

INSTRUCTIONS FOR CALCULATIONS IN PROPERTY TAX ROLLS

NOTE: DO NOT SEND THIS FORM TO THE DEPARTMENT OF REVENUE (DOR)

Whether the tax roll is manually prepared or computer generated the following duties must be performed.

1. Sec. 70.65, Wis. Stats., provides that the clerk shall prepare a tax roll.
2. Sec. 74.09, Wis. Stats., provides that the clerk shall prepare real and personal property tax bills, bills shall show estimated major state aids, taxes after estimated major state aids (gross taxes), and net general property taxes due. Note: Lottery and Gaming Credit, and First Dollar Credit are calculated separately from school levy tax credit. The estimated fair market value must also be displayed on your tax bills.
3. Sec. 70.65(3), Wis. Stats., provides the clerk shall certify on the tax roll, that the information contained in the tax roll is accurate.

NOTE: The above listed duties should not be “short-circuited” by allowing the data processing center, or the county, to deliver the tax roll directly to the taxation district treasurer. The tax roll must be returned to the clerk for proofing, certifying its correctness, and completing the Statement of Taxes.

Calculating School Levy Tax Credit Rate (Real Estate & Personal Property)

Check assessment totals in assessment and tax rolls with lines 9 and 15 of the FINAL Statement of Assessment (SOA). If you had a large over-or-under application of School Levy Tax Credit last year you should subtract from or add to this year's School Levy Tax Credit accordingly.

SCHOOL TAX CREDIT RATE

Step 1. Enter the amount of School Levy Tax Credit shown on your tax credit notice.		\$
Step 2. Enter the total value of all general property from line 16, column F on the Final SOA.		\$
Step 3. Divide amount in Step 1 by the value in Step 2 to determine your School Levy Tax Credit Rate. Round to the 9th digit to the right of the decimal point.		

If the tax roll is prepared by computer, the computer should perform Steps 4 through 6. You must calculate and provide the tax credit rate to the data processing center.

REAL ESTATE ROLL

Step 4. Multiply the SCHOOL LEVY TAX CREDIT RATE (calculated in Step 3) by the ASSESSED VALUE for each parcel to find the school levy tax credit for that parcel. Enter the credit amount in the Total General Property Tax column, with the proper code to identify it as a tax credit. Subtract the tax credit from the total real property tax to determine the net tax due.

NOTE: Taxes on Private Forest Crop (PFC) and Managed Forest Land (MFL) entries DO NOT receive tax credits.

PERSONAL PROPERTY ROLL

Step 5. Multiply the SCHOOL LEVY TAX CREDIT RATE (found in Step 3) by the ASSESSED VALUE in the column headed "VALUATION." Enter this figure in the next column to the right with the proper code to identify it as a tax credit. Subtract the tax credit from the total personal property tax to determine the net tax due.

Step 6. The total School Levy Tax Credit applied in the real estate and personal property tax rolls should equal the total amount of credit entered in Step 1 above and on the Notice of School Levy Tax Credit and Estimated Major State Aids. (Allow for normal over/under application – plus or minus \$10). If the two do not equal, look for errors or omissions in multiplying the tax credit rate.

NOTE: If you discover an error on the SOA as previously filed, please send an amended SOA to DOR.

OMITTED PROPERTY

NOTE: Real estate and personal property omitted from the two previous tax rolls shall be taxed at the NET rate which was used in the year of omission. Omitted manufacturing property may be included for the five previous years.

For assistance or questions contact us at: WISCONSIN DEPARTMENT OF REVENUE
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