



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • LOCAL GOVERNMENT SERVICES BUREAU • MADISON, WI

MAILING ADDRESS

Wisconsin Department of Revenue
Local Government Services MS 6-97
P.O. Box 8971
Madison, WI 53708-8971

Instructions for Electronic Real Estate Transfer Return Waiver (PE-500w)

2007 Act 219 requires the electronic filing of all real estate transfer returns on or after July 1, 2009. Under sec. 77.22(2), Wis. Stats., an individual may request the Department of Revenue (DOR) waive the requirement to file electronically. In order to qualify for a waiver, the electronic filing must cause an undue hardship. Any title company, attorney, or similar professional preparer must use the eRETR. Request a waiver (Form PE-500w) by calling (608) 266-1594. The waiver must be complete and mailed to:

**Wisconsin Department of Revenue
eRETR Waiver Request - MS 6-97
P.O. Box 8971
Madison, WI 53708-8971**

A DOR waiver approval is needed for **each** instrument of conveyance to be filed at the Register of Deeds. A DOR waiver will only apply to the document described on the PE-500w form. Each document being recorded must have its own its own waiver request. The following nine sections of the waiver must be complete:

1. Print the name and return address for the waiver
2. Print the county name where the property is located and the document is being recorded
3. Print the Grantor's Last Name and First Name or Entity Name
4. Print the Grantee's Last Name and First Name or Entity Name
Note: Only one name for grantor and grantee needs to be entered if multiple names are on the document
5. Print the street address of the property transferred. If the property has no street address, list the fire number. If the property is vacant or has no actual address or fire number, list the abutting road name or intersection that is used to access the property.
6. Print the parcel number(s). If more than one, enter up to five.
7. Print address of where the tax bill should be sent to
8. Explain why the electronic filing requirement, using eRETR, causes an undue hardship.
9. Complete the signature statement. An e-mail address is requested if there is a question on the waiver.

Waivers will not be granted for the reason of not having a computer or internet access. Most title companies and law firms will complete the eRETR for a nominal fee especially if they are preparing your documents. You may have a relative or friend that could assist you or you may visit your local library.

When submitting the completed waiver to the DOR, please include a **copy** of the instrument of conveyance to be recorded at the Register of Deeds. Do NOT send originals to DOR as those are needed to record with the Register of Deeds.

DOR eRETR Waiver Approval

Upon receipt of DOR's approval of the waiver, deliver your instrument of conveyance, the eRETR receipt prepared by DOR and payment to the Register of Deeds in the county where the property is located. The eRETR receipt provides further instructions.

DOR eRETR Waiver Denial

If the waiver is denied, you must use the eRETR at www.revenue.wi.gov/retr/index.html. Please note the following advantages of using eRETR:

- eRETR provides security and confidentiality of data.
- eRETR is accurate. The system does the calculations and reduces errors.
- eRETR provides confirmation. The system provides the filer with a receipt and allows the filer to view and print a copy of the return including the date recorded and the document number.