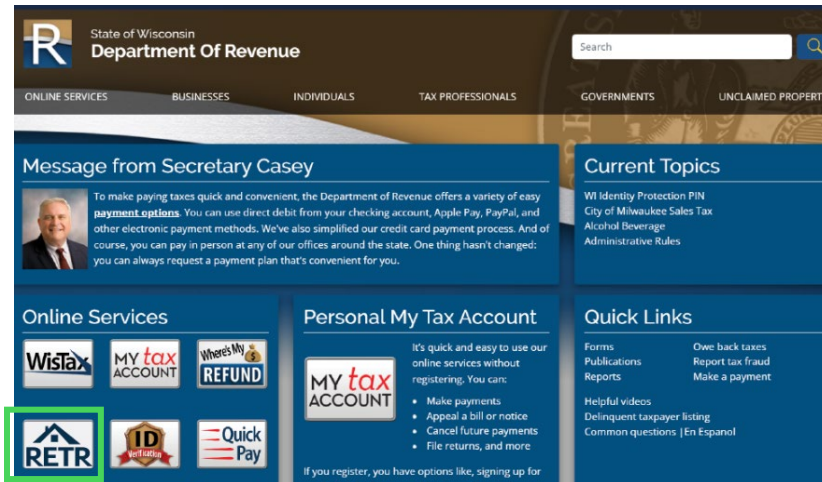


Recorded RETR – Information Only Amendment Guide

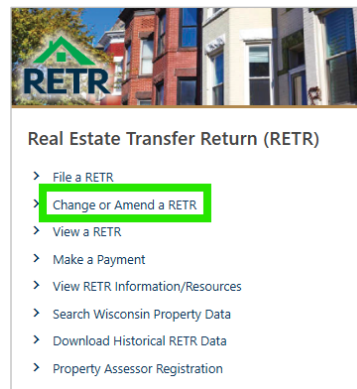
This guide provides information on how to amend a recorded real estate transfer return (RETR) in My Tax Account (MTA) system. The RETR **must** be recorded, and this type of amendment is only changing information on the RETR. There is no change to the value, sale price or transfer fee paid.

- 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 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/
- 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	Change/Amend Real Estate Return
Enter the receipt number provided when the return was submitted.	Enter the receipt number provided when the return was submitted.
Receipt Number (include all hyphens if any are present) *	Receipt Number (include all hyphens if any are present)
<input type="text" value="Required"/>	<input type="text" value="2-090-340-352"/>
Total Value of Real Estate or Sale Price	Total Value of Real Estate or Sale Price
<input type="text" value="\$0.00"/>	<input type="text" value="\$418,000.00"/>
Last Name or Business Name of Grantor or Grantee *	Last Name or Business Name of Grantor or Grantee
<input type="text" value="Required"/>	<input type="text" value="TESTER"/>
<input type="button" value="Search"/>	<input type="button" value="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

[Cancel](#) [Previous](#) [Next](#)

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."

County

Select county where the property(s) is located

Badger

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

☐ Yes ☒ No

[Find Saved Request](#) [Cancel](#) [Save Draft](#) [Previous](#) [Next](#)

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

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

Quit claim deed

[Find Saved Request](#) [Cancel](#) [Save Draft](#) [Previous](#) [Next](#)

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

Instructions

County

Document

Conveyance

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

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

Instructions

County

Document

Conveyance

Grantor

You must add at least one grantor.

Grantor (Seller)

Grantor Type	Name	Address
<div>Individual</div>	TESTER, TEST	2135 RIMROCK RD MADISON WI 53713-1443
<div>Add a grantor</div>		

Add a grantor

Find Saved Request

Cancel

Save Draft

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Next

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

Instructions

County

Document

Conveyance

Grantor

Grantee

You must add at least one grantee.

Grantee (Buyer)

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

Add a grantee

Find Saved Request

Cancel

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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

County Document Conveyance Grantor Grantee Fee

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"

Document Conveyance Grantor Grantee Fee Parcel

✓ You must add at least one parcel.

Parcel

Municipality	Parcel Number	Physical Property Address	Property Type	Primary?	Property location
✕ Badger, Village of	XX-XXX-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 *

Required

Email *

Required

Phone Type *

Required

Phone Number *

Required

Extension

❗ Email must be verified

Verify Email

Where should correspondence be sent?

Country

USA

Street

Street 2

Unit Type

Unit

City

State

WI - WISCONSIN

Zip

Verify Address

❗ You must verify your 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?

Yes No

Does the grantee have an agent?

Yes No

Preparer

Name

TEST TITLE COMPANY

Email

test@test.com

Phone Type

Business

Phone Number

(608) 456-7891

Extension

✅ Email has been verified

Verify Email

Find Saved Request Cancel Save Draft

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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.

Parcel

Amendment Filer

Refund

Attachments

Preparer

Summary

Summary

Property

Municipality : Prairie Du Chien, City of (Crawford County)

Parcel number : 12-271-5033-0746

Property location : 2135 TEST LANE

Grantor (Seller)

ID : No ID, Reason: Resident alien/non-resident alien who are not required to have one.

Name : TESTER, TEST

Address : 2135 RIMROCK RD MADISON WI 53713-1443

Grantee (Buyer)

ID : No ID, Reason: Resident alien/non-resident alien who are not required to have one.

Name : TESTER, TESTING

Address : 2135 RIMROCK RD MADISON WI 53713-1443

Document

Document type : Quit claim deed

Conveyance type : Divorce/spouse

Conveyance date : 09-Jan-2026

Fee

Fee exemption : 8m - Between spouses

Estimated value : \$418,000.00

Value subject to fee : \$0.00

Transfer fee due : \$0.00

Find Saved Request

Cancel

Save Draft

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14. Confirm Submission

- a. In this section, the preparer affirms all information entered is accurate and true by clicking "Submit"
- b. 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)

Amendment Filer

Refund

Attachments

Preparer

Summary

Confirm Submission

Confirm Submission

I affirm all information is accurate.

Find Saved Request

Cancel

Save Draft

< Previous

Submit

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.

Confirmation

Your amendment to a Real Estate Transfer Return

Your receipt number is **2-090-340-352**. You can u

View Submission

OK

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

The screenshot shows the RETR interface. At the top left, there is a 'Home' button highlighted with a green box. The main header reads 'Real Estate Transfer Return'. To the right, under 'Processed', it shows 'Receipt # 1-172-312-064', 'Submitted 15-May-2026 16:24:30', and 'Processed 15-May-2026 16:24:34'. A '> Print' link is also visible. Below the header, there are two tabs: 'Submission' and 'Review'. A progress bar follows, with steps: 'Parcel', 'Legal Description', 'Preparer', 'Financing', 'Marketing', and 'Summary'. The 'Summary' step is highlighted with a green box. Below the progress bar, the 'Summary' tab is selected, and the word 'Summary' is displayed.

16. Resources/contact information

Web pages

- RETR – revenue.wi.gov/Pages/retr/Home.aspx
- MTA – https://tap.revenue.wi.gov/mta/_/

Questions? – contact us:

- Email: RETR@wisconsin.gov
- Phone: 608-264-6885 or 608-266-1594