



Public Record Request Fee Schedule

The Wisconsin Department of Revenue may charge the actual, necessary and direct cost of reproduction and transcription of a record, unless a different fee is set by law. In general, we may require prepayment where the total fee exceeds \$5, or if location fees exceed \$50. We may waive fees, if waiver is determined to be in the public interest.

| Service or Good | | Fee |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location Fees | Location fees are only imposed if the cost is \$50 or more. "Location" includes searching for and identifying responsive records, including computer searches. | Cost of staff time, not to exceed \$30 per hour. Staff time will be billed at the pay rate of the lowest paid employee capable of performing the task. |
| Redaction | Redaction of confidential information. | No charge. |
| Electronic Copies | Paper to Digital | \$0.07 per page for converting paper records to electronic format (this includes cost of staff time converting). |
| | Digital to Physical | \$1.87 + cost of physical medium: DVD (each): \$0.14 Thumb drive (each): \$5.25 (2GB); \$5.53 (4GB); \$5.60 (8GB); \$6.29 (16GB); \$10.49 (32GB); and \$19.59 (64GB). Fee calculation: average staff time of 5 minutes calculated at a rate of \$22.54 per hour + cost of physical medium used. |
| Hard Copies | If hard copies are desired, there is a per page charge. | \$0.15 per page (this includes cost of staff time copying and materials). |
| Mailing Costs | Charged at the actual rate. | Actual cost. |

Tax Record Request Fee Schedule

The Wisconsin Department of Revenue may charge fees set by law for provision of tax records pursuant to Sec. 71.78, Wis. Stats., and other statutes.

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| Copies of Filed Tax Returns | \$5.00 prepaid search fee for each year/period requested, regardless of whether information request is located. |
| Certified Copies of Tax Returns | \$6.00 prepaid search fee for each year/period requested, regardless of whether information requested is located. |
| Sales Tax – Sellers Permit | No charge. |
| Audit Work Papers and Related Tax Account Documents | \$0.20 per single sided page. \$0.40 per double sided page. |
| Net Tax Information | \$4.00 per return. |
| Mailing Costs | Actual cost. |