

**Co Treasurer Letterhead**

Conversion Charge Assessment Date: (Date of this letter): \_\_\_\_\_

<insert owner name as of date of the change>

<insert address of person who owes the conversion charge>

**Agricultural Land Conversion Charge**

The Municipal Assessor informed our office that the acre(s) listed below are no longer devoted to primarily agricultural use, under state law (sec. 70.32(2)(c)1, Wis. Stats.). As owner at the time of the use change, you must pay a conversion charge based on the total number of acres converted.

**Conversion Charge Assessment Information**

<b>Change reflected on Assessment Roll effective</b>	January 1, <insert assessment year>
<b>Town/Village/City :</b> <insert t,v,c>	<b>County:</b> <insert county name>
<b>Parcel number(s)</b>	<insert parcel number(s)>
<b>Number of converted acres</b>	<insert number of acres>
<b>Conversion charge</b>	<b>\$ &lt;insert charge amount&gt;</b>

**Conversion charge notice**

The *Agricultural Land Conversion Charge* form (PR-298), notifies property owners of a potential land conversion charge. Your local assessor should have sent you Form PR-298 with the *Notice of Changed Assessment* (PR-301) for land formerly classified as agricultural and converted to another use. If you did **not** receive these documents prior to receiving this letter, contact your municipal assessor.

**Conversion charge due date**

The Conversion Charge is **due no later than 30 days** from the date of this notice. If you pay after the due date, you are charged interest at 1% per month (or fraction thereof), calculated from the date of this notice. If you fail to pay, the amount is collected as a special charge on the property tax bill.

**Payment Information** – make your check payable to:

\_\_\_\_\_ County  
C/O of \_\_\_\_\_, County Treasurer

**Questions?**

For more conversion charge information, review these Wisconsin Department of Revenue resources:

- Agricultural Assessment Guide for Wisconsin Property Owners: [revenue.wi.gov/pubs/slf/pb061.pdf](http://revenue.wi.gov/pubs/slf/pb061.pdf)
- Use-Value Conversion Charge Common Questions (CQs): [revenue.wi.gov/faqs/slf/usevalue.html](http://revenue.wi.gov/faqs/slf/usevalue.html)
- Use-Value Assessment CQs: [revenue.wi.gov/faqs/slf/useassmt.html](http://revenue.wi.gov/faqs/slf/useassmt.html)

<insert County Treasurer Address>

Sincerely,  
County Treasurer  
cc. Municipal Assessor