

# Instructions – Tax District Treasurer's Settlement

The Tax District Treasurer's Settlement Sheet (Form PC-501) is due to the Wisconsin Department of Revenue (DOR) by **March 15** each year. The settlement sheet is available at [revenue.wi.gov/Pages/Form/govcty-Home.aspx](https://revenue.wi.gov/Pages/Form/govcty-Home.aspx).

## I. BEFORE FILING

Before completing the Tax District Treasurer's Settlement Sheet, the tax roll must be complete (all collections and state tax credits applied, the first dollar and lottery and gaming credits posted, and all unpaid taxes extended). The tax roll should be balanced and reconciled to the Certificate of Correctness and Statement of Taxes located at the front of the roll.

## II. FILING INFORMATION

**Two methods are available for filing the Tax District Treasurer's Settlement Sheet with DOR:**

1. **Electronic File Transfer** – scroll to the Treasurer's Settlement Sheet File Transmission entry. You must use the approved file format located on the Electronic File Transfer page. DOR must receive and approve a test file before a county can use this filing method for the first time.
2. **Online Filing** – an e-file form is available on our website and is filed through [MyDORGov](https://mydor.gov). Many of the fields automatically calculate and/or auto-fill based on entries in other fields.

**Note:** After submitting the form, provide a copy to the municipal clerk, municipal treasurer, and county treasurer.

## III. GENERAL INFORMATION

- For the February settlement process, the school levy tax, lottery and gaming, and first dollar credits should be treated as postponed taxes and not collections
  - Report credits separately on Lines 11, 12 and 21, respectively
  - Treat these credits as collections for the August settlement in Sec. 2, Lines B and C
- To determine the overrun/underrun, compare the tax roll summary totals of gross general property taxes (real) to the total of the apportioned property tax levies
  - The difference is the overrun or underrun – report this amount in Sec. 3, Line 37
  - Any overrun/underrun should match the overrun/underrun on the Statement of Taxes (SOT)
- Tax District Treasurer's Settlement Sheet and the SOT should reconcile – if any discrepancies exist, notify the municipality and provide DOR with a detailed explanation why the Tax District Treasurer's Settlement Sheet does not reflect what was reported on the SOT
- Tax Settlement Receipt (Form PC-502) is prepared from information reported on the Settlement Sheet (Form PC-501)

## IV. FORM INFORMATION

### Step 1 – Complete the Summary of Tax District's Collections (Section 1)

Use the actual real estate, occupational taxes, and omitted property rolls to complete Section 1. The columns in Sec. 1, Lines 1 through 25, are arranged according to the three principal parts of the tax roll and can be reconciled with the tax roll independently of other columns.

- **Column A** – Real Estate Roll
- **Column B** – Personal Property Roll (*Note: Not applicable for 2024 and future years*)
- **Column C** – Omitted Real Estate and Personal Property Roll and sec. 70.43 Adjustments
- **Column D** – Occupational Taxes

### Determine the Amounts Collected (Lines 1 Through 9)

#### a) Column A – Real Estate (RE) Roll

Collections made by the tax district treasurer on the real estate roll must be segregated according to payments for (a) General tax levies, (b) Special assessments, and (c) Other special taxes. This segregation is important because only

general property tax collections are used in the pro rata distributions calculated in Section 3.

- **Line 1** – enter all general property tax collections; including all full, partial and installment payments
- **Line 2** – no entry for Col. A
- **Line 3** – enter all special assessment collections, excluding drainage taxes (see Line 6)
- **Line 4** – enter collections for special charges on real estate
- **Line 5** – enter collections received for delinquent utility charges
- **Line 6** – enter collections for drainage district special assessments
- **Line 7** – enter amount of Private Forest Crop (PFC) taxes collected
- **Line 8** – enter amount of Managed Forest Land (MFL) taxes collected
- **Line 9** – no entry for Col. A
- **Line 10** – enter the sum of Col. A, Lines 1 through 8

#### **b) Column B – Personal Property (PP) Roll**

- This column is not applicable for 2024 and future years. Per 2023 Act 12, sec 70.111(28), Wis. Stats, starting with the January 1, 2024, assessment, many items of personal property are exempt.

#### **c) Column C – Omitted Real Estate and Personal Property Taxes and Sec. 70.43 Adjustments**

- **Line 1** – no entry for Col. C
- **Line 2** – enter collections for both real and personal property of omitted taxes and adjustments under sec. 70.43. The tax district must retain collections of interest and penalty on omitted manufacturing property and include them in Col. C, Line 4, **not** on this line.
- **Line 3** – enter collections for special assessments on both real and personal property of omitted taxes and adjustments under sec. 70.43, excluding drainage taxes (see Line 6)
- **Line 4** – enter collections for interest and penalty on omitted manufacturing property (real and personal)
- **Line 5** – enter any collections for delinquent utility charges for real and personal property of omitted taxes and adjustments under sec. 70.43
- **Line 6** – enter collections for special assessment (drainage) for real and personal property of omitted taxes and adjustments under sec. 70.43
- **Lines 7 through 9** – no entry for Col. C
- **Line 10** – enter the sum of Col. C, Lines 2, 3, 4, 5 and 6

#### **d) Column D – Occupational Taxes**

- **Lines 1 through 8** – no entry for Col. D
- **Lines 9 and 10** – report the total collections on both lines, for **all** types of occupational taxes

#### **e) Column E – Totals**

- **Lines 1 through 10** – for each row, enter the sum of Cols. A, C and D for that row
- **Verify entries** – Col. E, Line 10 (total of Col. E, Lines 1 through 9) must equal the sum of Line 10, Cols. A through D

### **Step 2 – Determine the Amounts of Unpaid Taxes (Section 1)**

Generally, a taxation district's lottery and gaming, first dollar, and school levy tax credits are paid to the county treasurer unless a taxation district qualifies for one or both of the exceptions under sec. 79.10(7m)(cm), Wis. Stats., and completed the requirements to receive direct payment. The lottery and gaming credit is paid on the fourth Monday in March. The first dollar and school levy tax credits are paid on the fourth Monday of July.

#### **Lottery and Gaming Credit Settlement Requirements**

- When DOR distributes the lottery and gaming credit to:
  - **Taxation district** – the taxation district treasurer must settle with each taxing jurisdiction within the taxation district no later than April 15
  - **County** – the county treasurer must settle with each taxing jurisdiction, including towns, villages, and cities

(except first class cities) in the county on or before August 20

## **School Levy Tax and First Dollar Credits Settlement Requirements**

- When DOR distributes the school levy tax and first dollar credits to:
  - **Taxation district** – the district treasurer must pay the entire amount of these credits applied on the tax roll to the county treasurer no later than August 15 as part of tax collections. The county treasurer must then settle with each taxing jurisdiction, including towns, villages or cities (except first class cities) in the county on or before August 20.
  - **County** – the county treasurer must settle with each taxing jurisdiction, including towns, villages or cities (except first class cities) in the county on or before August 20

### **a) Column A – Real Estate Roll**

All taxes on the real estate roll that are not paid to the taxation district treasurer must be paid to the county, unless the tax district allows multiple installments under sec. 74.12, Wis., Stats. Such payments consist primarily of postponed real estate taxes, delinquent real estate taxes, special assessments, and special charges.

- **Line 11** – enter amount of school levy tax credit applied to tax bills. Any over or under application of school levy tax credit is reflected in the "tax account" balance of the tax district. This amount should match the amount reported on Line F2 of the SOT.
- **Line 12** – enter amount of lottery and gaming credit applied (to include any amount applied to the tax bill after the tax bill was printed, but before February 1) to the tax bills in the district
- **Lines 13 and 14** – no entry for Col. A
- **Line 15** – report postponed real estate taxes along with postponed personal property taxes. This is the second installment of general levies on which the taxpayer has secured a deferment until July 31 by paying the first installment by the January 31 due date or the extended due date.
- **Line 16** – delinquent real estate includes all unpaid general tax levies that are past due as defined in secs. 74.11 and 74.12, Wis. Stats.
- **Lines 17 through 20** – enter the uncollected amount of each category on the applicable line
- **Line 21** – report the amount of the first dollar credit applied (includes any amount applied to the tax bill after the tax bill was printed, but before February 1) to tax bills in the tax district
- **Lines 22 through 23** – enter the uncollected amount on the applicable line
- **Line 24** – no entry for Col. A
- **Line 25** – sum of Col. A, Lines 10, 11 and 12, and 15 through 23

### **b) Column B – Personal Property Roll**

- This column is not applicable for 2024 and future years. Per 2023 Act 12, sec 70.111(28), Wis. Stats, starting with the January 1, 2024, assessment, many items of personal property are exempt.

### **c) Column C – Omitted Real Estate and Personal Property Taxes and Sec. 70.43 Adjustments**

- **Lines 11 and 12** – no entry for Col. C
- **Line 13** – report unpaid taxes on omitted property and sec. 70.43 adjustments on Line 13, 15 or 16
- **Line 14** – enter interest and penalty retained on omitted manufacturing property (real and personal)
- **Lines 15 through 19** – enter the uncollected amount of each category on the applicable line
- **Lines 20 through 24** – no entry for Col. C
- **Line 25** – sum of Col. C, Lines 10, and 13 through 19

### **d) Column D – Occupational Taxes**

- **Line 24** – enter a single amount of all unpaid occupational taxes
- **Line 25** – enter sum of Col. D, Lines 10 and 24

### **e) Column E – Totals**

- **Lines 11 through 24** – for each line, enter the total of Cols. A, C and D
- **Line 25** – enter the total of Line 25, Cols. A, C and D. This amount must also equal:

- » Sum of Col. E, Lines 10, and 11 through 24
- » Signed Certificate of Correctness attached to the tax roll
- » Amount reported in Sec. M of the Statement of Taxes (SOT), after it is corrected to match the tax roll.  
**Note:** File an amended SOT with DOR if the previously filed SOT is not correct.
- **Line 26** – report surplus funds, if any, applied by the tax district to reduce levies certified by other taxing jurisdictions, also enter in Sec. 2, Line E. **Note:** Review the SOT, Sec. C, Line 7 instructions regarding the correct application of surplus funds.

### Step 3 – Taxes Apportioned (Section 3, Col. F)

This section should match with the total gross general property taxes on the tax roll summary (real and personal) and the SOT.

#### Overrun or underrun

- Is common and occurs due to the calculation of gross taxes
- Enter the overrun/underrun on the correct line and not to the individual tax apportionment (such as county taxes)
- Note:
  - **Over or under application of tax credits** – is not an overrun or underrun, but rather impacts the amount in the tax district's "tax account"
  - **For filing method 2** – if DOR received the SOT, this column auto-fills
  - **Surplus funds** – should not be entered on the Tax District Treasurer's Settlement Sheet unless there is no local levy shown in Sec. 3, Line 36. If surplus funds were applied correctly, the total in Col. F is greater than the amount on the computerized tax roll summary by the amount of the surplus funds.
- **Line 28 through 39** – enter amount of taxes apportioned for each category on Lines 28 through 39. The amount entered should equal the corresponding SOT amount identified by the SOT section and line number printed in the line description column for each line.
- **Line 36** – include special purpose district (fire districts, street lighting districts, ambulance districts, utility districts) taxes on this line, in addition to your local taxes. Include the amounts from Lines C1 and C6 of the SOT.
- **Line 40** – total of Col. F "Taxes Apportioned" is the total of the apportioned levies, plus the tax increment (if any) and the overrun or underrun. This total should be compared to the amount of general levies on both real estate and personal property as shown on the tax roll. This amount should equal the gross general property taxes on the tax roll summary (real and personal).

### Step 4 – Determine the Percentage (Section 2, Line G )

The percentage of taxes collected as determined in this section is used to calculate the amount of taxes apportioned in Sec. 3, Col. F that will be settled with (distributed to) (Sec. 3, Col. G) the applicable taxing jurisdiction for each line in Section 3.

The total amounts in Sec. 1, Col. E, Line 13, and Col. E, Line 26, are used to determine the total amount to be distributed. The school levy tax and first dollar credit amounts are not paid until July.

**Note:** Postponed and delinquent taxes on improvements on leased land are settled in August. This balance is divided by Col. F, Line 40 to determine the percentage to apply to the amounts in Sec. 3, Col. F, Lines 28 to 39.

#### a) February Settlement

These amounts are automatically calculated and cannot be edited.

- **Line A** – amount from Sec. 1, Col. E, Line 1. This is the total cash collections on the real and personal property tax rolls.
- **Line B1** – no entry for February settlement, used for August settlement only
- **Line B2** – no entry for February settlement, used for August settlement only
- **Line C** – this column is not applicable for 2024
- **Line D** – amount from Sec. 1, Col. E, Line 26. This is the amount of surplus funds applied on the tax roll.

- **Line E** – total of Lines A, C and D. This is the amount to be distributed. It should agree with the "collections and surplus applied" Sec. 3, Col. G, Line 40 when the percentage is applied.
- **Line F** – amount from Sec. 3, Col. F, Line 40. This is the total of the general property taxes. It should agree with gross general property taxes on the tax roll summary (real). There should be no special assessments, charges, occupational taxes, etc. in this amount. It is the denominator (divisor) in the calculation of the proration percentage.
- **Line G** – amount equals Line E divided by Line F, rounded to nine decimal places (ex: 0.1234987665 would be rounded to 0.123498767)

## b) August Settlement

This section is not shown on the e-file form and is not submitted to DOR.

- **Line A** – enter amount from Sec. 1, Col. E, Line 1
- **Line B1** – enter amount of the lottery and gaming credit paid to the county that was applied on the tax roll
- **Line B2** – enter amount of state tax credit (school levy tax credit) and first dollar credit paid to the municipality or the county applied on the tax roll
- **Line C** – this line is auto-filled
- **Line D** – enter amount from Sec. 1, Col. E, Line 26
- **Line E** – this line is auto-filled
- **Line F** – enter amount from Sec. 1, Col. F, Line 40
- **Line G** – divide Line E by Line F and enter on this line

## Step 5 – Determine Collections and Surplus to be Applied in (Column G) (Section 3)

### a) Column F

- **Lines 28 through 39** – amounts from the applicable section and line of the Statement of Taxes (SOT) auto-fills
- **Line 40** – sum of Col. F, Lines 28 through 39

### b) Column G

- **Lines 28 through 39** – for each line, multiply the amount in Col. F by the percentage calculated from Sec. 2, Line G and enter the amount in Col. G
- **Line 40** – automatically calculates. This equals the sum of Sec. 1, Col. E, Line 13; and Col. E, Line 26. It excludes postponed or delinquent taxes on improvements on leased land. It should also equal Sec. 2, Line E.

### c) Column H

- **Lines 28-39** – automatically subtracts the amount in Col. G for each row from the amount in Col. F for that row and auto-fills it in Col. H
- **Line 40** – should equal the sum of Col. E, Line 11; Col. E, Line 12; Col. A, Line 15; and Col. A, Line 16. The general property tax balances due should equal the postponed and delinquent real property taxes, school levy tax credit applied, and lottery and gaming credit.

**Note:** For the August settlement, Sec. 3, Col. H, Line 40 should equal Sec. 1, Col. A, Line 16. The school levy tax credit and first dollar credit are part of the July collections. The lottery and gaming credit is paid in March and is settled in April if paid to the municipality or August if paid to the county.

## Step 6 – Division of Special Taxes (Section 4)

### Occupational Taxes

Collections of occupational taxes as determined in Sec. 1, Col. D, Line 9, must be segregated according to type of occupational tax.

- Enter the amount collected for each type of occupational tax identified in Sec. 4, Col. I (Collections), Lines 41 through 44
- Determine the amounts to enter in each of these columns based on the percentages printed in the line description column

- **Line 45** – Col. I must equal the amount in Sec. 1, Col. D, Line 9. The total of Line 45, Cols. J, K and L must equal Col. I, Line 45.

### **Private Forest Crop (PFC) and Managed Forest Land (MFL) Taxes**

Collections on PFC and MFL taxes entered in Sec. 1, Col. E, Lines 7 and 8 must be divided into the appropriate classifications in Sec. 4, Lines 46 through 51. Determine the amounts to be entered in each of these columns based on the percentages printed in the line description column.

**Note:** Tax district settles for collections in February. County settles for delinquent tax amounts in August.

- **PFC Taxes, Line 46**

- Enter the amount collected for PFC taxes in Col. I
- Multiply Col. I by 0.8 and enter the amount in Col. J
- Enter the remaining amount (Col. I multiplied by 0.2) in Col. K

- **MFL Taxes**

- **Line 47**

- » Enter the amount collected for MFL taxes (open at \$0.72 per acre) in Col. I
- » Multiply Col. I by 0.8 and enter the amount in Col. J
- » Enter the remaining amount (Col. I multiplied by 0.2) in Col. K

- **Line 48**

- » Enter the amount collected for MFL taxes (closed at \$1.68 per acre) in Col. I
- » Multiply I by 0.8 and enter the product in Col. J
- » Enter the remaining amount (Col. I multiplied by 0.2) in Col. K

- **Line 49**

- » Enter the amount collected for MFL taxes (open at \$1.90 per acre) in Col. I
- » Multiply Col. I by 0.8 and enter that amount in Col. J
- » Enter the remaining amount (Col. I multiplied by 0.2) in Col. K

- **Line 50**

- » Enter the amount collected for MFL taxes (closed at \$9.49 per acre) in Col. I
- » Multiply Col. I by 0.8 and enter that amount in Col. J
- » Enter the remaining amount (Col. I multiplied by 0.2) in Col. K

- **Line 51**

- » Enter the amount collected for MFL taxes (closed at \$7.37 per acre) in Col. I
- » Multiply Col. I by 0.8 and enter that amount in Col. J
- » Enter the remaining amount (Col. I multiplied by 0.2) in Col. K