL ESTATE transferred	\$0.00
Value of property exempt from local property tax INCLUDED on Total Value of REAL ESTATE transferred	\$0.00

Find Saved Request Cancel Save Draft < Previous **Next >**

## 10. Parcel – update parcel information by clicking the pencil, if needed, then select "Next"

**Parcel**

Municipality	Parcel Number	Physical Property Address	Property Type	Primary?	Property location
Badger, Village of	XX-XXXX-XXXX-XXXX	2135 TEST LANE	Condominium	<input type="checkbox"/>	2135 TEST LANE

+ Add a parcel + Add a parcel

Find Saved Request Cancel Save Draft < Previous **Next >**

**Note:** If you update or add a parcel, make sure to also update the legal description.

## 11. Amendment Filer – complete the required fields, click each of the verify buttons, then select "Next"

Who is filing the amendment?

Name \*

Email \*

Phone Type \*

Phone Number \*

Extension

① Email must be verified

**Verify Email**

Where should correspondence be sent?

Country

Street

Street 2

Unit Type

Unit

City

State

Zip

① You must verify your address

**Verify Address**

**Find Saved Request** **Cancel** **Save Draft** **Previous** **Next**

## 12. Preparer and Agents – update the agents and preparer information if needed, then select "Next"

Agent

Does the grantor have an agent?

Does the grantee have an agent?

Preparer

② Name

Email

Phone Type

Phone Number

Extension

② Email has been verified

**Verify Email**

**Find Saved Request** **Cancel** **Save Draft** **Previous** **Next**

**Note:** If other sections appear for you such as legal description, financing and marketing, update the applicable information and click "Next"

**13. Summary** – review the summarized data. The summary does not contain all the transfer return information; it only lists the information that is deemed critical. Review the summary, click "Next" to continue.

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## 14. Confirm Submission

- In this section, the preparer affirms all information entered is accurate and true by clicking "Submit"
- Within 30 days after you submit the return, your revised RETR will display on the public site as Version 2 (Version 1 is the original RETR)

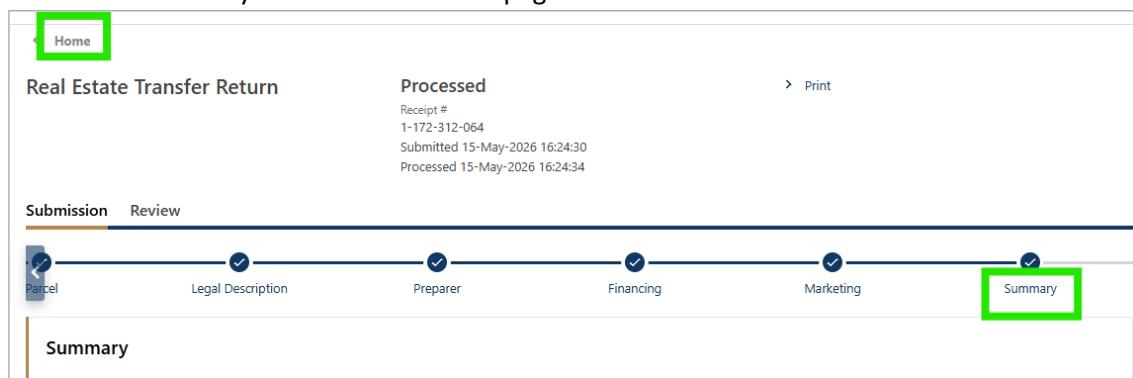
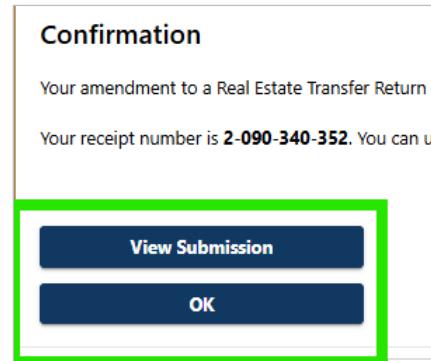
## 15. Confirmation

- Confirmation page states the amendment request has been submitted
- If you do not receive a response from DOR within 30 days, contact our office by phone or email
- Receipt number remains the same as the original receipt number
- System displays two buttons to choose from.

- **View Submission button**

- » Allows you to view each section of the return; however, no changes can be made
- » Return is displayed through each tab beginning with the County and ending with the Summary
- » Once you have reached the Summary tab, select "Home" in the upper left-hand corner. The system directs you back to the MTA home page.

- **OK button** – directs you to the MTA home page



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## 16. Resources/contact information

### Web pages

- **RETR** – [revenue.wi.gov/Pages/retr/Home.aspx](http://revenue.wi.gov/Pages/retr/Home.aspx)
- **MTA** – <https://tap.revenue.wi.gov/mta/>

### Questions? – contact us:

- Email: [RETR@wisconsin.gov](mailto:RETR@wisconsin.gov)
- Phone: 608-264-6885 or 608-266-1594