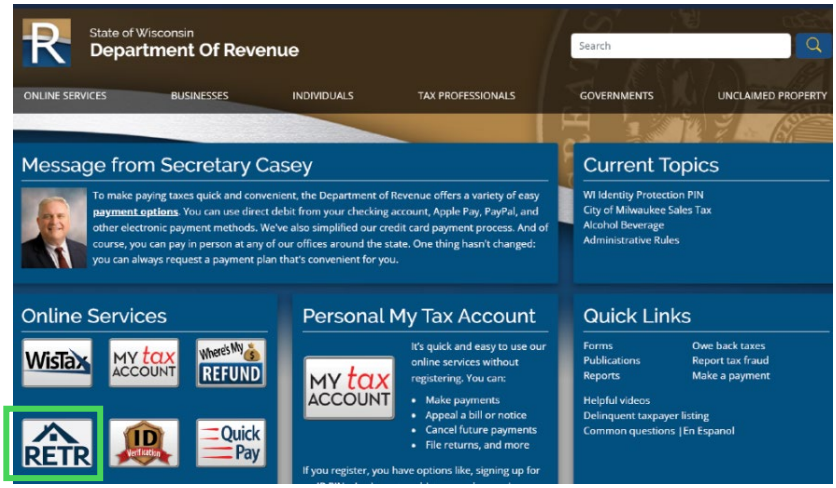
County P-520 Monthly Transmittal Report Guide

This guide provides information on how to view and file a county P-520 monthly transmittal report using My Tax Account (MTA). January 2026 is the first month you are required to file the report in MTA, with a due date of February 15, 2026.

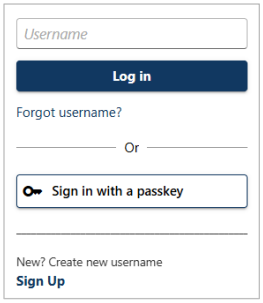
1. File/View the County Monthly Transmittal P-520 Report

To get started, visit the DOR website – revenue.wi.gov and click the RETR icon under "Online Services."



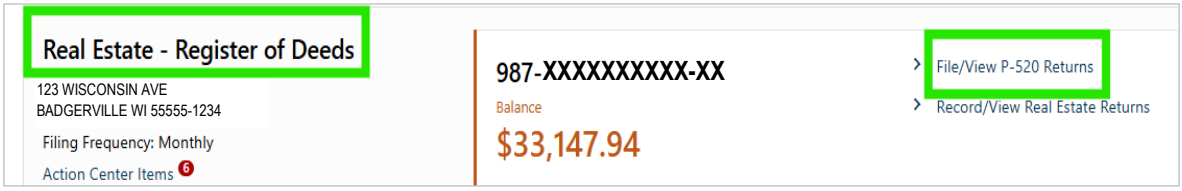
2. Log into MTA

a. Go to MTA – tap.revenue.wi.gov/mta/_/
b. Login with your **county username** and **password**
c. The home page displays your "County" accounts:
   - "Real Estate–Real Property Lister" account, *and/or* "Real Estate–Register of Deeds"
   - **Note:** You may see three accounts, or you may see only one account – account(s) access is based on your original access in the previous eRETR system

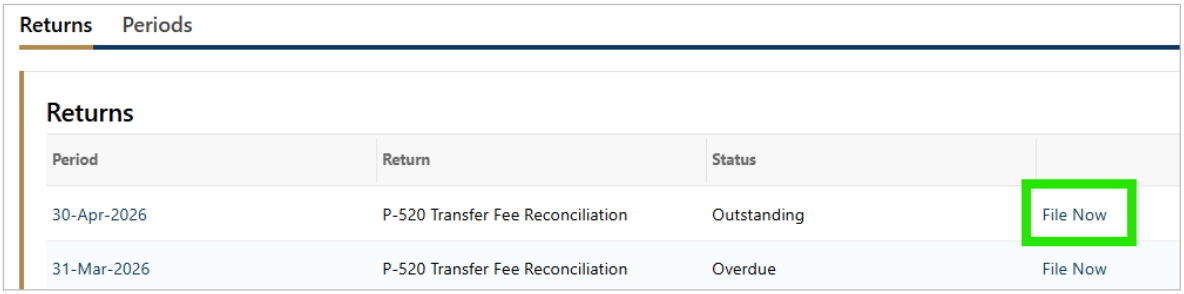


3. File/View P-520 Returns

a. Since this guide focuses on filing the P-520 report, find your "Real Estate – Register of Deeds" account
b. Click "File/View P-520 Returns"

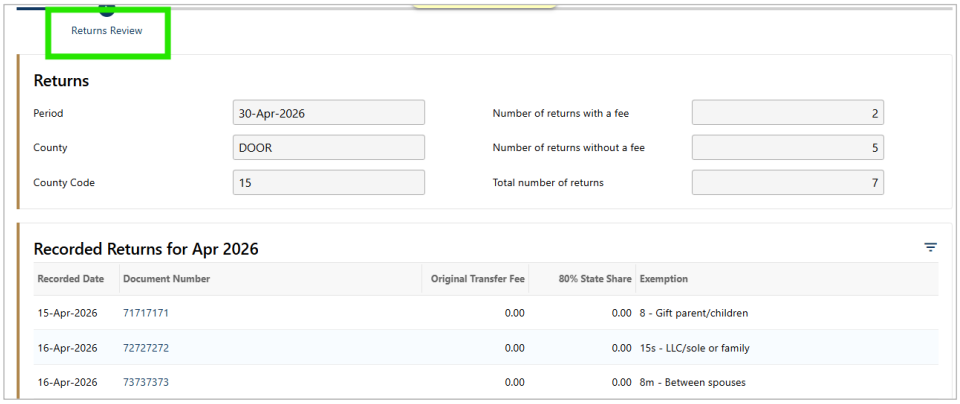


c. After you select File/View P-520 Returns, the monthly reports are displayed for you to review and file
d. Choose the return period for the applicable monthly report and click "File Now." In this example we will file the April 2026 report that is due May 15, 2026.

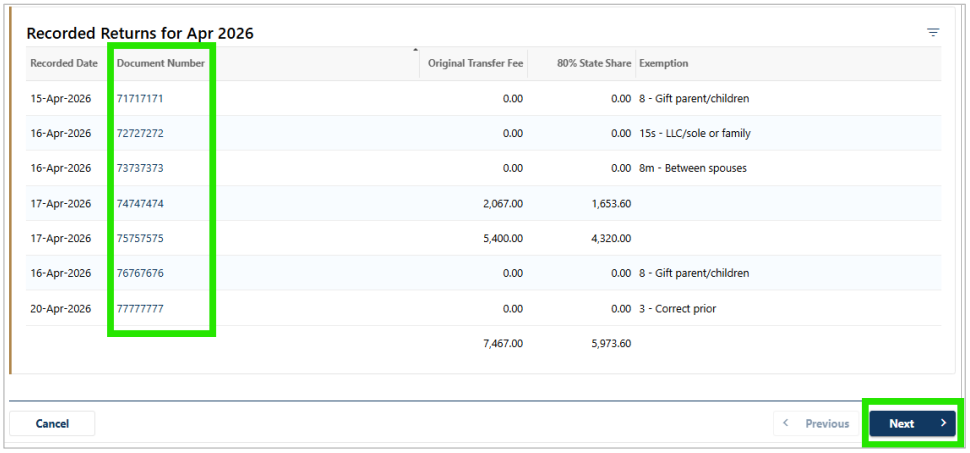


e. Returns Review tab

After clicking "File Now," you'll see the "Returns Review" tab, which shows the filing period, county name, county code, number of returns with a fee, number of returns without a fee, and total number of returns. This page also displays the individual recordings of each return.

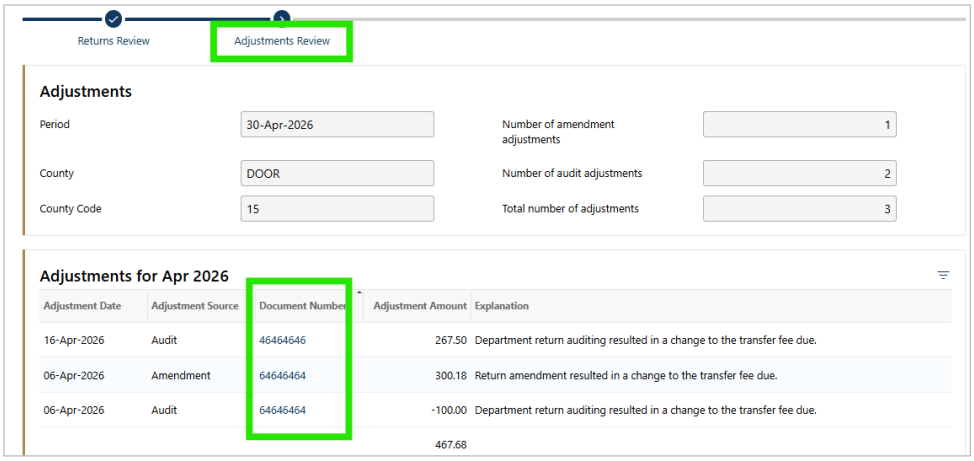


- **Document number –** you can review each recorded document by clicking the document number. Each column can be sorted by clicking on the header name – Recorded Date, Document Number, Original Transfer Fee, 80% State Share, and Exemption. This example is sorted by Document Number.

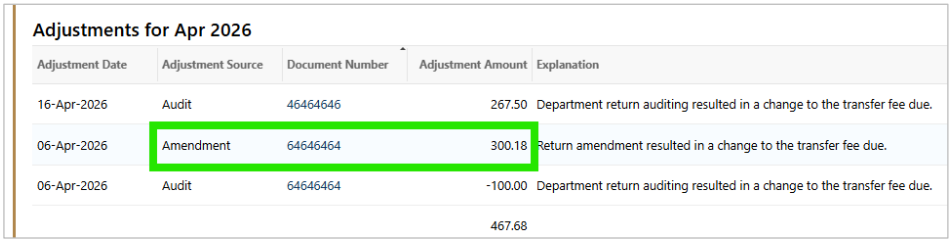


f. Adjustments Review tab

- This tab shows you the filing period, county name, county code, number of amendment adjustments, number of audit adjustments, and total number of adjustments for the month
- You may sort by each of the column headers: Adjustment Date, Adjustment Source, Document Number, Adjustment Amount, and Explanation
- This display below is sorted by **Document Number**



- **Select a document number – to view the amendment or audit (Version 2)**

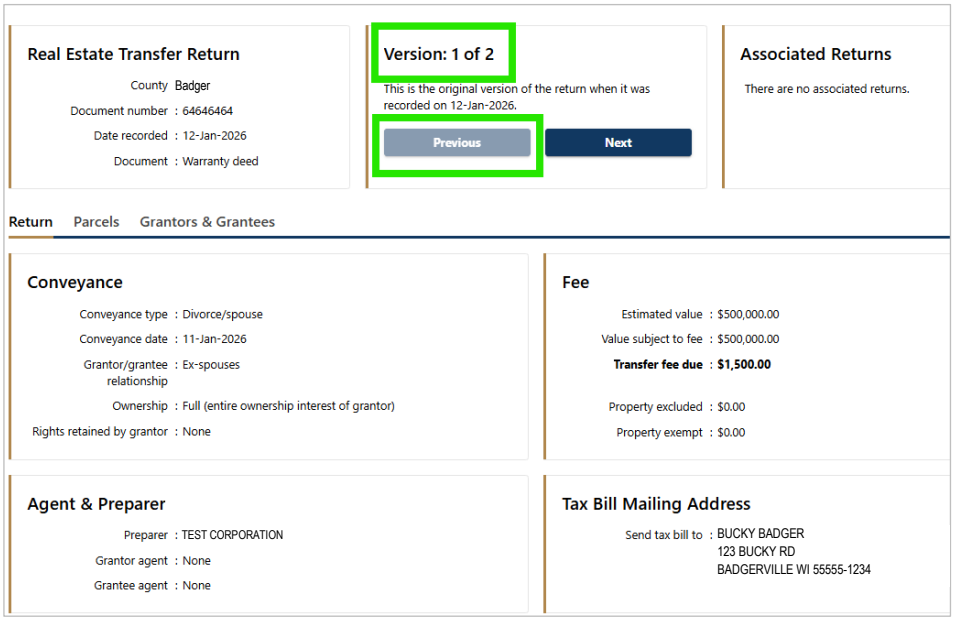


Adjustments for Apr 2026

Adjustment Date	Adjustment Source	Document Number	Adjustment Amount	Explanation
16-Apr-2026	Audit	46464646	267.50	Department return auditing resulted in a change to the transfer fee due.
06-Apr-2026	Amendment	64646464	300.18	Return amendment resulted in a change to the transfer fee due.
06-Apr-2026	Audit	64646464	-100.00	Department return auditing resulted in a change to the transfer fee due.
			467.68	

Example 1

- **Original Version 1**
  - In this example, Document 64646464 the original filing (Version 1) taxpayer forgot to claim exemption 8m and paid a transfer fee of $1,500
  - An amendment was filed (Version 2) where the taxpayer claimed exemption 8m and received a refund plus interest (County pays $300 plus $0.18 interest back to state)



Real Estate Transfer Return

County Badger
Document number : 64646464
Date recorded : 12-Jan-2026
Document : Warranty deed

Version: 1 of 2

This is the original version of the return when it was recorded on 12-Jan-2026.

Previous | Next

Associated Returns

There are no associated returns.

Return | Parcels | Grantors & Grantees

Conveyance

Conveyance type : Divorce/spouse
Conveyance date : 11-Jan-2026
Grantor/grantee relationship : Ex-spouses
Ownership : Full (entire ownership interest of grantor)
Rights retained by grantor : None

Fee

Estimated value : $500,000.00
Value subject to fee : $500,000.00
Transfer fee due : $1,500.00
Property excluded : $0.00
Property exempt : $0.00

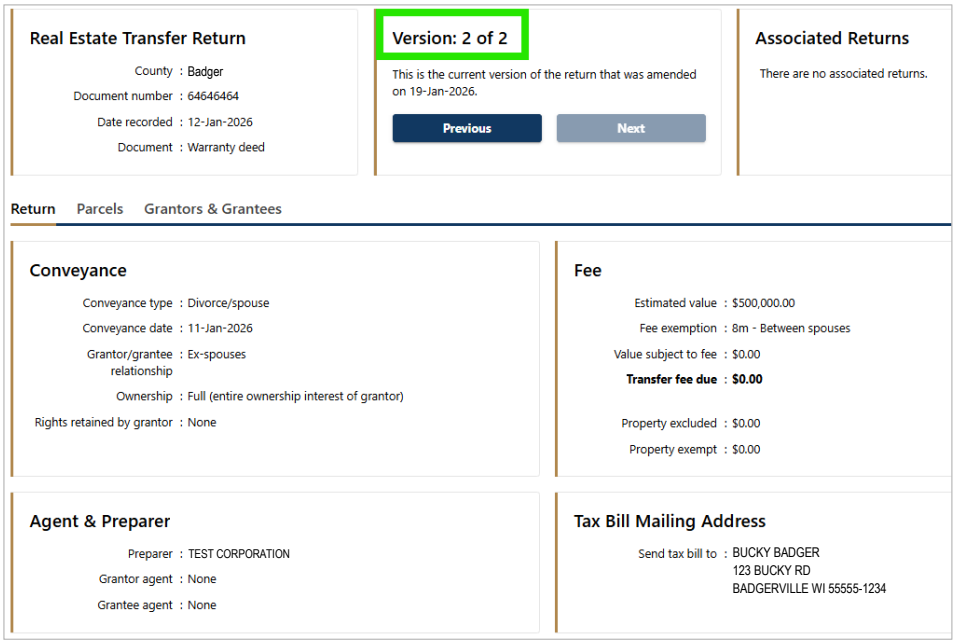
Agent & Preparer

Preparer : TEST CORPORATION
Grantor agent : None
Grantee agent : None

Tax Bill Mailing Address

Send tax bill to : BUCKY BADGER
123 BUCKY RD
BADGERVILLE WI 55555-1234

- **Amended Version 2**



Real Estate Transfer Return

County : Badger
Document number : 64646464
Date recorded : 12-Jan-2026
Document : Warranty deed

Version: 2 of 2

This is the current version of the return that was amended on 19-Jan-2026.

Previous | Next

Associated Returns

There are no associated returns.

Return | Parcels | Grantors & Grantees

Conveyance

Conveyance type : Divorce/spouse
Conveyance date : 11-Jan-2026
Grantor/grantee relationship : Ex-spouses
Ownership : Full (entire ownership interest of grantor)
Rights retained by grantor : None

Fee

Estimated value : $500,000.00
Fee exemption : 8m - Between spouses
Value subject to fee : $0.00
Transfer fee due : $0.00
Property excluded : $0.00
Property exempt : $0.00

Agent & Preparer

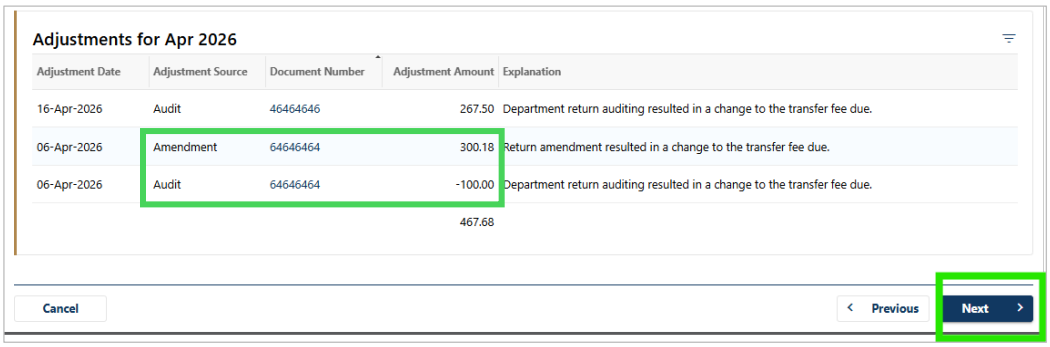
Preparer : TEST CORPORATION
Grantor agent : None
Grantee agent : None

Tax Bill Mailing Address

Send tax bill to : BUCKY BADGER
123 BUCKY RD
BADGERVILLE WI 55555-1234

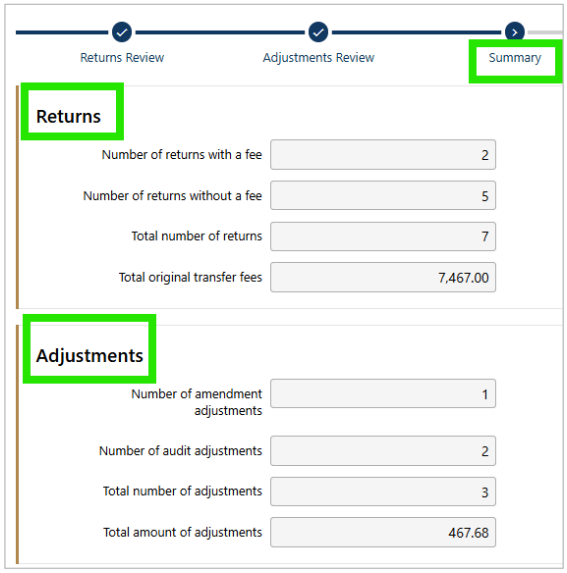
Example 2

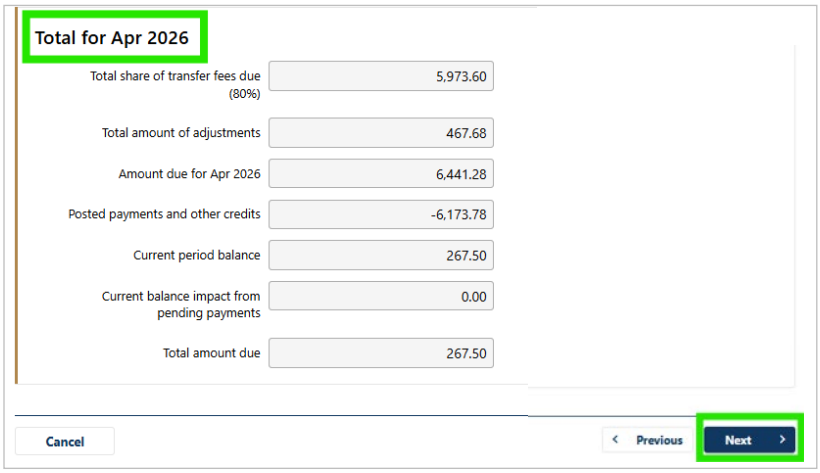
- This example shows that you may see an amendment and audit appear within the same month with the same document
- In this example, there is a refund amendment; DOR also audited the amendment and as a result only approved a partial refund
- The summary shows an "Audit" for Document 64646464 with ($100.00) deduction owed to the state, since only a partial refund was approved
- After reviewing the adjustments select the Next button



g. Summary tab

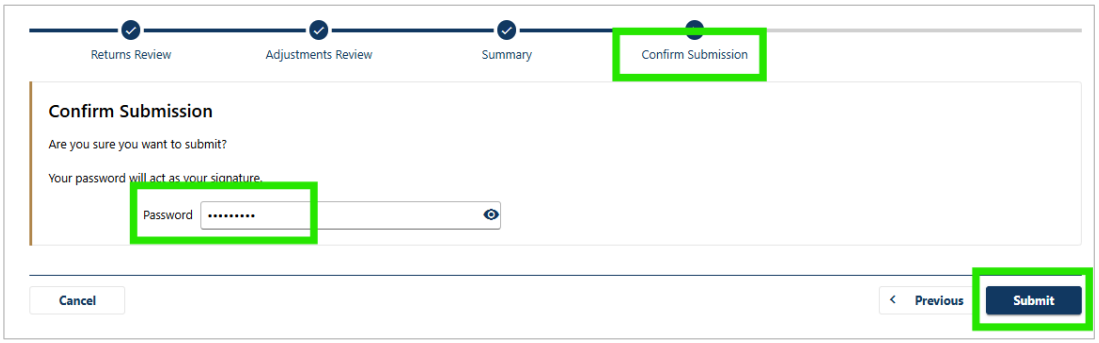
Contains three sections – Returns, Adjustments and Total for the month. After reviewing each section, click "Next" to continue.



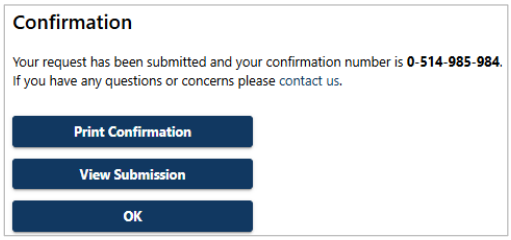


h. Confirmation

- The system asks if you are sure you want to submit
- If you are, enter the password you use to log into MTA, then click "Submit"



- Once you submit, you'll see a confirmation number three buttons to choose from:
  - **Print Confirmation button –** provides a print-out showing your request was submitted, and your confirmation number.
  - **View Submission button –** displays the returns review tab, adjustments review tab, and summary. The system will then take you back to the county monthly Returns homepage when you select Returns in the upper left-hand corner.
  - **OK button –** reverts you back to the County homepage.



4. 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