

Wisconsin Department of Revenue

eRETR

electronic Real Estate Transfer Return

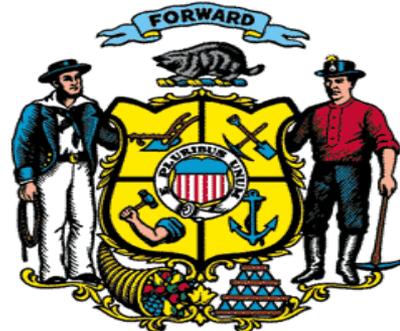
How to Save & Restore an eRETR

Using Internet Explorer and Firefox

Look for the logo in left corner of screen for the different versions



<http://www.revenue.wi.gov/retr/index.html>



Reasons to Save an eRETR

If you are not going to be active (Update/change page) within the 30 minutes. The eRETR will close out losing all data entered and return you to the Dept. of Revenue home page. You will have to begin a new eRETR entering all the data once more.

An error is discovered on the Receipt or return, you must start a new eRETR from the beginning and re-enter all the data.

If the Register of Deeds rejects recording for some reason (missing Grantor or Grantee on Receipt) they would contact the Preparer via the phone number or e-mail provided on the Receipt. (Preparers should always put their information in Preparer boxes).

Filer uses the following procedures:

- “Restore” saved file and make any necessary corrections.
- “Submit” and print new Receipt which will have a different Receipt number. Note each time you “Submit”, a new Receipt Number is generated. (Recommend saving corrected file).
- Preparer needs to Fax / deliver the new Receipt to Register of Deeds.

Register of Deeds records documents. The incorrect Receipt may be discarded.

A “correction deed” needs to be recorded as an error on the original deed was discovered.

- “Restore” saved file and make any necessary corrections.
- “Submit” and print new Receipt which will have a different Receipt number. Note each time you “Submit”, a new Receipt Number is generated. (Recommend saving corrected file).
- Preparer attaches the new Receipt to the correction deed.

DO NOT MAKE A COPY OF THE ORIGINAL RECEIPT to record another deed.

Recording rule is: **Each Deed needs its own Receipt / Each Receipt needs its own Deed**

Create a “template” for future use. For a condominium project or subdivision where there will be multiple deeds. Most of the information is already known such as grantor, legal etc. Fill out eRETR for what is known and save the file (condoX.dor). Each time a unit or lot is sold, restore the template, complete with missing information (grantee, unit number, sales price) and save under the buyers name or unit number. “Submit”, print and attach to deed.

You can save a file at any point of filling out the return.

It is recommended that you save before “Submit” is pressed.

Save from any page in eRETR

The "Save" button is located at the top and bottom of each page. You can save a file at any point of filling out the return. It is recommended that you save before "Submit" is pressed.

Remember to save if you are not active (Update/change page) within the 30 minutes.

Save buttons are on all pages

TOP OF PAGE BUTTONS

Remaining time: 28:35

Grantors

eRETR - Grantors

Grantor

Grantor type

Grantors
Grantees
Parcels
Legal description
Physical description
Transfer
Financing
Weatherization
Fee computation
Agent and preparer
Summary

BOTTOM OF PAGE BUTTONS

Grantors

[Instructions](#)

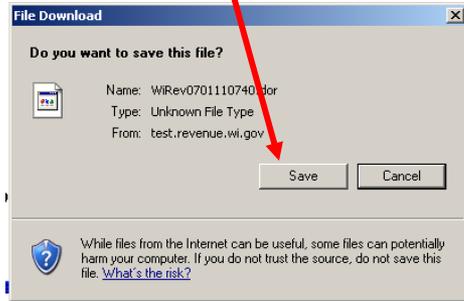


Explorer saving using "Save" button in eRETR

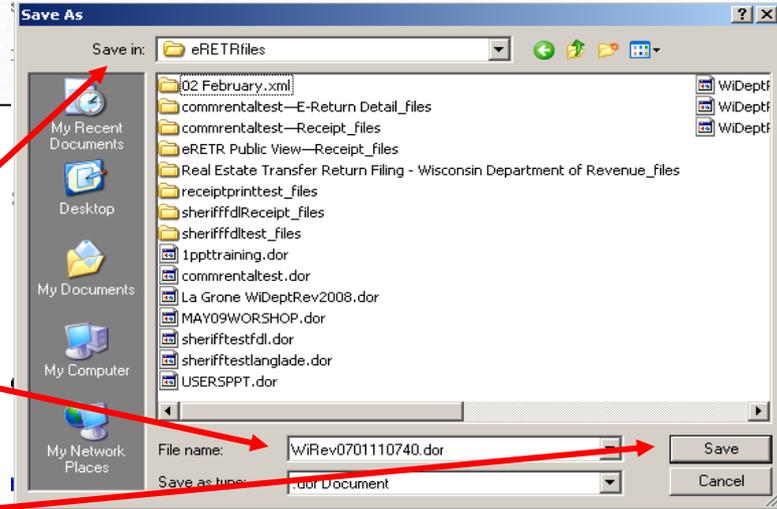
Save Instructions

1. Press [Download File](#) button

"New window"
2. Click "Save"

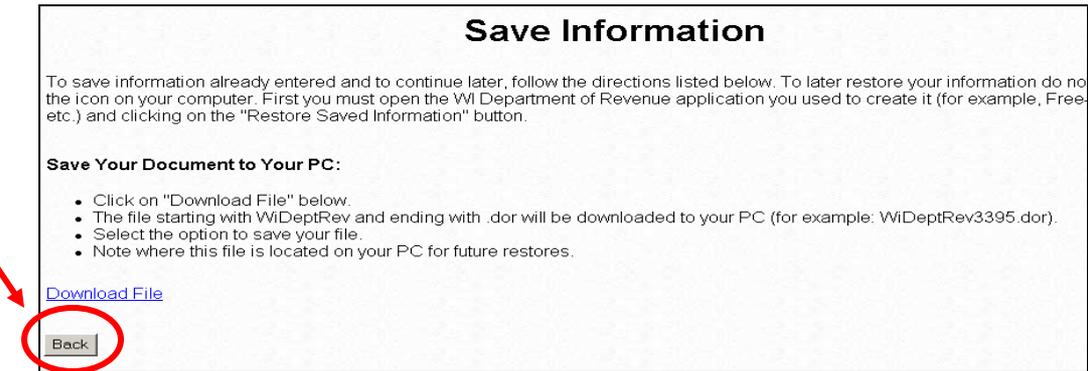


"New window"
3. Select location on your computer to save to:
Name your file:
will auto save as:
WiRevXXXXXX.dor
(extension always will be .dor)



4. Click "Save". The window disappears
Save Information screen remains.

5. Click on "Back" button to return to eRETR





Firefox

Firefox saving using "Save" button in eRETR

Save Information

To save information already entered and to continue later, follow the directions listed below. To later restore your information do not click on the icon on your computer. First you must open the WI Department of Revenue application you used to create it (for example, Free-File, eRETR etc.) and clicking on the "Restore Saved Information" button.

Save Your Document to Your PC:

- Click on "Download File" below.
- The file starting with WiDeptRev and ending with .dor will be downloaded to your PC (for example: WiDeptRev3395.dor).
- Select the option to save your file.
- Note where this file is located on your PC for future restores.

[Download File](#)

Back

Save Instructions

1. [Download File](#) button

Opening WiDeptRev55151.dor

You have chosen to open

WiDeptRev55151.dor
which is a: DOR file
from: https://ww2.revenue.wi.gov

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

OK Cancel

"New window"

2. Click "Save File" and "Ok"

Save As

Save in: eRETRfiles

- 02 February.xml
- commentaltest—E-Return Detail_files
- commentaltest—Receipt_files
- eRETR Public View—Receipt_files
- Real Estate Transfer Return Filing - Wisconsin Department of Revenue_files
- receiptprinttest_files
- sheriffdtest_files
- sheriffdtest_files
- 1ppttraining.dor
- commentaltest.dor
- La Grone WiDeptRev2008.dor
- MAY09WORSHOP.dor
- sheriffstestfdl.dor
- sheriffstestlanglade.dor
- USERSPPT.dor

File name: WiRev0701110740.dor

Save as type: .dor Document

Save Cancel

"New window"

3. Select location save to:

Name your file:

will auto save as: WiRevXXXXXX.dor
(extension always will be .dor)

4. Click "Save".

"New Window"

5. Click on "X" button to close and return to **Save Information**

Downloads

WiDeptRev49112.dor	7.8 KB — wi.gov	3:39 PM
WiDeptRev34681.dor	7.8 KB — wi.gov	3:05 PM
WiDeptRev34681.dor	7.8 KB — wi.gov	3:04 PM

6. Click on "Back" button to return to eRETR

Save Information

To save information already entered and to continue later, follow the directions listed below. To later restore your information do not click on the icon on your computer. First you must open the WI Department of Revenue application you used to create it (for example, Free-File, eRETR etc.) and clicking on the "Restore Saved Information" button.

Save Your Document to Your PC:

- Click on "Download File" below.
- The file starting with WiDeptRev and ending with .dor will be downloaded to your PC (for example: WiDeptRev3395.dor).
- Select the option to save your file.
- Note where this file is located on your PC for future restores.

[Download File](#)

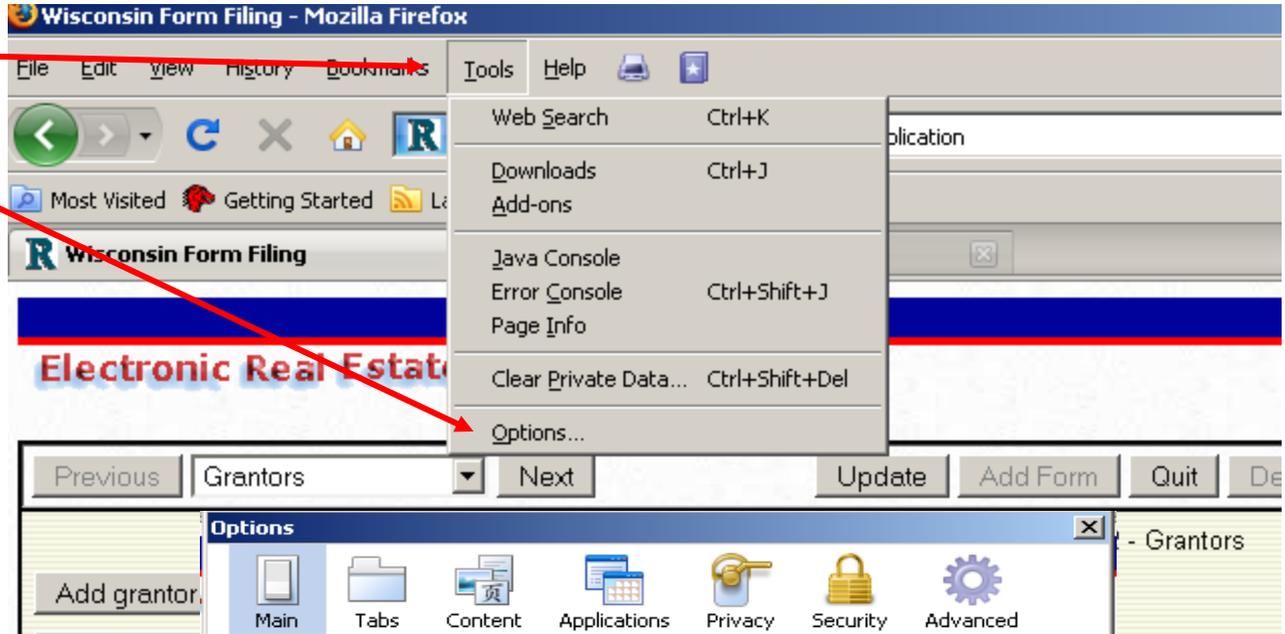
Back



Firefox

Foxfire Save Location Setting

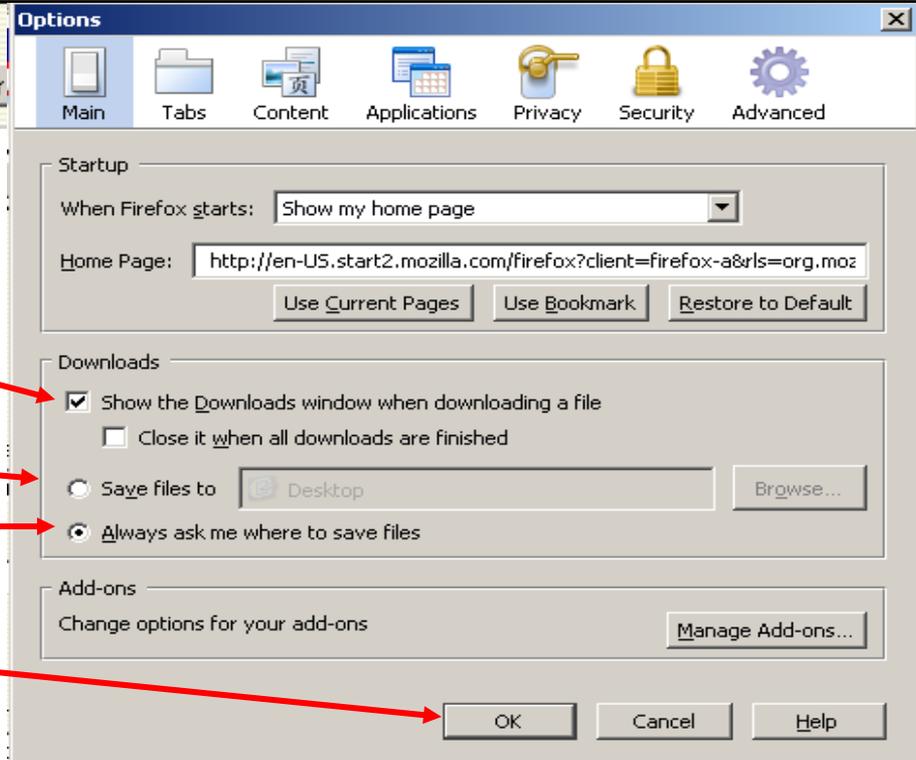
1. Click "Tools" then "Options"



2. Check "Show the Downloads....."

3. Either select location to "Save files to" or "Always ask"

4. Click "OK"



5/1/2012

Save from “Submitted Notification”

If Filer forgets to save file and an error is discovered, you must start from the beginning to re-enter data.



You can not go back into the eRETR after pressing “Submit”

“Submitted Notification” after “Submit” button is pressed

To save file:

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. This is your last opportunity to save a copy of the return by clicking [here](#). Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found [here](#).

Receipt number is: P68Y

Please click on the "Continue" button to print your receipt and/or view your return.

**Wisconsin
DOR**



Explorer Saving Steps from “Submitted Notification”

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. This is your last opportunity to save a copy of the return by clicking [here](#). Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found [here](#).

Receipt number: [REDACTED]

1. Click [“here”](#)

“New window”
2. Click “Save”

“New window”
3. Select location on your computer where you want to save to:
Name file if desired

File will auto save as:
WiRevXXXXXX.dor
(extension always will be .dor)

4. Click “Save”
The window disappears and “Submitted Notification” screen remains.

“New window”
5. Click “Close”
The window disappears and “Submitted Notification” screen appears.



Firefox: Foxfire Saving Steps from "Submitted Notification"

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. This is your last opportunity to save a copy of the return by clicking [here](#). Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found [here](#).

Receipt num

Please click on

Continue

Opening WiDeptRev55151.dor

You have chosen to open

WiDeptRev55151.dor
which is a: DOR file
from: https://ww2.revenue.wi.gov

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

OK Cancel

1. Click "[here](#)"

"New window"
2. Click "Save File" and "Ok"

"New window"
3. Select location on your computer where you want to save to:
Name file if desired
File will auto save as:
WiRevXXXXXX.dor
(extension always will be .dor)

Save As

Save in: eRETRfiles

- 02 February.xml
- commentaltest—E-Return Detail_files
- commentaltest—Receipt_files
- eRETR Public View—Receipt_files
- Real Estate Transfer Return Filing - Wisconsin Department of Revenue_files
- receiptprinttest_files
- sheriffdReceipt_files
- sheriffdtest_files
- 1ppttraining.dor
- commentaltest.dor
- La Grone WiDeptRev2008.dor
- MAY09WORSHOP.dor
- sherifftestfdi.dor
- sherifftestlanglade.dor
- USERSPPT.dor

File name: WiRev0701110740.dor

Save type: dor Document

Save Cancel

4. Click "Save"
The window disappears and "Submitted Notification" screen remains.

"New window"
5. Click "Close"
The window disappears and "Submitted Notification" screen appears.

Download complete

Download Complete

Saved:
WiDeptRev26203.dor from ww2.revenue.wi.gov

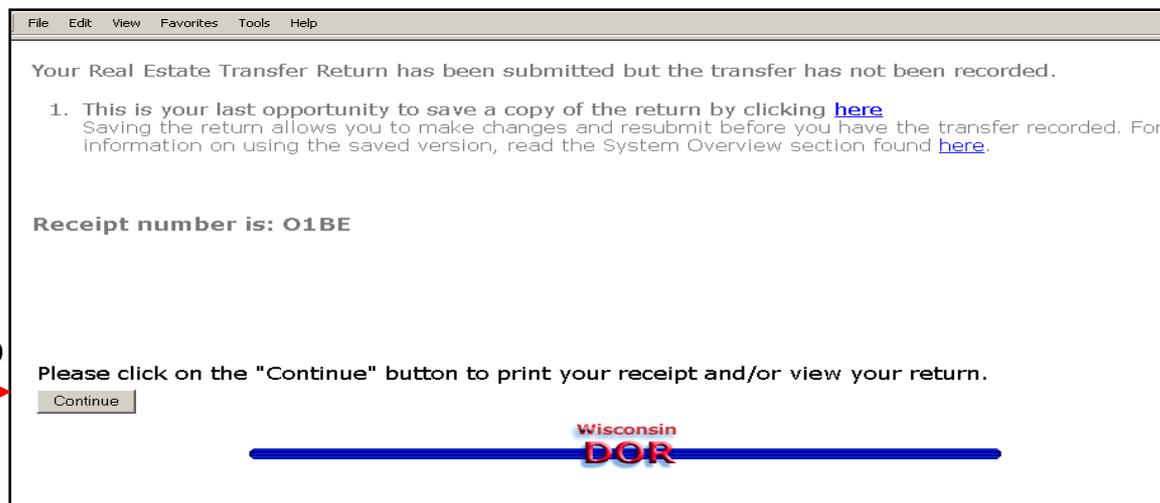
Downloaded: 7.00 KB in 1 sec
Download to: h:\WiDeptRev26203.dor
Transfer rate: 7.00 KB/Sec

Close this dialog box when download completes

Open Open Folder Close

Save: “Submitted Notification” screen remains “Submit” ONLY sends data to Revenue, not to the County

The Receipt is required to record document, do not print these pages and send to the Register of Deeds.



Continue: Receipt is required to record document. →

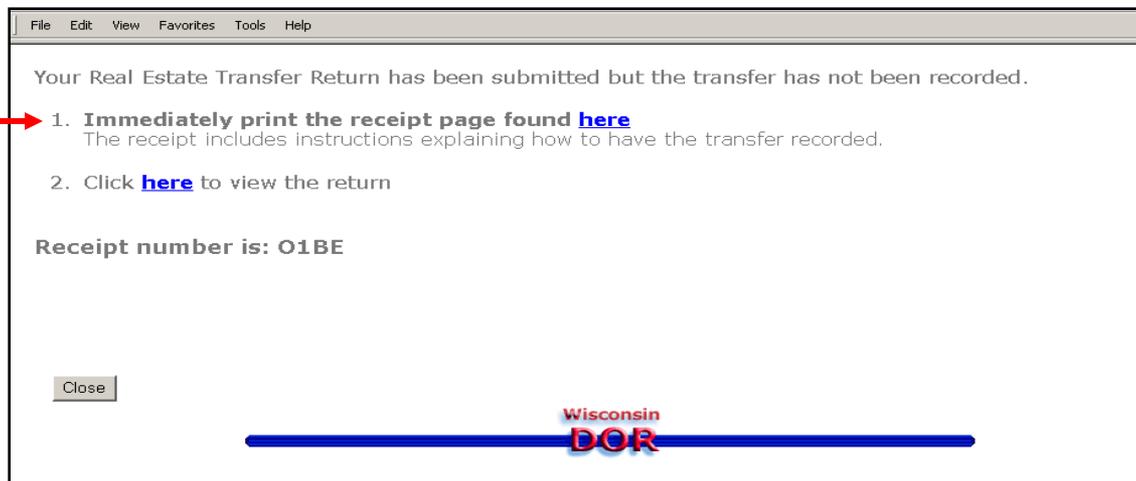


Continue opens new print “window”

Print: Receipt is required to record document. →

Opens Receipt in new “window”

If you are unable to print at this time, go to the Real Estate Transfer web site and “[View a submitted eRETR](#)” to retrieve Receipt and print. You will need the Receipt Number, value and name of grantor or grantee.



Restoring Saved File

Click [Restore](#) to restore a saved eRETR file

If you were unable to print Receipt, click [View a submitted eRETR](#) to retrieve Receipt for printing. You will need the Receipt number, value and name of grantor or grantee.

The screenshot shows the website's navigation bar with tabs for Home, Businesses, Individuals, Tax Professionals, and Government. The main content area is titled 'Real Estate Transfer Returns' and is divided into three columns. The left column contains 'Recent News' and a 'Calendar' section. The middle column has a 'File | View | Search' menu with several options, including 'Restore an eRETR'. The right column is titled 'Assessors and Government Offices' and lists various services. A red arrow originates from the 'Restore an eRETR' link in the 'Recent News' section and points to the 'Restore an eRETR' link in the 'File | View | Search' menu.

Home **Businesses** **Individuals** **Tax Professionals** **Government**

Recent News

- 2012 Wisconsin Property Assessment Manual is now available
- Messages to:
 - Assessors
 - Town, Village and City Officials

Sign up for email updates

Calendar

MAY	Municipal and TID 2012 Exempt Computer Report due
MAY	Stratified

Real Estate Transfer Returns

File | View | Search

- Submit an eRETR
 - Instructions
 - Parcel formatting rules
- Restore an eRETR
- Amended Real Estate Transfer Return (PE-500x) (Instructions)
- Amended Real Estate Transfer Return (PE-500x) (Form)
- View a submitted eRETR (requires receipt information)
- Real Estate Transfer Waiver
- State of Wisconsin property information search

Assessors and Government Offices

- Log in to process and view returns
- WAMS:
 - Instructions
 - Self-registration for a user ID
 - ID and password recovery
- Register of Deeds criteria for an eRETR (PE-100)
- Treasurer's Transmittal Spreadsheet (P-520)
- My Tax Account

Overview & Start Page

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

Remaining time:

To submit a real estate transfer return (eRETR), press the "START" button below, and complete the information on the pages that follow. When finished, press the "Submit" button, save and press "Continue" to print your Receipt. Send ONLY THE RECEIPT to the Register of Deeds address along with the other items listed on the Receipt. Do not send the Real Estate Transfer Return or addendums.

First time users should read the System Overview found [here](#).

To use eRETR you must have a printer. (The printer is used to print the RETR receipt you receive after pressing "Submit".)

To Submit new eRETRs OR Restore Saved Information

Sources of Information

- [System Overview](#) provides overview information about electronically submitting Real Estate Transfer Returns. First time users should read the System Overview.
- [eRETR Instructions](#) provides detailed instructions about answering the questions on the electronic real estate transfer return.
- [Real Estate Transfer and Merger/Conversion Web Site](#) provides further assistance and contact information.

System Maintenance
The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time frame. If you experience problems using eRETR, please verify that use is outside of the hours of 5 - 7:30 am before reporting problems.

Wisconsin
DOR

To restore eRETR



START

To Submit new eRETRs OR Restore Saved Information

Explains light bulbs, stop signs etc.

Sources of Information

Instructions for each section of the return



- [System Overview](#) provides overview information about electronically submitting Real Estate Transfer Returns. First time users should read the System Overview.
- [eRETR Instructions](#) provides detailed instructions about answering the questions on the electronic real estate transfer return.
- [Real Estate Transfer and Merger/Conversion Web Site](#) provides further assistance and contact information.

Go back to Real Estate Transfer Merger/Conversion page



Start Page – Restore Saved Information

Restore Saved Information:

To complete or correct a saved file:



Remaining time: 29:22

Restore Saved Information

eRETR - County

In what county is the property located?

Select

Previous

Quit

Next

Screens after clicking "Restore saved information" button

Electronic Real Estate Transfer Return Department of Rev
Remaining time: []

Restore Saved Information

Upload Document From Your PC:

- Click on "Browse".
- Find the file you saved.
- Double click on it.
- Wait for the "File Location" box to fill with the path and file name.
- Click on "Upload File".
- When your information is restored, continue using the application.

File Location:

Restore Instructions

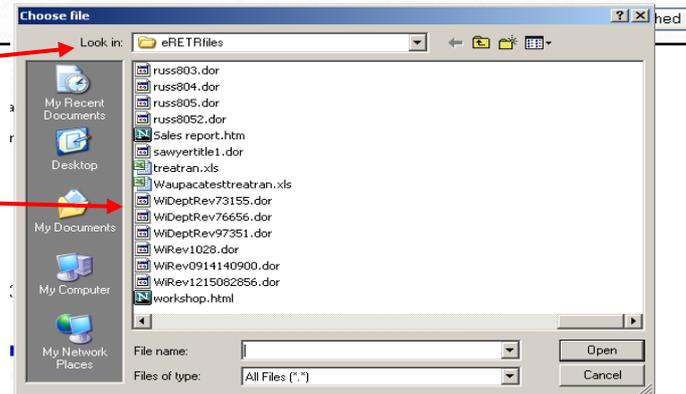
"New Window"

2. Locate file.

Unless renamed, auto saved
as: WiRevXXXXXX.dor

(extension always will be .dor)

Double click and will insert in
"File Location" box



Electronic Real Estate Transfer Return Department of Rev
Remaining time: []

Restore Saved Information

Upload Document From Your PC:

- Click on "Browse".
- Find the file you saved.
- Double click on it.
- Wait for the "File Location" box to fill with the path and file name.
- Click on "Upload File".
- When your information is restored, continue using the application.

File Location:

Assistance:
If you need help visit the [Frequently Asked Questions](#) (FAQs) page or contact us during normal business hours of 7:45 am to 4:30 pm, Monday through Friday at 265-2776. For eRETR call (800) 265-2149.

Wisconsin
DOR

3. Upload File

File restored for completing, correcting or **Submit**

After clicking "Upload File", the Grantor page of the eRETR appears.
Remember to save again after making changes or completing the eRETR.

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

Remaining time: 2

Previous Next

Grantors eRETR - Grantors

- Grantors
- Grantees
- Parcels
- Legal description
- Physical description
- Transfer
- Financing
- Weatherization
- Fee computation
- Agent and preparer
- Summary

Grantor

Grantor type

Explain if Other is selected

Individual information

Last name	First name
<input type="text" value="Reppen"/>	<input type="text" value="Russel"/>

Social security number