



# Removing a Decedent's Interest in Real Property

This guide provides information on how to complete the Real Estate Transfer Return (RETR) in My Tax Account (MTA) for a document that will convey a decedent's interest in real property.

- Review the [File a RETR](#) guide for additional instruction on how to complete the RETR before you begin
- Use this guidance for obtaining a RETR receipt to record with a Termination of Decedent's Interest document

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## Document page

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- Select "No" three times
- Choose "Termination of Decedent's Interest" from the dropdown

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## Conveyance page

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- **Conveyance Type** – system defaults to Termination of Decedent's Interest
- **Conveyance Date** – click the calendar and choose a date (not death date)
  - Must be on or before the date the document is to be recorded
  - Date of conveyance – date the instrument is signed and delivered (sec. [706.02\(1\)](#), Wis. Stats.)
- **Grantor/Grantee Relationship** – select from the dropdown and provide an explanation, if required.
- **Ownership** – system defaults to Full (entire ownership interest of grantor)
- **Rights Retained by Grantor** – system defaults to None

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## Grantor (Seller) page

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1. Click "Add a grantor" for the deceased individual on the deed
2. Enter the deceased individual's SSN in the ID box
3. Enter the first name and last name as it appears on the Termination of Decedent's Interest form

**Note:** If the grantor has a middle name or middle initial, enter it after the first name in the "First Name" field

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## Grantee (Buyer) page

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1. Click "Add a grantee" for each grantee listed on the deed
2. Select "Yes" and choose "individual" from the "Grantee Type" dropdown
3. Complete SSN, full name, phone number, and email address fields
4. Select "Yes" if only one grantee should receive the tax bill
5. Complete the mailing address – you must click "Verify Address" to validate the entered address
6. Click the "Add" button to add another grantee, if applicable

**Note:** If a grantee has a middle name or middle initial, enter it after the first name in the "First Name" field

## Fee Calculation page

### 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)

[View Video](#)

11 - Will, descent survivorship

11m - Transfer on death 705.15

15 - value under \$1,000

\$0.00

- **Transfer fee exemption number**
  - Select exemption 11 – if by will, descent or survivorship
  - Select exemption 11m – if there was a designation of beneficiary deed or transfer on death deed recorded before the person passed away. Enter recorded document number from the Designation of Beneficiary deed.
- **Estimated value**
  - Enter estimated real estate value being transferred (from most recent year tax bill, not the property's value the year the person passed)
  - If partial interest – enter only the value of the partial interest being conveyed (ex: Both spouses are on the deed and one spouse passes away, enter half the value to be transferred)

## Receipt screenshot using Exemption 11

**Electronic Real Estate Transfer Receipt**

**Wisconsin Department of Revenue**

1-134-049-760

**Instructions**

1. Grantors and grantees must review this receipt, noting grantor and grantee responsibilities
2. Mail or deliver the following items:  
*DOUGLAS CO. REG. OF DEEDS 1313 BELKNAP ST RM 108 SUPERIOR WI 54880-2781*
  - This receipt page and a transfer fee of \$0.00
  - The deed or instrument of conveyance and a recording fee of \$30.00

To view real estate transfer return details online, visit: [tap.revenue.wi.gov/RETRView](http://tap.revenue.wi.gov/RETRView). You will need your receipt number, estimated value or sale price, and the last name of one grantor or grantee.

Receipt Number	County	Filed on	Conveyance Date
1-134-049-760	Douglas	2026-04-23	2026-04-23

Transfer Fee	<b>\$0.00</b>	Estimated Value	<b>\$500,000.00</b>
Fee Exemption	<b>11 - Will, descent survivorship</b>	Sale Price	<b>\$0.00</b>
		Value Subject to Fee	<b>\$0.00</b>

Tax Bill Address SALLY DOE, 2135 RIMROCK RD MADISON WI 53713-1443

<b>Grantors</b>	<b>Grantees</b>
DOE, JOHN	DOE, SALLY

## Resources/contact information

### Web pages

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

### Questions? – contact us:

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