

Wisconsin Department of Revenue  
Electronic Real Estate Transfer Return  
**eRETR**

New User Registration for **eRETR** Access  
Primary Assessor

Registration

# “Assessor” Role in the eRETR System

- The person registering in the eRETR system in the “Assessor” role is known as the Primary Assessor. The Primary Assessor must register for access and be approved by DOR before assessment staff in their office can register for access.
- An assessment firm can have only one Primary Assessor. All remaining staff will sign-up under the Primary Assessor in the “Assessment Staff” role.
- Assessment Staff will send their eRETR approval request (registration) to the Primary Assessor in their office. When the Primary Assessor approves the Assessment Staff in their office, the staff will automatically be approved for the same municipalities that the Primary Assessor has been approved for.
- The Primary Assessor must be minimally certified at the highest level of certification required by the municipalities which they (and their assessment firm) assess.
- The Primary Assessor will have the ability to file the electronic computer exemption report(s).
- The Primary Assessor must register for all municipalities in which they (and their assessment firm) assess.

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## WAMS ID

- You must have a WAMS ID to register for access to the eRETR system.
- Go to: <https://on.wisconsin.gov/WAMS/home> to obtain a WAMS ID.

# eRETR Access

## Primary Assessor Management of Assessment Staff

<http://www.revenue.wi.gov/ust/retrn.html>

Make this page your "favorite"

Click here for eRETR Assessor and Government Applications



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### Real Estate Transfer and Merger/Conversion

Section 77.22(1) of the Wisconsin Statutes provides that "...submission of a completed real estate transfer return and collection by the receiver of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials and staff of the Department of Revenue who have a statutory responsibility in the administration of Wisconsin tax laws.

#### Select

- Assessors and Government Offices Access
- Real Estate Transfer Return Filing - [eRETR PE-500 and PE-500x](#)
- Merger/Conversion Report - [MC-500](#)

#### Resources

- Newsletters (Real Estate Transfer News)
- Parcel Formatting Rules By County
- Training/Help -- How to use the eRETR system

#### Law Links

- Chapter 73.14, Merger/Conversion Statutes
- Chapter 77, Real Estate Transfer Statutes
- Tax 15, Wis. Adm. Code: Transfer Fee Administrative Tax Code

#### Reports

- Collection Summary for Calendar Years: [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#)
- Summary of County eRETR filings: [2006](#)

#### Links to State Agencies and Professional Organizations

- Department of Commerce [Rental Weatherization Program](#)
- Department of Financial Institutions [Conversion](#) FAQs and [Merger](#) FAQs
- Department of Natural Resources [Forest Crop Law \(FCL\) and Managed Forest Law \(MFL\)](#)
- Wisconsin [Association of Assessing Officers](#)
- Wisconsin [Bar Association](#)
- Wisconsin [County Treasurers' Association](#)
- Wisconsin [Real Property Listers](#)
- Wisconsin [Register of Deeds Association](#)

#### Software Developers

- Directly send and receive eRETR data via [eRETR Web Services](#)
- eRETR [Project](#)

#### FOR MORE INFORMATION PLEASE CONTACT:

WISCONSIN DEPARTMENT OF REVENUE  
Bureau of Property Tax  
Equalization Section  
P.O. Box 8971 MS 6-97  
Madison, WI 53708-8971  
Phone: (608) 266-2149  
Fax: (608) 264-6897  
[E-Mail Additional Questions](#)

Instructions on WAMS, Log In and downloading eRETR data

# Real Estate Transfer – Assessors and Government Offices Web Page

Wisconsin Department of Revenue  
revenue.wi.gov Serving businesses, governments, individuals & practitioners

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Training

## Real Estate Transfer - Assessors and Government Offices

All Users Select

- [Log-in to eRETR](#) to view or process returns.
- [Instructions for WAMS](#) (Web Access Management System).
- [Self-Registration](#) for a WAMS User ID.

News

- Real Estate Transfer News (RETN) - [March 2007](#) and [Sheriff Sale](#)

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Assessors

- eRETR [Training/Help](#)

Real Property Listers

- eRETR [Training/Help](#)

Register of Deeds

- eRETR [criteria](#) for a completed receipt.
- Paper PE-500 [criteria](#) for completed Real Estate Transfer Return.
- File an amended [PE-500x](#) for eRETR correction.

Treasurers

- Form P-520 [Treasurer's Transmittal](#) Spreadsheet (Excel 2003) | [Instructions](#)
- Form P-520 Treasurer's Transmittal Spreadsheet [manual fill-in](#) (older versions of Excel) | [Instructions](#)
- Electronic Funds Transfer
  1. [Register for EFT](#)
  2. Go to web site to [pay via EFT](#)

**FOR MORE INFORMATION PLEASE CONTACT:**

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Click here to log-in to eRETR

Instructions on WAMS, Log In and downloading eRETR data

# Log in to eRETR using your WAMS Id and Password

**Wisconsin**  
**Department of Revenue**

**Please log In**

1. Enter your user name → **User ID**

2. Enter your password → **Password**

**WARNING:** This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties

3. Login →

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[Forgot your password? Is your account locked ? click here](#)

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[Request a Wisconsin User ID and Password.](#)

1. Enter your user name



2. Enter your password



3. Login



If you have not obtained your WAMS User ID – get it here.



## Confidentiality Statement

**Electronic Real Estate Transfer Return** **Department of Revenue**

**RETR Confidentiality:**

The real estate transfer returns filed under Sec. 77.22(1) Wis. Stats., both paper and electronic, are privileged information per Sec. 77.265 Wis. Stats. Assessors, assessment staff, and county officials shall maintain the confidentiality of the real estate transfer returns except as follows:

**77.265 (2)** *The local assessor shall permit the inspection of all returns filed under this subchapter for property within any local unit of government for which property taxes are levied by the chief elected official, or a person designated by the official, of that unit upon the adoption of a resolution by the governing body of the unit directing the official to inspect the returns for the purpose of reviewing the basis upon which equalized values were established by the department of revenue under s. 70.57, and the official or designee shall maintain the confidentiality of the returns.*

**77.265 (5)** *The department of revenue, county real property listers under s. 70.09 and local assessors and their employees and agents may use the returns.*

**77.265 (7)** *In a condemnation proceeding or in an appeal of an assessment of real property, the property owners and the owners' agents may inspect the returns.*

**77.265 (8)** *A county may use the returns to develop a tract index if the county does not reveal the social security numbers of any buyers or sellers.*

The following exceptions are typically processed through the Department of Revenue:

**77.265 (3)** *The returns may be used in any proceeding involving the requisite amount of the fee.*

**77.265 (4)** *The department of workforce development may use the returns under s. 106.50.*

**77.265 (6)** *Governmental agencies acquiring real property for public purposes may use the returns.*

All other requests to view or access the real estate information provided here must be forwarded, in writing, to:

Real Estate Transfer Return Custodian of Documents:  
ATTN: SLF Deputy Division Administrator  
P.O. Box 8971, MS 6-97  
Madison, WI. 53708-8971

A breach in the confidentiality of the real estate transfer return may lead to a review by the Secretary of Revenue or a Designee, per Sec. 73.09(7)(a) Wis. Stats., who may revoke the certification of any assessor, assessment personnel or expert appraiser for the practice of any fraud or deceit in obtaining certification, or any negligence, incompetence or misconduct, including making a fraudulent change in the assessment roll after it is opened for examination under Sec. 70.47(3) Wis. Stats.

I have read the above statutory references and agree that I have statutory authority to view the Wisconsin Real Estate Transfer Return information contained on this website.

The electronic RETR and paper RETR (PE-500) are confidential.

To access the eRETR system, you **MUST** agree to maintain the confidentiality of the real estate transfer return.



# Part 1 - New User Registration - Personal Information Input

Fill in your name, telephone number, and email address. Then check **one** box to indicate your “role”:

The **Primary Assessor** in the “**Assessor**” role is the single individual in an assessment office who is minimally certified at the highest level of certification required by the municipalities which you (and your assessment firm) assess. The primary assessor (Assessor role) is responsible for approving and editing access to the eRETR system for the assessment staff in their office.

There can only be one **Primary Assessor** per assessment office.

Click “Continue Interview”

RETR Government Officials—Welcome New User! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost:9080/RETRWebApp/application?user=carol

**Electronic Real Estate Transfer Return** **Department of Revenue**

Click for Help in filling out this form

Welcome! Complete this form in order to use eRETR's Government Officials Web Application

Last name: [ ] First name: [ ]

Telephone: [ ] Email address: [ ]

What role(s) do you play?

Treasurer  Assessor

Register of Deeds  Assessment Staff

Real Property Lister  Revenue Staff

Continue interview

Wisconsin DOR

Version 3.001 - 05/08/2006  
Production Build

The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time.

Done Local intranet

**Note:** The **Primary Assessor** must use the email address that has been previously provided to the DOR. If you do not know this email address, contact a district Equalization office. The **Assessment Staff** e-mail address can be either a generic office e-mail that has multiple users or a personal e-mail address that may have been used to obtain your WAMS Id.

# New User Registration – Primary Assessor

Enter county / municipal codes for the municipalities you assess. Be sure to use the proper format: Do not include dashes, separate each municipal code with a comma only – do not include spaces.

Click here for a list of all county and municipal codes. The codes can be copied & pasted into the box.

**Electronic Real Estate Transfer Return** **Department of Revenue**

[Click for Help in filling out this form](#)

**Assessment Municipalities:**

- Enter the municipalities you and your staff provide assessments for.

*Assessment Municipalities: Enter five digit county/municipality code(s), without dashes, separated by commas.  
Example: if you enter 05106,05010,05012 you would be claiming that you are an assessor for BROWN: BELLEVUE, VILLAGE OF, BROWN: EATON, TOWN OF, and BROWN: GLENMORE, TOWN OF*

[County Municipal Codes List](#)

**Recipient's email:**

- Select the email address of the District Office where you do the majority of your assessment work.

Recipient's email address:

- Select -
- Lisa Test
- Central Office, eRETR - Madison
- Central Office, Equalization - Madison
- Lake Winnebago District - Fond Du Lac
- Southern District - Madison
- Southeastern District - Milwaukee
- Western District - Eau Claire
- North Central District - Wausau
- Lake Michigan District - Green Bay

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Select the DOR Office that represents most or all of your municipalities. Click "Send the mail"

# New User Registration

The registration process is complete. You will receive an e-mail to notify you when you have been authorized to access the eRETR system.

