# 2017 Assessor Calendar of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>February 1</strong></td>
<td>Assessor certification review – Wisconsin Department of Revenue initiates review if 2016 Final Municipal Assessment Report (MAR), TID Assessment Report (TAR), or Annual Assessment Report (AAR) was not filed</td>
</tr>
</tbody>
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| **February 10** | • **Deadline** to submit Provide Assessment Data (PAD) data for 2016 sales to be included on the Preliminary Assessment to Sales Ratio Report  
   • **Reminder** – all assessments must be submitted online through PAD [https://ww2.revenue.wi.gov/RETRWebApp/application](https://ww2.revenue.wi.gov/RETRWebApp/application) |
| **February 22** | Wisconsin Department of Revenue notifies assessors of Preliminary Assessment to Sales Ratio Reports:  
   • Assessor to review useable and rejected sales reports for changes, including incorrectly posted assessments, and clerical errors  
   • Assessor to notify Equalization Bureau District Office of changes |
| **March 10**    | • **Final deadline** to submit assessment information for 2016 sales in Provide Assessment Data (PAD) to be included in or excluded from the Final Assessment to Sales Ratio Report  
   • **Final deadline** to contact Equalization Bureau District Office if there are changes to previously submitted PAD assessment information |
| **April 7**     | Wisconsin Department of Revenue notifies assessors of Final Assessment to Sales Ratio Reports |
| **May 1**       | Wisconsin Department of Revenue posts 2017 Assessor electronic filing forms to our website [revenue.wi.gov/eserv/slfiling.html](https://revenue.wi.gov/eserv/slfiling.html):  
   • Exempt Computer Report (ECR)  
   • Municipal Assessment Report (MAR)  
   • TID Assessment Report (TAR) |
| **May 1**       | Stratified assessment data due to Equalization Bureau District Office (feedback on economic changes in district) – links to spreadsheet template are found in the instructions [revenue.wi.gov/training/assess/stratfrm.pdf](https://revenue.wi.gov/training/assess/stratfrm.pdf) |
| **May 8**       | **(2nd Monday of May)**  
   **Earliest date to hold Board of Review (BOR)** |
| **May 8**       | **(2nd Monday of May, ongoing)**  
   **Assessor to submit Annual Assessment Report (AAR) [revenue.wi.gov/eserv/slfiling.html](https://revenue.wi.gov/eserv/slfiling.html):**  
   • To municipality prior to or at Board of Review (BOR)  
   • To the Wisconsin Department of Revenue within 30 days following BOR adjournment |
| **June 6**      | **Board of Review – initial meeting must be held by this date** |
| **June 12**     | **(2nd Monday of June)**  
   **Deadline** to submit Municipal Assessment Report (MAR) – information used for the 2017:  
   • August 1 preliminary Equalized Values  
   • August 15 certified Equalized Values  
   • Net New Construction calculations |
| **June 12**     | **(2nd Monday of June)**  
   **Deadline** to submit TID Assessment Report (TAR):  
   • Due by midnight  
   • No extensions  
   • **Note:** If no report is filed, no change in increment is given except those due to manufacturing property changes |
## 2017 Assessor Calendar of Events

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| June 12*           | **Deadline** to submit Exempt Computer Reports (ECR) – Municipal and Tax Incremental District:  
  - Due by midnight  
  - No extensions |
| (2nd Monday of June) |                                                                                                                                                                                                    |
| July 31            | **Deadline** to provide the Wisconsin Department of Revenue with changes to 2018 forms, publications and online applications                         |
| August 1*          | Wisconsin Department of Revenue releases 2017 Preliminary Values:  
  - Equalized Values  
  - Net New Construction  
  - Tax Incremental District |
| August 7*          | **Deadline** to notify Wisconsin Department of Revenue of potential errors in the preliminary Equalized Value or TID value |
| August 15*         | Wisconsin Department of Revenue releases 2017 Certified Values:  
  - Equalized Values  
  - Net New Construction  
  - Tax Incremental District |
| August 31          | **Deadline** to file Amended Exempt Computer Report (ECR):  
  - Can only file if initial report filed by 2nd Monday in June  
  - Information received determines 2017 computer aid payments |
| September 19 – 22  | Municipal Assessor’s Institute – Lake Lawn Lodge, Delevan                                                                                                                                         |
| October 2          | **Deadline** to file Final Municipal Assessment Report (MAR) to be used for Preliminary Major Class Comparison                                                                                      |
| October 8 - 10     | Wisconsin Towns Association Annual Meeting – Holiday Inn, Stevens Point                                                                                                                             |
| November 1*        |  
  - 2017 Preliminary Major Class Comparison Report – Wisconsin Department of Revenue (DOR) posts to our website  
  - DOR sends non-compliance notices to municipalities |
| November           | 2018 Annual Assessment Report (AAR) – Wisconsin Department of Revenue posts to our website                                                                                                        |
| November/December  | 2017 Annual Assessor Meetings – dates to be announced                                                                                                                                             |
| December 1         |  
  - Wisconsin Department of Revenue sends letter to municipal clerk if Final Municipal Assessment Report (MAR) or TID Assessment Report (TAR) was not filed  
  - If Initial MAR was estimated, final version must be submitted within 10 days of Board of Review (BOR) completion |
| December 31        | **Deadline** to submit a final or amended 2017 Municipal Assessment Report (MAR) and 2017 TID Assessment Report (TAR)                                                                              |

* Statutory Requirements
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Certification Statement

As the Secretary of the Wisconsin Department of Revenue (DOR), I have reviewed this guidance document or proposed guidance document and I certify that it complies with secs. 227.10 and 227.11, Wis. Stats. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

DEPARTMENT OF REVENUE

[Signature]

Peter Barca
Secretary of Revenue