

PROVIDE ASSESSMENT DATA (PAD) WEBINAR

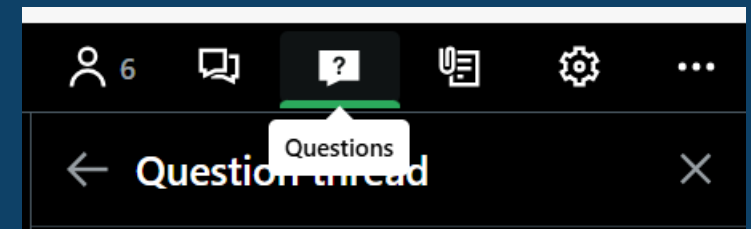
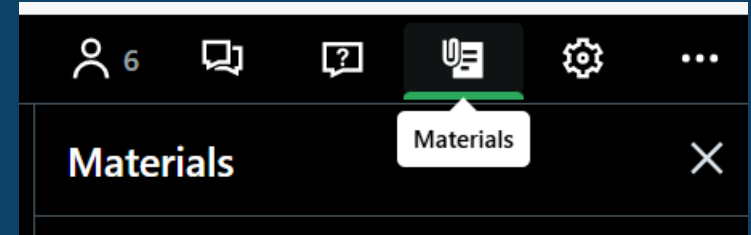
Wisconsin Department of Revenue | State and Local Finance Division

Guide for Wisconsin Assessors | June 24, 2026

Start time – 2:00 p.m.

WEBINAR INFORMATION

- On the top right of the screen:
 - Download today's presentation from the 'Materials' section
 - To ask a question – select 'Questions' then enter and submit your question at the bottom the section
- We'll respond to your question during the webinar
- All Q&A and the recorded webinar – posted on our website within a week



WEBINAR STAFF

- Pat Grabner – Green Bay Equalization Bureau Supervisor
- Chuck Paskey – Equalization Bureau Director
- Lynette Heffner – Eau Claire Equalization Bureau Supervisor
- Gary Martell – Milwaukee Equalization Bureau Supervisor



AGENDA

- What is PAD?
- Accessing PAD
- Sales search
- Search results
- Sale validation
- Use/reject codes
- Assessment data
- Commercial attributes
- Submit and confirm
- Summary/takeaways



WHAT IS PAD AND WHY DOES IT EXIST?



WHAT IS PAD?

- PAD = Provide Assessment Data
 - Created by the Wisconsin Department of Revenue (DOR)
 - » Streamlines information gathered on:
 - Sale validity
 - Assessments
 - Property types
 - Attribute data
 - » Allows assessors to submit assessment and sales information electronically
 - » Provide access statewide sales data



HOW DOES PAD WORK?

- After a Real Estate Transfer Return (RETR) is filed, DOR conducts an automated review
- DOR generates a list of potentially arm's-length and non-arm's length transfers
- Assessors must make the final determination



HOW TO ACCESS PAD

- **Step 1 – Register in My Tax Account (MTA)**
 - Must be registered in MTA to access PAD
 - Visit the DOR Assessor page for registration instructions and video assistance
- **Step 2 – Log In to MTA**
 - Go to DOR's website
 - Click "My Tax Account" under "Online Services"
 - Enter your registered username and password
- **Step 3 – Navigate to PAD**
 - From your MTA Summary page, select:
 - » "View/Submit PAD (Provide Assessment Data)"



PAD SALES SEARCH

- Available search
 - County – your assigned county
 - Municipality – your assigned municipalities
 - Receipt number – specific sale receipt number
 - Conveyance date – range of dates
- Key checkbox – "Include returns with previously submitted PAD data"
 - Must check this box to see previously submitted sales in results
 - Default search does NOT include these sales
- Fields marked with * are required
- Non-required fields refine result output



PAD SALES SEARCH RESULTS

- Understanding your search results
 - Each results displays:
 - » Receipt # – unique sale identification number
 - » Document # – county register of deeds number
 - » Date conveyed – legal ownership transfer date
 - » Date completed – date of previous PAD submission
 - » Parcel number – local parcel number (listed first on RETR)
 - » Physical address – property being conveyed



PAD SALES SEARCH RESULTS

- Results default to – conveyance order
- Customizing your results
 - » Filter – refine by keyword
 - » Sort – click column heading (ascending/descending)
 - » Resize – click and hold column width lines
- Action buttons
 - » "Submit PAD" – new submission required
 - » "Re-submit PAD" – update a prior submission



SALE VALIDATION INFORMATION

- Step 1 – Sale validation information
 - Your responsibilities
 - » Collect info through questionnaires, interviews, and/or field reviews
 - » Verify property attributes
 - Required questions
 - » Is any manufacturing involved in this sale?
 - » Did you receive a sale validation response? – enter validation date
 - » Sale validation method
 - » Sale validation source
 - » Approximate time on market, if known
 - » Marketing method
 - Selecting "Other" requires additional comments



SALE ATTRIBUTES – USE/REJECT CODES

- Step 2 – Sale attributes – arm's length and ratio
 - Arm's-length determination
 - » Code 00 = Valid arm's-length (market) sale
 - » Codes 11-59 = Sale is NOT arm's-length – codes ending in "9" require detailed comments
 - Ratio determination
 - » Code 00 = Sale IS usable for ratio purposes
 - » Codes 71-79 = Sale is NOT useable for ratio – codes ending in "9" require detailed comments



SALE ATTRIBUTES – USE/REJECT CODES

- Step 2 – Sale attributes – arm's length and ratio
 - Key rules
 - » Useable as arm's-length → MUST also review for ratio purposes
 - » Rejected as arm's-length → ALWAYS rejected for ratio purposes
 - » If January 1 assessment does not represent the property that sold → reject for ratio
 - Property classes
 - » Select applicable class(es) of property
 - » Enter respective acres per class
 - » Identify the primary class



SALE ATTRIBUTES – PROPERTY INFORMATION

- Step 3 – Property information
 - Water Influence
 - » Select "Yes" if water frontage or influence exists
 - Assessment values
 - » Post-Board of Review values for the year of the sale
 - » Land assessment
 - » Improvement assessment
 - » Total assessment
 - » Multiple parcels – combine ALL parcel values and enter totals



PROPERTY TYPE

- Step 4 – Property type
 - Structure category
 - » Auto-populates based on primary class and assessment value
 - » If no appropriate choice appears – review your Sale Attributes input
 - Primary structure code
 - » Auto-populates based on structure category
 - » If commercial class with improvement value – MUST complete commercial attribute data



PROPERTY TYPE – COMMERCIAL BUILDING DATA

- Step 5 – Commercial building attributes
 - Entering building data
 - » Click the "Add" button to create a record
 - » For multiple building – click "Add" again for additional records
 - Data entry notes
 - » Required fields are marked with a red asterisk (*)
 - » Some field require your direct input
 - » Fields with a chevron (v) offer a list to choose from



SUMMARY

- Step 6 – Summary page
 - After entering all data
 - » Review the Summary page
 - » Displays ALL information from:
 - Sale validation
 - Sale attributes
 - Property type
 - » If correction needed
 - Use the progress tracker at the top to navigate directly to any section
 - Use navigation buttons at the bottom



SUBMITTING AND CONFIRMING PAD

- Step 7 – Confirm and submit
 - Confirm Submission page
 - » Affirms information provided to DOR is accurate
 - » Re-submission is ONLY allowed during the current-year PAD submission period
 - » Selected fields will be viewable on DOR's public search application
 - Confirmation page
 - » Submission accepted
 - » Confirmation number provided



SUBMITTING AND CONFIRMING PAD

- Step 7 – Confirm and submit
 - Print confirmation – print your confirmation number
 - View submission – review each page of your submission
 - Return to PAD Sale Search – continue processing sales
 - Reminder – review legal descriptions and parcel numbers on the sale return to ensure complete assessment data is submitted – use the "View Return" button at any time



SUMMARY AND KEY TAKEAWAYS

- **PAD process – Key takeaways**
 - Access PAD through My Tax Account (MTA)
 - Search for sales using available search options
 - Complete Sale Validation Information
 - Determine Arm's-Length status (Code 00 or 11-59)
 - Determine Ratio usability (Code 00 or 71-79)
 - Enter property class and assessment data
 - Complete commercial attribute data (if applicable)
 - Review summary and submit



SUMMARY AND KEY TAKEAWAYS

- Remember
 - Manufacturing involvement? – Submit with Yes, done
 - Codes ending in "9" – Always require comments
 - Multiple parcels – Combine and enter totals
 - Commercial improved? – Attribute data required



RESOURCES

- DOR training page – revenue.wi.gov/Pages/Training/Home.aspx
 - Webinar recording and Q&A posted in approximately one week
- WPAM Chapter 10 for in-depth guidance – revenue.wi.gov/documents/wpam26.pdf
- MTA common questions – revenue.wi.gov/Pages/FAQS/mta-using-mta.aspx



RESOURCES

- Equalization contact information – reach out to the district office in your area
www.revenue.wi.gov/Documents/slfequmap.pdf
- Registration
 - Walkthrough video – revenue.wi.gov/Pages/VideoCenter/videos-home.aspx?ytvideoID=3KgotNEjtr8&ytplID=governments;
 - Instructions – revenue.wi.gov/Documents/PAD-registration-inst.pdf
- [PAD instructional manual](#)



THANKS!

- **Have additional questions?** – Contact the district office in your area – revenue.wi.gov/Documents/slfequmap.pdf
- Take brief survey

