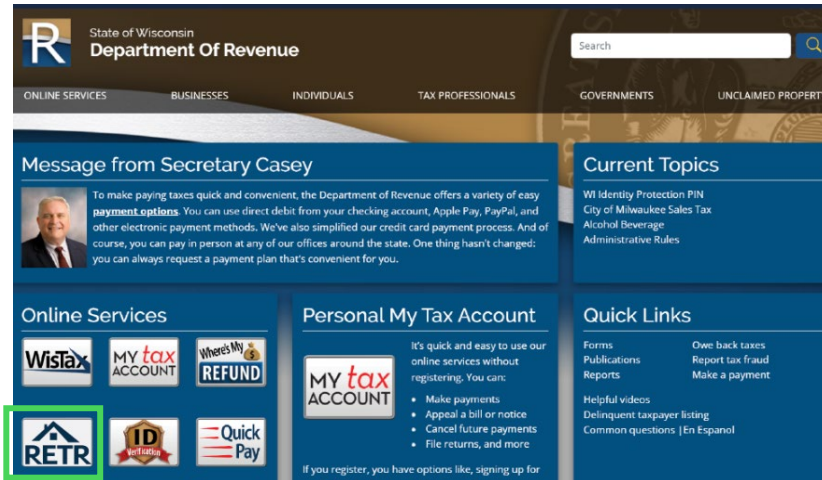


Unrecorded RETR Amendment Guide

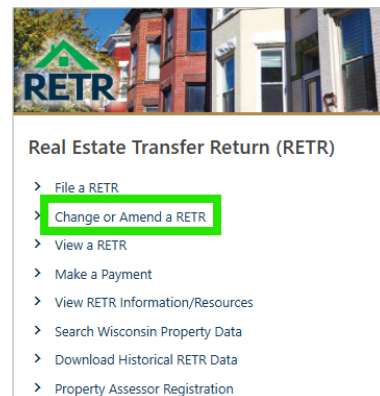
This guide provides information on how to amend a real estate transfer return (RETR) in My Tax Account (MTA) system that has been submitted but not recorded. The RETR **must not** be recorded, and this type of amendment is making changes BEFORE the receipt is given to the County Register of Deeds. There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

< Home

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

< Home

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 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

The screenshot shows the 'Instructions' step of a web application. At the top, a progress bar has a blue circle with a right arrow. Below it, the word 'Instructions' is centered. A green box highlights the 'Before You Begin' section, which contains a note: '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.' Below this note is a paragraph of text about state law (sec. 77.22(1), Wis. Stats.) and a list of 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 (ITIN), and Parcel number(s) from the property tax bills. At the bottom, there are three buttons: 'Find Saved Request', 'Cancel', and 'Save Draft'. To the right of these buttons are navigation links: '< Previous' and 'Next >', with the 'Next >' button highlighted with a green box.

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"

The screenshot shows the 'County' step of a web application. At the top, a progress bar has a blue circle with a checkmark under 'Instructions' and a blue circle with a right arrow under 'County'. Below the progress bar, the word 'County' is centered. A text input field contains 'Badger'. Below the input field is a question: 'Are you filing more than one transfer return for the conveyance of the property(s)?' with two radio buttons: 'Yes' and 'No'. At the bottom, there are three buttons: 'Find Saved Request', 'Cancel', and 'Save Draft'. To the right of these buttons are navigation links: '< Previous' and 'Next >', with the 'Next >' button highlighted with a green box.

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

The screenshot shows the 'Document' step of a web application. At the top, a progress bar has a blue circle with a checkmark under 'Instructions', a blue circle with a checkmark under 'County', and a blue circle with a right arrow under 'Document'. Below the progress bar, the word 'Document' is centered. A text input field contains 'Quit claim deed'. Below the input field is a question: 'Are you filing one of the following documents?' with a list of document types: Affidavit of correction/correction instrument, Building, fixtures, improvements document - WRPLA, Condominium deed, Quit claim deed, Trustee's deed, and Warranty deed. Below the list are two radio buttons: 'Yes' and 'No', with the 'Yes' button highlighted with a green box. Below the radio buttons is a dropdown menu labeled 'Document Type' with 'Quit claim deed' selected, and a green box around the dropdown arrow. At the bottom, there are three buttons: 'Find Saved Request', 'Cancel', and 'Save Draft'. To the right of these buttons are navigation links: '< Previous' and 'Next >', with the 'Next >' button highlighted with a green box.

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

Find Saved Request

Cancel

Save Draft

Previous

Next

7. Grantor (Sellers) – 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
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 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
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

- 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

County Document Conveyance Grantor Grantee Fee

Fee Calculation

Transfer fee exemption number

Estimated value

Value subject to fee

Transfer fee due (value subject to fee, rounded to the next \$100, times 0.003)

Value of personal property transferred but EXCLUDED from Total Value of REAL ESTATE transferred

Value of property exempt from local property tax INCLUDED on Total Value of REAL ESTATE transferred

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

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

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

The screenshot shows a multi-step process with a progress bar at the top. The steps are: Fee, Parcel, Amendment Filer, Refund, Attachments, and Preparer. The 'Preparer' step is currently active. Below the progress bar, there are two main sections: 'Agent' and 'Preparer'. The 'Agent' section contains two questions: 'Does the grantor have an agent?' and 'Does the grantee have an agent?', each with 'Yes' and 'No' radio buttons. The 'Preparer' section contains a 'Name' field with a help icon, a text input field containing 'TEST TITLE COMPANY', an 'Email' field with 'test@test.com', a 'Phone Type' dropdown menu set to 'Business', a 'Phone Number' field with '(608) 456-7891', and an 'Extension' field. Below these fields is a green message box that says 'Email has been verified' and a 'Verify Email' button. At the bottom of the form, there are buttons for 'Find Saved Request', 'Cancel', 'Save Draft', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a green border.

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 < 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.

The screenshot shows a multi-step process with a progress bar at the top. The steps are: Fee, Parcel, Amendment Filer, Refund, Attachments, Preparer, and Summary. The 'Summary' step is currently active. Below the progress bar, there is a 'Summary' section. The 'Summary' section contains the following information: '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), and 'Fee' (Fee exemption: 8m - Between spouses, Estimated value: \$418,000.00, Value subject to fee: \$0.00, Transfer fee due: \$0.00). At the bottom of the form, there are buttons for 'Find Saved Request', 'Cancel', 'Save Draft', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a green border.

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 < Previous **Next >**

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

The screenshot shows a progress bar at the top with six steps: Document Filer, Refund, Attachments, Preparer, Summary, and Confirm Submission. The 'Confirm Submission' step is the final one and is highlighted with a green box. Below the progress bar, the text 'Confirm Submission' is followed by 'I affirm all information is accurate.' At the bottom, there are four buttons: 'Find Saved Request', 'Cancel', 'Save Draft', and 'Submit'. The 'Submit' button is highlighted with a green box.

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

The screenshot shows a 'Confirmation' page with the text 'Thank you for submitting your return. To finalize your return, please print the receipt and bring it to your county register of deeds office.' Below this, the 'Receipt Number: 0-079-171-584' is displayed. There are three bullet points: 'Use the receipt number to view and/or amend your return', 'Print the receipt to bring to your county register of deeds office', and 'Use the receipt number to view and/or amend your return'. At the bottom, there are three buttons: 'Print Receipt', 'View Submission', and 'OK'. The 'Print Receipt' and 'View Submission' buttons are highlighted with a green box.

The screenshot shows a 'Summary' page with a progress bar at the top. The progress bar has six steps: Parcel, Legal Description, Preparer, Financing, Marketing, and Summary. The 'Summary' step is the final one and is highlighted with a green box. Below the progress bar, the text 'Summary' is displayed. At the top left, there is a 'Home' link highlighted with a green box. The page also shows 'Real Estate Transfer Return' and 'Processed' status with a receipt number and submission details.

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