

Instructions – Tax District Treasurer's Settlement Sheet

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

BEFORE FILING

Prior to completing the Tax District Treasurer's Settlement Sheet, the tax roll must be complete (all collections and state tax credits have been applied, the first dollar and lottery and gaming credits have been 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.

FILING INFORMATION

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

- 1. Electronic File Transfer:** Go to: revenue.wi.gov/Pages/OnlineServices/slfeserv.aspx. Scroll to the Treasurer's Settlement Sheet File Transmission entry. The approved file format located on the Electronic File Transfer page must be used. A test file must be received and approved by DOR before a county can use this method of filing for the first time.
- 2. Online Filing:** An e-file form is available on our website. This is a convenient method to complete the form and allows the form to be saved and transmitted electronically. Many of the fields will automatically calculate and/or populate based on entries in other fields. Use the tab button to move to the next field (or shift – tab to return to the previous field) in those cases where the cursor does not automatically jump to the next field.

Note: Once the form is complete, forward a copy to the Municipal Clerk, the Municipal Treasurer, and the County Treasurer.

GENERAL INFORMATION

- The school levy tax, lottery and gaming, and first dollar credits should not be treated as collections for the February settlement process, but rather as postponed taxes. Report credits separately on Lines 11, 12 and 21, respectively. Treat these credits as collections for the August settlement on Lines B and C in Section 2.
- To determine the overrun/underrun, compare the tax roll summary totals of gross general property taxes (Real and Personal) to the total of the apportioned property tax levies. The difference is the overrun or underrun and should be reported on Line 37 in Section 3. Any overrun/underrun should match the overrun/underrun on the Statement of Taxes (SOT).
- The Tax District Treasurer's Settlement Sheet and the SOT should reconcile. If any discrepancies exist, please 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.
- The tax settlement receipt (PC-502) will be prepared from information reported on the settlement sheet (PC-501)

STEP 1: COMPLETE THE SUMMARY OF TAX DISTRICT'S COLLECTIONS (Section 1)

Use the actual Real Estate, Personal Property/Occupational Taxes, and Omitted Property rolls to complete Section 1. The columns in this section, Lines 1 through 25, are arranged according to the four principal parts of the tax roll. Therefore, each column can be reconciled with the tax roll independently of other columns:

- **Column A** – Real Estate Roll
- **Column B** – Personal Property Roll
- **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 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; this includes all full, partial and installment payments
- **Line 2** – no entry for Column A
- **Line 3** – enter all special assessment collections, except exclude 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 Column A
- **Line 10** – enter the sum of Column A for Lines 1 through 8

b) COLUMN B – PERSONAL PROPERTY ROLL

- **Line 1** – enter tax collections for personal property
- **Line 2** – no entry for Column B
- **Line 3** – enter special assessment amount collected on personal property
- **Line 4** – enter collections for special charges on personal property
- **Line 5** – enter amount of delinquent utility charges collected on personal property
- **Lines 6 through 9** – no entry for Column B
- **Line 10** – enter the sum of Lines 1, 3, 4 and 5 for Column B

c) COLUMN C – OMITTED REAL ESTATE AND PERSONAL PROPERTY TAXES AND SEC. 70.43 ADJUSTMENTS

- **Line 1** – no entry for Column C
- **Line 2** – enter collections for both real and personal property of omitted taxes and adjustments under sec. 70.43. Collections of interest and penalty on omitted manufacturing property are to be retained by the tax district and should be included on Line 4, Column C, 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, except exclude 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 Column C
- **Line 10** – enter the sum of Lines 2, 3, 4, 5, and 6, Column C

d) COLUMN D – OCCUPATIONAL TAXES

- **Lines 1 through 8** – no entry for Column 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 amounts entered in Columns A, B, C and D for that row
- **Verify entries** – Column E, Line 10 (total of Column E, Lines 1 through 9) must equal the sum of Line 10, Columns A through D

STEP 2: DETERMINE THE AMOUNTS OF UNPAID TAXES (Section 1)

As a general rule, 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 has completed the requirements to receive direct payment. The lottery and gaming credit is paid on the 4th Monday in March. The first dollar and school levy tax credits are paid on the 4th Monday of July.

Lottery and Gaming Credit Settlement Requirements

- When the lottery and gaming credit is distributed to the county treasurer, the county treasurer must settle with each taxing jurisdiction, including towns, villages, and cities (except 1st class cities) in the county on or before August 20
- When the lottery and gaming credit is distributed to the taxation district treasurer, the taxation district treasurer must settle with each taxing jurisdiction within the taxation district no later than April 15

School Levy Tax and First Dollar Credits Settlement Requirements

- When the school levy tax and first dollar credits are distributed to the tax district treasurers, 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 1st class cities) in the county on or before August 20.
- When these credits are distributed to the county, the county treasurer must settle with each taxing jurisdiction, including towns, villages or cities (except 1st 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 will 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 will be reflected in the balance in the "tax account" of the tax district. This amount should match the amount reported on Line G2 of the SOT.
- **Line 12** – enter the 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 Column 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 due date of January 31 or by 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
- **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 (to include 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 Column A
- **Line 25** – sum of Column A, Lines 10, 11 and 12, and 15 through 23

b) COLUMN B – PERSONAL PROPERTY ROLL

Postponed and delinquent general tax levies on personal property must be retained locally by the tax district.

- **Line 11** – enter school levy tax credit applied to personal property. This amount should match the amount on Line G2 of the SOT.
- **Line 12** – enter the amount of lottery and gaming credit applied on personal property (i.e., a mobile home not subject to a monthly municipal parking fee)
- **Lines 13 through 20 (except 16)** – enter the uncollected amount of each category on the applicable line
- **Lines 16 and 21 through 24** – no entry for Column B
- **Line 25** – sum of Column B, Lines 10, 11 through 15, and 17 through 20

c) COLUMN C – OMITTED REAL ESTATE AND PERSONAL PROPERTY TAXES AND SEC. 70.43, WIS. STATS., ADJUSTMENTS

- **Lines 11 and 12** – no entry for Column 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 Column C
- **Line 25** – sum of Column 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 Column D, Lines 10 and 24

e) COLUMN E – TOTALS

- **Lines 11 through 24** – for each line, enter the total of Columns A, B, C and D
- **Line 25** – enter the total of Line 25, Columns A, B, C and D. This amount must also equal:
 - » Sum of Column E, Lines 10 and 11 through 24
 - » The signed Certificate of Correctness attached to the tax roll
 - » The amount reported in Section T of the Statement of Taxes (SOT), once it has been 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 Section 2, Line E. Note: Review the SOT, Section D, Line 7 instructions. These instructions concern the correct application of surplus funds.

STEP 3: TAXES APPORTIONED (Section 3)

COLUMN F

This section should agree with the total gross general property taxes on the tax roll summary (Real and Personal) and the SOT. An overrun or underrun is common. An overrun or underrun is only due to the calculation of gross taxes. It must be shown on the correct line and not added to the individual tax apportionment (such as county taxes). Also, an over or under application of tax credits is not an overrun or underrun, but rather impacts the amount in the tax district “tax account.” Note: For filing method 2, if DOR has received the SOT, this column will be auto-filled.

Note: Surplus Funds should not be shown on the Tax District Treasurer’s Settlement Sheet unless there is no local levy shown on Line 36 in Section 3. If surplus funds have been applied correctly, the total in Column F will be 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 identified 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 here, in addition to your local taxes. Include the amounts from Lines D1 and D6 of the SOT.
- **Line 40** – total of the “Taxes Apportioned” column will be 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 itself. This amount should equal the gross general property taxes on the tax roll summary (Real and Personal).

STEP 4: DETERMINE THE PERCENTAGE (Line G) (Section 2)

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

Postponed and delinquent personal property taxes are retained for collection by the town, village, or city. The delinquent personal property taxes are treated as a collection in the distribution of tax collections. Therefore, the total of the amounts in Section 1: Column E, Line 1, Column B, Lines 13 and Column E, Line 26, are used to determine the total amount to be distributed. The school levy tax and first dollar credit amounts will not be paid until July. Note: Postponed and delinquent taxes on improvements on leased land are settled for in August.

This balance is divided by Line 40, Column F to arrive at the percentage which is to be applied to the figures on Lines 28 to 39, Column F in Section 3.

a) FEBRUARY SETTLEMENT

These amounts are automatically calculated and cannot be edited.

- **Line A** – amount from Section 1, Line 1, Column E. 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** – amount from Section 1, Line 13, Column B. This is the amount of personal property taxes retained by the municipality for collection. This amount is treated as collected for settlement purposes. It is needed for reconciling the tax roll on the tax settlement receipt.
- **Line D** – amount from Section 1, Line 26, Column E. 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” Section 3, Line 40, Column G, when the percentage is applied.
- **Line F** – amount from Section 3, Line 40, Column F. This is the total of the general property taxes. This should agree with gross general property taxes on the tax roll summary (Real and Personal). There should be no special assessments, charges, occupational taxes, etc. in this figure. It is the denominator (divisor) in the calculation of the proration percentage.
- **Line G** – amount equals Line E divided by Line F, rounded to 9 decimal places (e.g., 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 Section 1, Line 1, Column E
- **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** – enter amount from Section 1, Line 13, Column B
- **Line D** – enter amount from Section 1, Line 26, Column E
- **Line E** – enter total of Lines A through E
- **Line F** – enter amount from Section 1, Line 40, Column F
- **Line G** – divide Line E amount by Line F amount and enter here

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) will auto-fill
- **Line 40** – sum of Column F, Lines 28 through 39

b) COLUMN G

- **Lines 28 through 39** – for each line, multiply the amount in Column F by the percentage calculated from Section 2, Line G and enter the result in Column G
- **Line 40** – automatically calculates. This should equal the sum of Section 1, Line 1, Column E; Line 13, Column B; and Line 26, Column E. This includes postponed and delinquent personal property taxes (if any) and excludes postponed or delinquent taxes on improvements on leased land. It should also equal Section 2, Line E.

d) COLUMN H

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

Note: For the August settlement Line 40, Column H will equal Line 16, Column A. The School Levy Tax Credit and First Dollar Credit are part of the July collections. Lottery and Gaming Credit was paid in March, 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 Section 1, Column D, Line 9, must be segregated according to type of occupational tax.

- Enter the amount collected for each type of the occupational tax identified in Section 4, in Column I (Collections) on Lines 41 through 44
- Determine the amounts to be entered in each of these columns based on the percentages printed in the line description column
- **Line 45** – Column I must equal the amount from Section 1, Column D, Line 9. The total of Columns J, K and L Line 45 should equal Line 45, Column I.

Private Forest Crop (PFC) & Managed Forest Land (MFL) Taxes

Collections on PFC and MFL taxes as entered in Section 1, Column E, Lines 7 and 8 must be divided into the appropriate classifications in Section 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 Column I. Multiply I by 0.8 and enter the product in Column J. Enter the remaining amount (Column I multiplied by 0.2) in Column K.
- **MFL Taxes**
 - **Line 47** – enter the amount collected for MFL taxes (Open at \$0.74 per acre) in Column I. Multiply I by 0.8 and enter the product in Column J. Enter the remaining amount (Column I multiplied by 0.2) in Column K.
 - **Line 48** – enter the amount collected for MFL taxes (Closed at \$1.75 per acre) in Column I. Multiply I by 0.8 and enter the product in Column J. Enter the remaining amount (Column I multiplied by 0.2) in Column K.
 - **Line 49** – enter the amount collected for MFL taxes (Open at \$2.04 per acre) in Column I. Multiply I by 0.8 and enter that amount in Column J. Enter the remaining amount (Column I multiplied by 0.2) in Column K.
 - **Line 50** – enter the amount collected for MFL taxes (Closed at \$10.20 per acre) in Column I. Multiply I by 0.8 and enter that amount in Column J. Enter the remaining amount (Column I multiplied by 0.2) in Column K.
 - **Line 51** – enter the amount collected for MFL taxes (Closed at \$7.87 per acre) in Column I. Multiply I by 0.8 and enter that amount in Column J. Enter the remaining amount (Column I multiplied by 0.2) in Column K.