

Unrecorded RETR Amendment Guide

This guide provides information on how to amend a real estate transfer return (RETR) in My Tax Account (MTA) system that has been submitted but not recorded. The RETR **must not** be recorded, and this type of amendment is making changes BEFORE the receipt is given to the County Register of Deeds. There can be changes to all information including county, and value or sale price.

- 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"

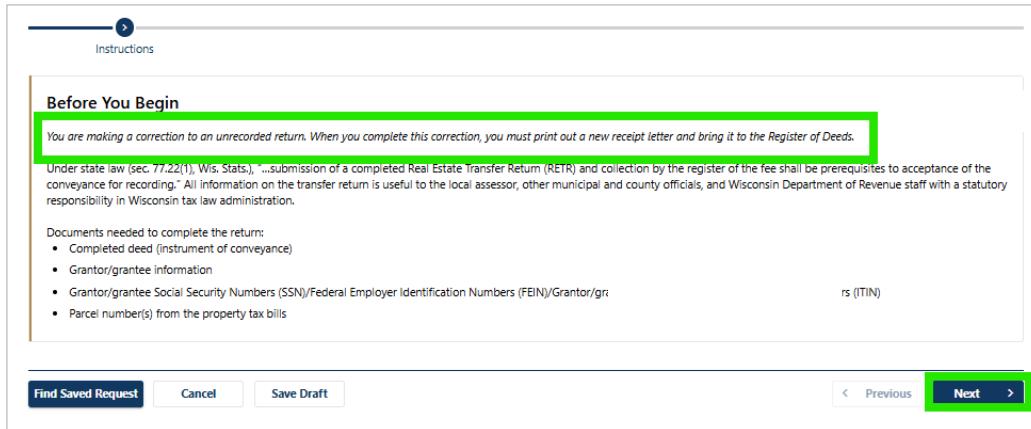
1. Locate the Real Estate Transfer Return (RETR) section

- 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"

3. Instructions

- Read "Before You Begin" information
- Obtain documents needed to complete the amendment to the unrecorded RETR
- 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

You are making a correction to an unrecorded return. When you complete this correction, you must print out a new receipt letter and bring it to the Register of Deeds.

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 Tax Identification Numbers (TIN)
- Parcel number(s) from the property tax bills

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

Note: When you complete this correction, you must print out a **NEW** receipt and bring it to the Register of Deeds with your notarized deed and any payment.

4. County – since this is an unrecorded RETR, you may update the county if needed, then select "Next"



Instructions County

County

Select county where the property(s) is located

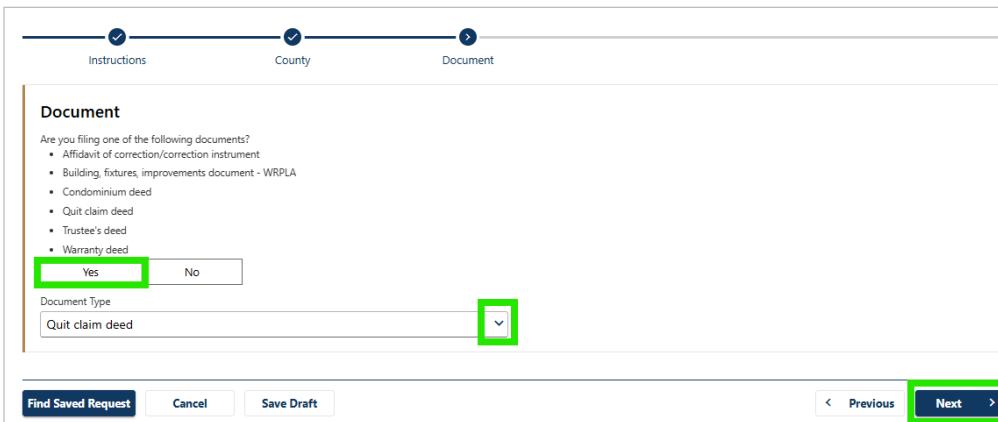
Badger

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

Yes No

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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

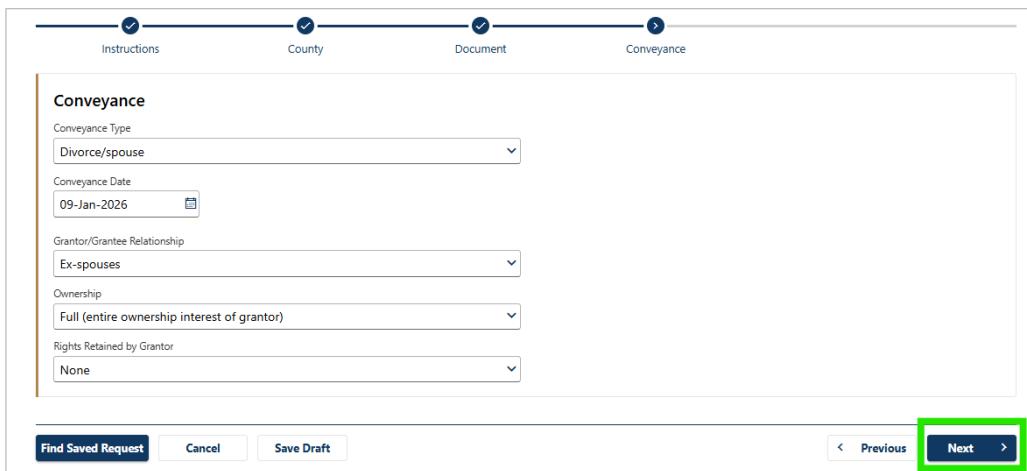
Yes No

Document Type

Quit claim deed

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



Conveyance

Conveyance Type: Divorce/spouse

Conveyance Date: 09-Jan-2026

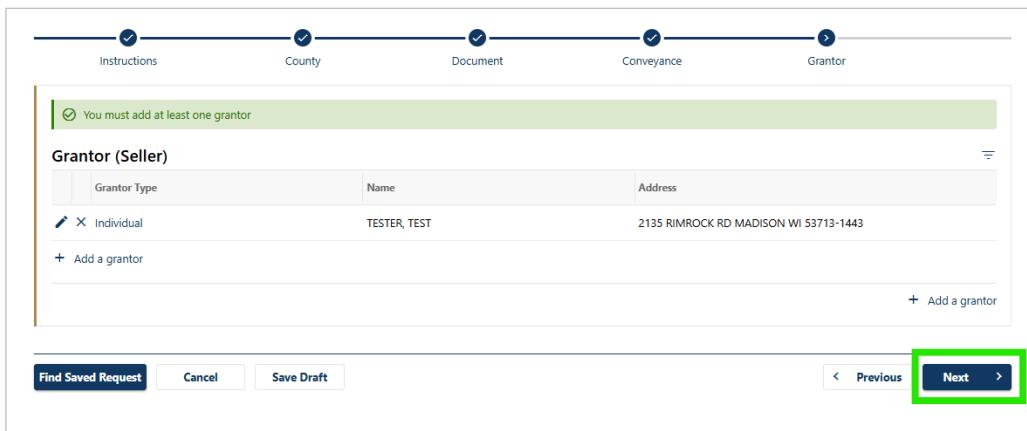
Grantor/Grantee Relationship: Ex-spouses

Ownership: Full (entire ownership interest of grantor)

Rights Retained by Grantor: None

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



You must add at least one grantor

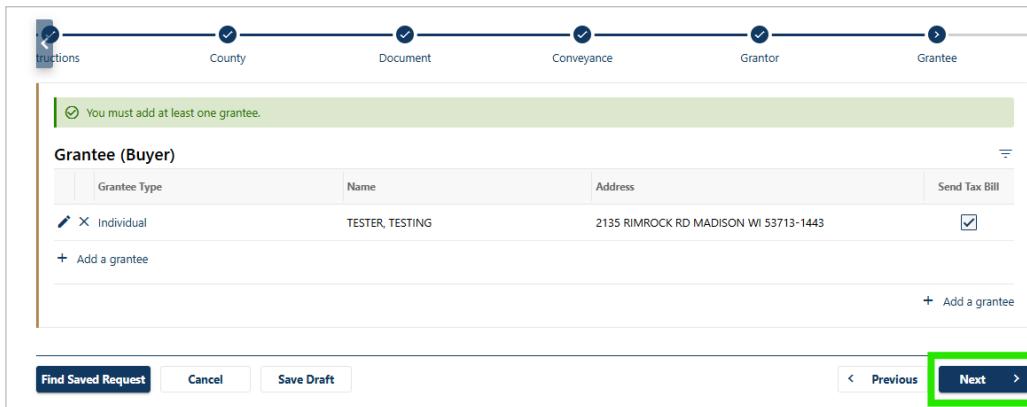
Grantor (Seller)

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

+ Add a grantor + Add a grantor

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



You must add at least one grantee.

Grantee (Buyer)

Grantee Type: Individual Name: TESTER, TESTING Address: 2135 RIMROCK RD MADISON WI 53713-1443 Send Tax Bill:

+ Add a grantee + Add a grantee

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9. Fee Calculation

- You may make any changes in this section since this is an unrecorded RETR and a fee hasn't been paid to the county for this conveyance
- After you make your updates, select "Next"

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

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10. Parcel – update parcel information by clicking on the pencil if needed, and/or add a parcel by selecting the Add a parcel link, then select Next

Parcel

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

+ Add a parcel < Previous **Next** >

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

11. 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
⑦ 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 < Previous **Next >**

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

12. Summary – review the summarized data. The summary does not contain all the transfer return information but only the information that is deemed "critical". Select Next to continue.



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

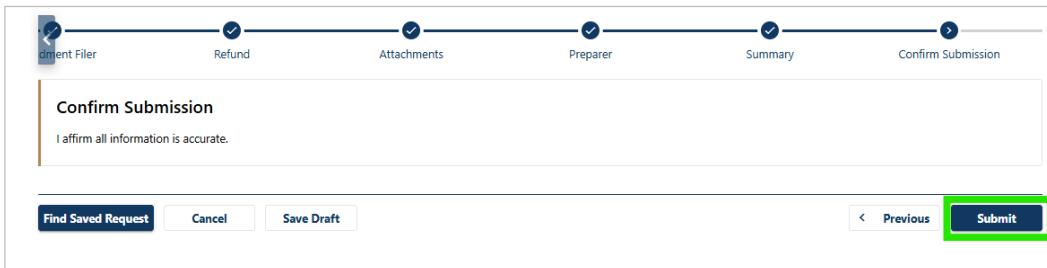
Grantee (Buyer)
ID : No ID, Reason: Resident alien/non-resident alien who are not required to have one.
Name : TESTER, TESTING
Address : 2135 RIMROCK RD MADISON WI 53713-1443

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

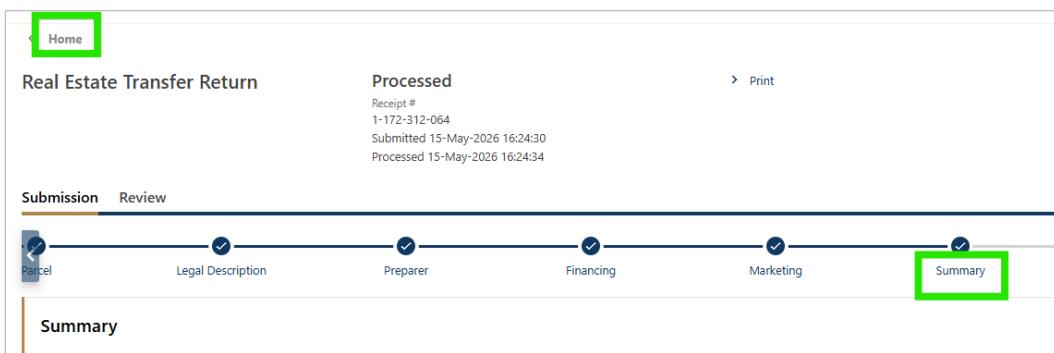
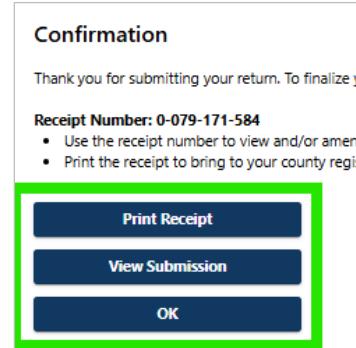
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13. Confirm Submission – in this section, the preparer affirms all information entered is accurate and true by selecting "Submit"



14. Confirmation

- Confirmation page lists a new receipt number, different from the original receipt number – you may discard the original receipt you printed earlier
- **To finalize your return:**
 - Print the new receipt, visit your county register of deeds office with your printed receipt, notarized deed, and payment
 - **Note:** Some counties accept the submission of this information electronically. Make sure to visit the county's website to see if this option is available.
- System displays three buttons to choose from:
 - **Print Receipt button** – displays the required receipt to print, appears on a new tab
 - **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 the "Home" hyperlink in the upper left-hand corner. The system directs you back to the MTA homepage.
 - **OK button** – directs you to the MTA home page



15. 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