

2018 Assessor Calendar of Events

Date	Event
February 1	Assessor certification review – Wisconsin Department of Revenue (DOR) initiates review if 2017 Final Municipal Assessment Report (MAR), TID Assessment Report (TAR), or Annual Assessment Report (AAR) was not filed
February 9	<ul style="list-style-type: none"> • Deadline to submit Provide Assessment Data (PAD) data for 2017 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
February 15	2018 Manufacturing Notification rolls available on our website by February 15: <ul style="list-style-type: none"> • https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx • Assessors notified of manufacturing property within their taxation district that, as of that date, will be assessed by DOR during the current assessment year
February 23	DOR notifies assessors of Preliminary Assessment to Sales Ratio Reports: <ul style="list-style-type: none"> • 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 1	Deadline: <ul style="list-style-type: none"> • Manufacturers to submit annual manufacturing property returns to DOR or request filing extension to April 1 • Prospective manufacturers to contact DOR and request manufacturing classification Note: DOR will notify assessors for any new manufacturing property added (or deleted) from the Notification rolls (published online by February 15)
March 9	<ul style="list-style-type: none"> • Final deadline to submit assessment information for 2017 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
March 30	DOR notifies assessors of Final Assessment to Sales Ratio Reports
April 23	DOR posts 2018 Assessor MAR and TAR forms to our website revenue.wi.gov/Pages/OnlineServices/slfiling.aspx :
April 23 <i>(4th Monday of April)</i>	Starts the 45-day period when the Board of Review (BOR) holds an initial meeting
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/Documents/2009stratfrm.pdf
May 14 <i>(2nd Monday of May, ongoing)</i>	Assessor to submit Annual Assessment Report (AAR) revenue.wi.gov/Pages/OnlineServices/slfiling.aspx : <ul style="list-style-type: none"> • To municipality prior to or at BOR • To DOR within 30 days following BOR adjournment
June 6	BOR – initial meeting must be held by this date
June 11 <i>(2nd Monday of June)</i>	Deadline to submit MAR – information used for the 2018: <ul style="list-style-type: none"> • August 1 preliminary Equalized Values • August 15 certified Equalized Values • Net New Construction calculations

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June 11* (2nd Monday of June)	Deadline to submit TAR: <ul style="list-style-type: none"> • Due by midnight • No extensions • Note: If no report is filed, no change in increment is given except those due to manufacturing property changes
June 11* (2nd Monday of June)	DOR issues: <ul style="list-style-type: none"> • 2018 Manufacturing Assessment Notices to manufacturing property owners • 2018 Manufacturing Full Value Real Estate and Personal Property Assessment Rolls on our website: https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx
July 31	Deadline to provide DOR with changes to 2019 forms, publications and online applications
August 1*	DOR releases 2018 Preliminary Values: <ul style="list-style-type: none"> • Equalized Values • Net New Construction • Tax Incremental District
August 7*	Deadline to notify DOR of potential errors in the preliminary Equalized Value or TID value
August 15*	DOR releases 2018 Certified Values: <ul style="list-style-type: none"> • Equalized Values • Net New Construction • Tax Incremental District
September 11-14	Municipal Assessor's Institute – Tundra Lodge, Green Bay
October 1	Deadline to file Final MAR to be used for Preliminary Major Class Comparison
October 14-16	Wisconsin Towns Association Annual Meeting – Holiday Inn, Stevens Point
October - December	DOR website – https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx : <ul style="list-style-type: none"> • 2018 Equated Manufacturing Real Estate and Personal Property Assessment Rolls Note: a valid Statement of Assessments must be on file before Manufacturing Equated Rolls can be processed • Correction of Errors by Assessors (s. 70.43) Manufacturing Real Estate and Personal Property Assessment Rolls correcting 2017 manufacturing assessments for palpable errors • Omitted Manufacturing Real Estate and Personal Property Assessment Rolls for property omitted from the manufacturing roll during the prior five years
November 1*	<ul style="list-style-type: none"> • 2018 Preliminary Major Class Comparison Report – DOR posts to our website • DOR sends non-compliance notices to municipalities
November	2019 AAR – DOR posts to our website
November/December	2018 Annual Assessor Meetings – dates to be announced
December 3	<ul style="list-style-type: none"> • DOR sends letter to municipal clerk if Final MAR or TAR was not filed • If Initial MAR was estimated, final version must be submitted within 10 days of BOR completion
December 31	Deadline to submit a final or amended 2018 MAR and 2018 TAR

* Statutory Requirements