County Register of Deeds Guide

This guide provides information on how to access/log into My Tax Account (MTA). It also shows you how to record and search a real estate transfer return (RETR) receipt.

MTA Users

- **Existing users –** use your existing username and password. **Note:** If you are an existing user, skip to page 3 of this guide.
- **New users –** received an email from the Wisconsin Department of Revenue (DOR) the weekend before January 12, 2026. Below is a screenshot of this email. In that email, select the "here" link to finish setting up your MTA profile.

1. New Users

a. Email

From: Wisconsin Department of Revenue <DOR-DO-NOT-REPLY@wisconsin.gov>
Sent: Sunday, January 11, 2026 12:00 PM
To: Last Name Test, First Name Test - DOR <Test.Test@wisconsin.gov>
Subject: Welcome to My Tax Account

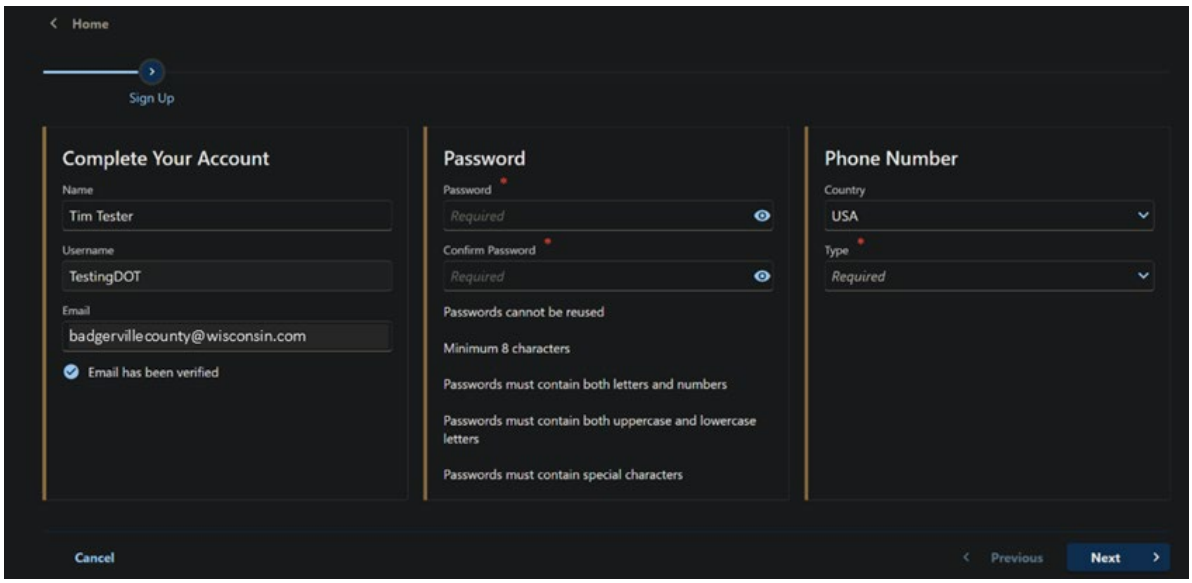
Hello first and last name,

Welcome to My Tax Account. Your account with username test.test@wisconsin.gov has been successfully created. Before you can log in, you must finish setting up your profile by clicking here.

If that doesn't work, copy and paste the link below into your browser:
https://revenue.wi.gov/mta/?p=1085919872&q=pXL7dzO2SFZik1MCJViEdjXqJbB4V6Qpu6-MAitnsMWlQWhxeuI-sw

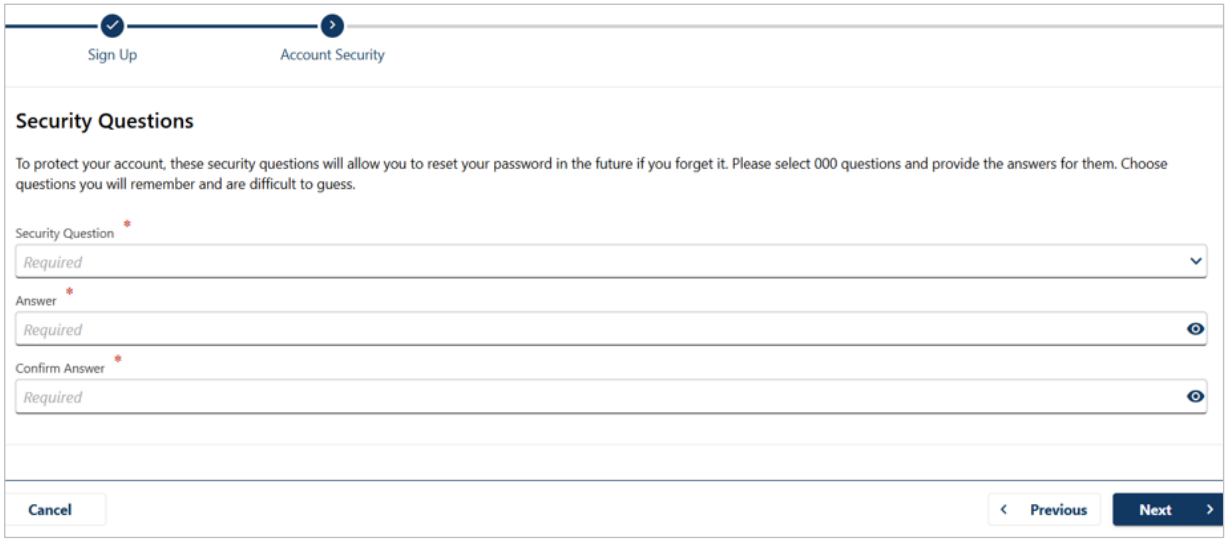
b. Sign Up page

After you click "here" from in the email you received, the "Sign Up" page appears. Enter your name, username, email and verify your email address. Create a password, confirm it, and enter your phone number information.



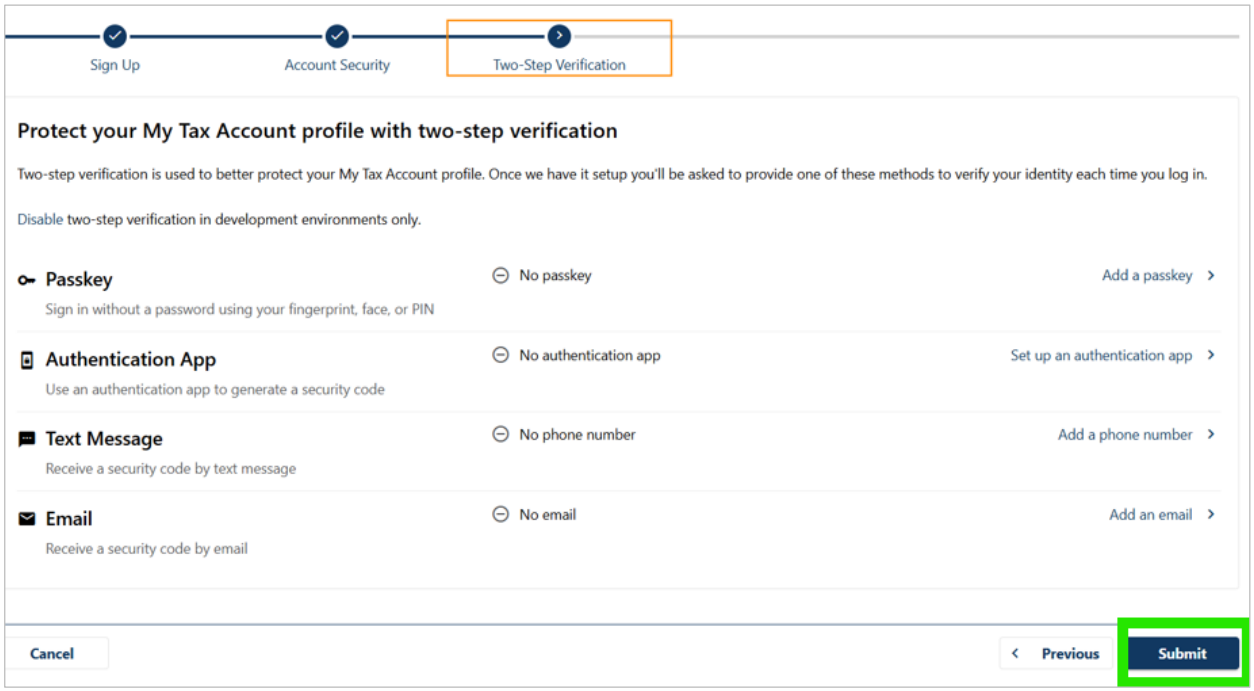
c. Account Security

- After clicking "Next" on the sign-up screen, select a security question, enter and confirm your answer, then click "Next"



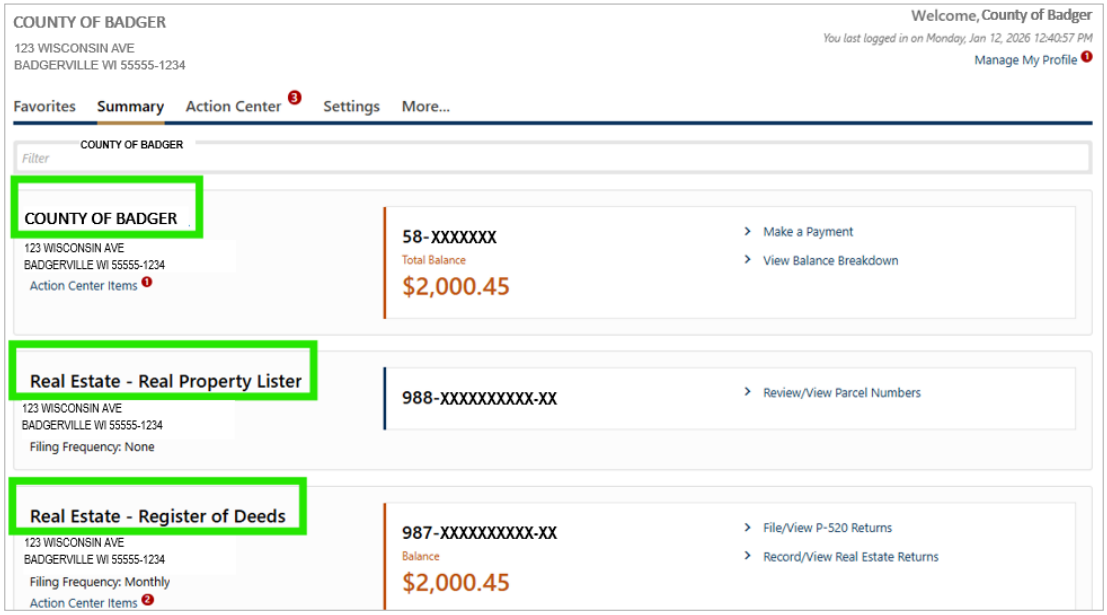
d. Two-Step Verification

- On the "Two-Step Verification" screen, you need to choose how you'd like to receive your two-factor authentication code. When logging in, you can indicate to trust this device, so you don't need an authentication code every time you log in.
- After making your selections/entries, click "Submit."



e. MTA home page

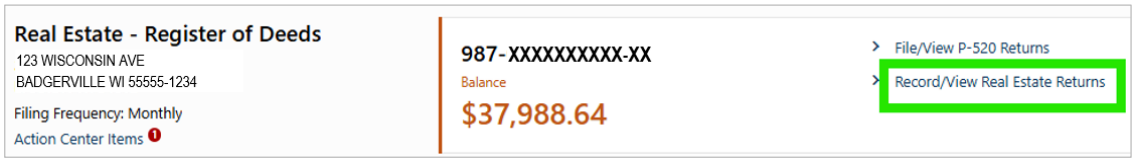
- Your county accounts display on your MTA home page
- **Note:** You may see three accounts, or you may see only one account – account access is based on your original access in the previous eRETR system



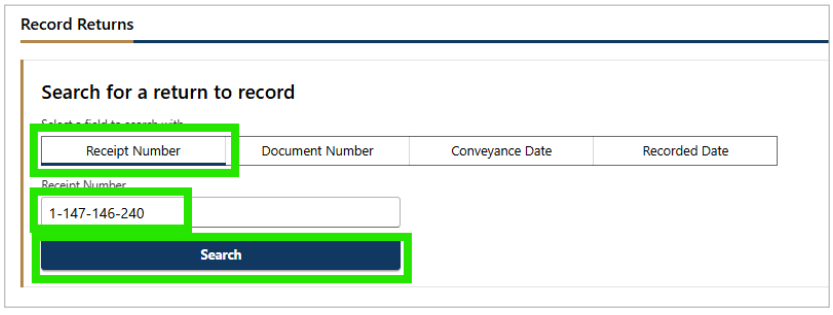
2. Recording a RETR

a. Record Returns

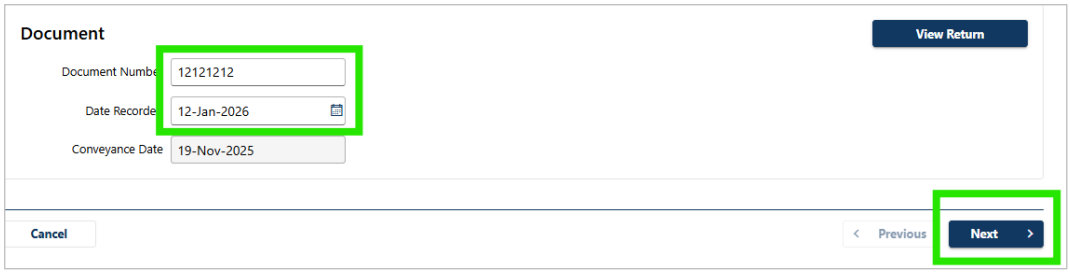
- In the "Real Estate – Register of Deeds" section, select the "Record/View Real Estate Returns"



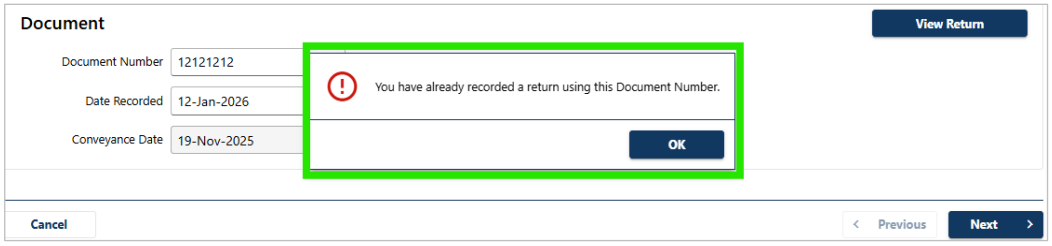
- Click "Receipt Number" and enter the applicable receipt number in the required * box, then click "Search"
- Receipt numbers may be searched using one of the following formats:
  - Previous system receipt – (ex: 8KNBF) submitted by November 10, 2025
  - New system receipt – (ex: 1-147-146-240)
  - Note: The receipt number entered below is NOT recorded



- Next the system displays two required boxes – Document Number and Date Recorded
  - Enter your county's next contiguous document number
  - Select or enter the current date the receipt is being recorded
  - After you entered a document number and recorded date, click "Next"



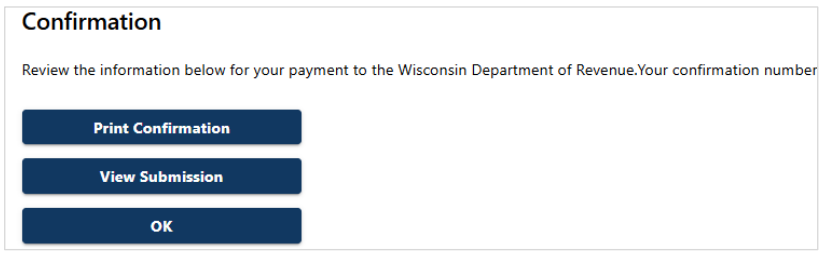
- If you already used a document number in your county, the system displays this message with (!)
- Click "OK" and enter a different document number



- Enter a new document number, then click "Next"

- Confirm your submission by clicking "Submit"

- **Confirmation – o**nce you submit, you'll see a confirmation number three buttons to choose from:
  - **Print Confirmation button –** currently only confirms the receipt is recorded with no other information. DOR plans to enhance this page in the future.
  - **View Submission button –** displays the processed document number, date recorded and conveyance date.
  - **OK button –** takes you back to the Search for a return to record" page

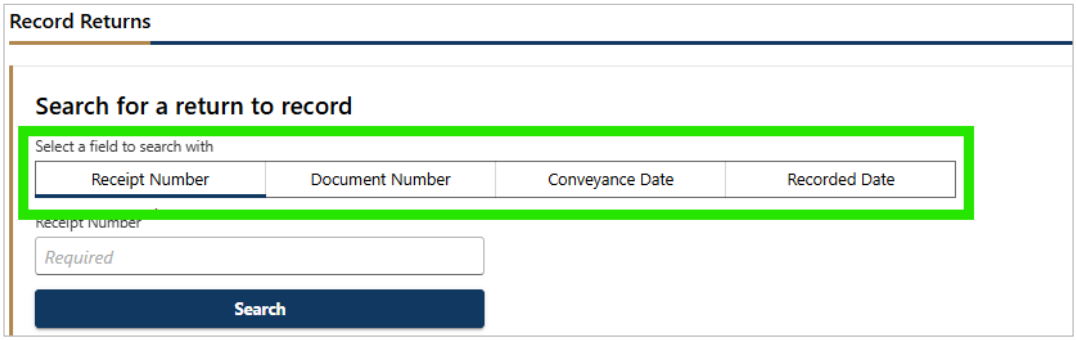


3. Searching for a RETR (unrecorded or recorded)

a. Record/View Real Estate Returns

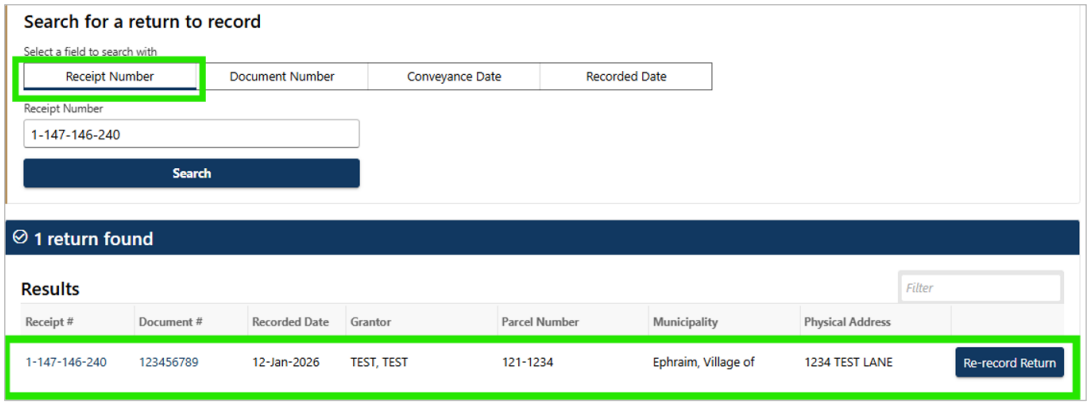
- In the "Real Estate – Register of Deeds" section, select the "Record/View Real Estate Returns"

- **The system displays four options to search for a return:**
  - Search functionality provides previous system RETR receipts and new system RETR receipts
  - Note: Unrecorded previous system RETR receipts must have been submitted by November 10, 2025



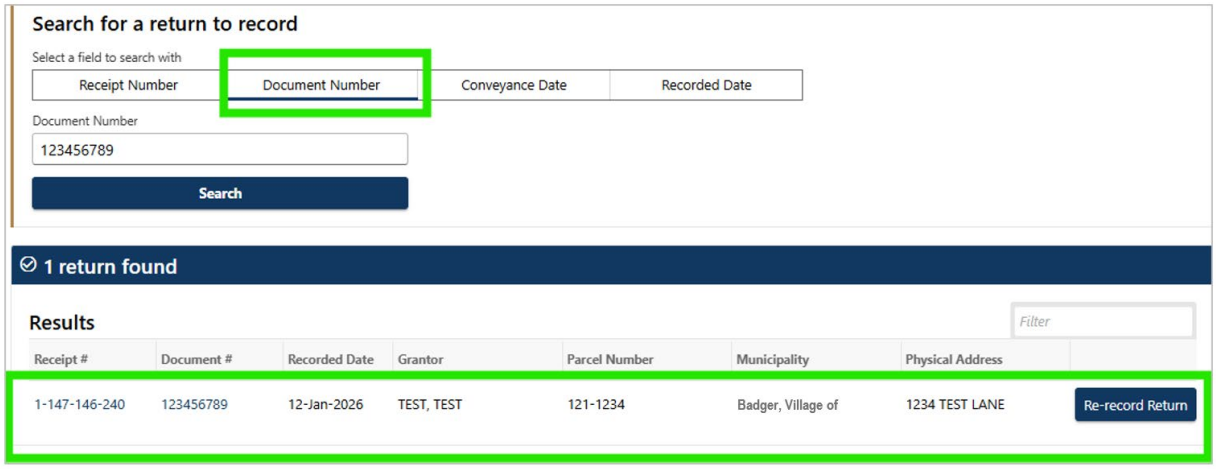
- **Search by Receipt Number**

  Use this option to find a recorded or unrecorded receipt.
  - If the receipt is recorded, it will appear on the bottom of the screen
  - View the entire return by clicking a link in the Receipt # or Document # columns
  - If the Document # and Recorded Date columns are blank, the receipt is not recorded
  - Re-record a return by clicking "Re-record Return." Use this button if you need to correct a document number or recorded date.



- **Search by Document Number**

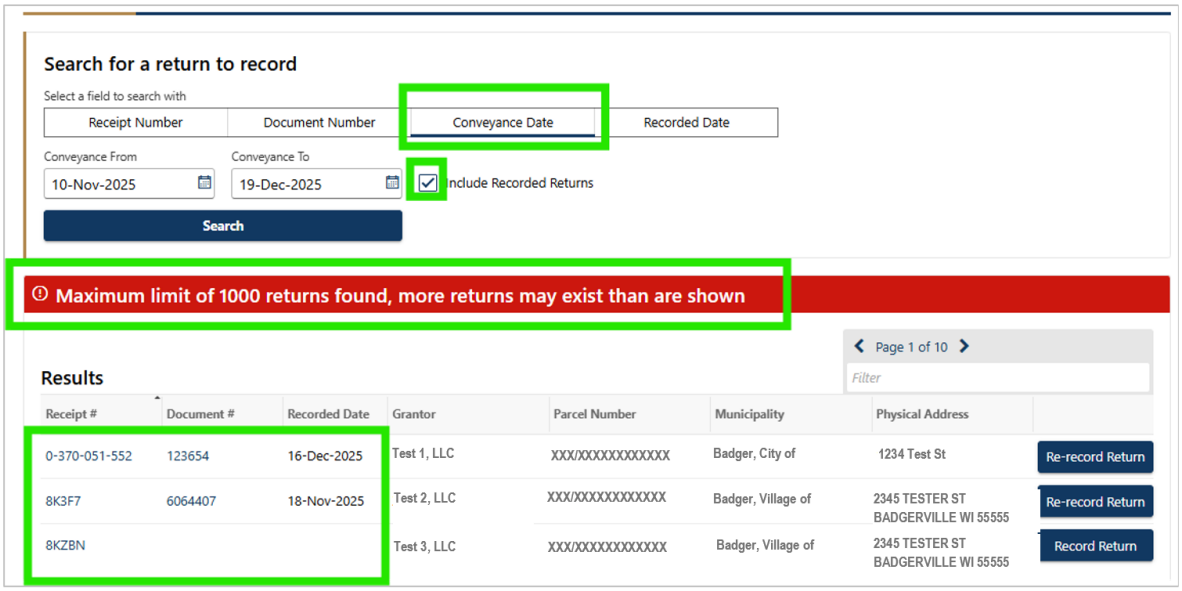
  Use this option to find a recorded receipt.
  - View the entire return by clicking on one of the hyperlinks - Receipt # or Document #.
  - Re-record a return by clicking "Re-record Return." Use this button if you need to correct a document number or recorded date.



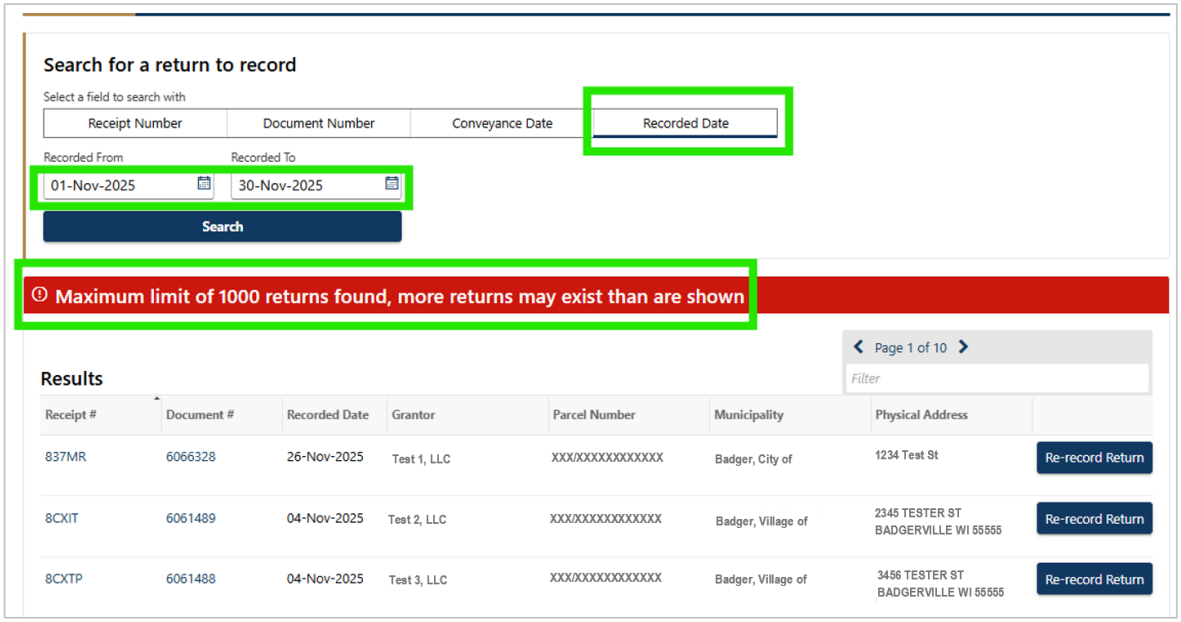
- **Search by Conveyance Date**
  - Use this option to find an unrecorded receipt or a recorded receipt
  - To display recorded returns in your search, you must select the checkbox to the left of "Include Recorded Returns"

Items to note when using the "Conveyance Date" option:

- Unrecorded previous system receipts (begin with an 8xxxx) will only be available from November 10, 2025 through January 9, 2026
- When you select the checkbox to include recorded returns the results will include both unrecorded and recorded receipts
- The system will only display up to 1,000 returns with a selected conveyance from and to date
- If Document # and Recorded Date columns are blank, it indicates an unrecorded receipt



- **Search by Recorded Date**
  - Use this option only for locating a recorded receipt
  - You can review a full month of recorded receipts
  - If more than 1,000 returns are located, you must reduce the number of days you are filtering



3. Receipt Information

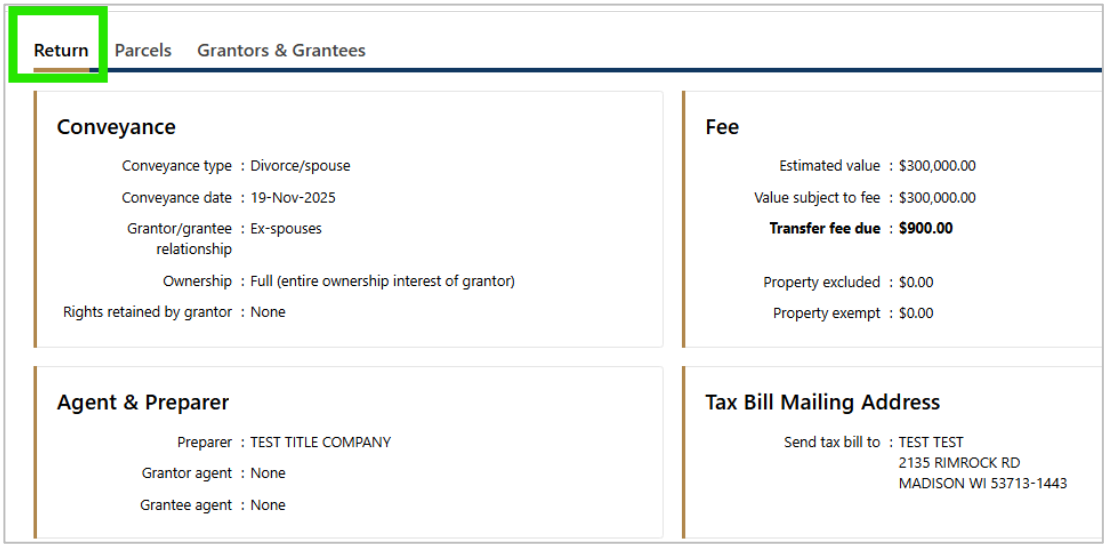
This section explains the information that is displayed when selecting a receipt.

Top of screen:

- **Real Estate Transfer Return –** shows county, document and receipt numbers, date recorded, and document type
- **Version –** provides the version number
  - Version 1 is the original recorded return
  - Version 2 is used when a return has been amended
- **Associated Returns**
  - Lists any related or associated returns
  - Includes returns filed that are associated by the same property and split between two or more counties

Bottom of screen:
Provides all the information from the return within three tabs – Return, Parcels, and Grantors & Grantees.

- **Return tab –** shows the return's conveyance, fee, agent and preparer, and tax bill address.



- **Parcels tab –** lists the parcels information – municipality, tax ID, property type, acreage, and physical address

- **Grantors & Grantees tab –** show grantor and grantee information – type, name, and address

3. 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