

# 2019 Assessor Calendar of Events

Date	Event
<b>February 1</b>	Assessor certification review – Wisconsin Department of Revenue (DOR) initiates review if 2018 Final Municipal Assessment Report (MAR), TID Assessment Report (TAR), or Annual Assessment Report (AAR) was not filed
<b>February 8</b>	<ul style="list-style-type: none"> <li>• <b>Deadline</b> – to submit Provide Assessment Data (PAD) data for 2018 sales to be included on the Preliminary Assessment to Sales Ratio Report</li> <li>• <b>Reminder</b> – all assessments must be submitted online through PAD <a href="https://ww2.revenue.wi.gov/RETRWebApp/application">https://ww2.revenue.wi.gov/RETRWebApp/application</a></li> </ul>
<b>February 15</b>	2019 Manufacturing Notification rolls available on our website by February 15: <ul style="list-style-type: none"> <li>• <a href="https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx">https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx</a></li> <li>• Assessor notified of manufacturing property within the assessor's taxation district that will be assessed by DOR during the current assessment year</li> </ul>
<b>February 22</b>	DOR notifies assessors of Preliminary Assessment to Sales Ratio Reports: <ul style="list-style-type: none"> <li>• Assessor to review useable and rejected sales reports for changes, including incorrectly posted assessments, and clerical errors</li> <li>• Assessor to notify <a href="#">Equalization Bureau District Office</a> of changes</li> </ul>
<b>March 1</b>	<b>Deadline:</b> <ul style="list-style-type: none"> <li>• Manufacturers to submit annual manufacturing property returns to DOR or request filing extension to April 1</li> <li>• Prospective manufacturers to contact DOR and request manufacturing classification Note: DOR will notify assessors regarding any new manufacturing property added (or deleted) from the Notification rolls (published online by February 15)</li> </ul>
<b>March 8</b>	<ul style="list-style-type: none"> <li>• <b>Final deadline</b> – to submit assessment information for 2018 sales in Provide Assessment Data (PAD) to be included in or excluded from the Final Assessment to Sales Ratio Report</li> <li>• <b>Final deadline</b> – to contact <a href="#">Equalization Bureau District Office</a> if there are changes to previously submitted PAD assessment information</li> </ul>
<b>March 29</b>	DOR notifies assessors of final Assessment to Sales Ratio Reports
<b>April 22</b>	DOR posts 2019 Assessor MAR form to our website <a href="https://revenue.wi.gov/Pages/OnlineServices/slfiling.aspx">revenue.wi.gov/Pages/OnlineServices/slfiling.aspx</a>
<b>April 22</b> <i>(4th Monday of April)</i>	Starts the 45-day period when the Board of Review (BOR) holds an initial meeting
<b>April 22</b> <i>(4th Monday of April)</i>	Assessor to submit Annual Assessment Report (AAR) <a href="https://revenue.wi.gov/Pages/OnlineServices/slfiling.aspx">revenue.wi.gov/Pages/OnlineServices/slfiling.aspx</a> : <ul style="list-style-type: none"> <li>• To municipality prior to or at BOR</li> <li>• To DOR within 30 days following BOR adjournment</li> </ul>
<b>May 1</b>	Stratified assessment data due to <a href="#">Equalization Bureau District Office</a> (feedback on economic changes in district) – links to spreadsheet template are found in the instructions <a href="https://revenue.wi.gov/Documents/2009stratfrm.pdf">revenue.wi.gov/Documents/2009stratfrm.pdf</a>
<b>June 5</b>	BOR – initial meeting must be held by this date
<b>June 10*</b> <i>(2nd Monday of June)</i>	<b>Deadline</b> – to submit MAR information (used for the 2019 Equalized Values and TID Values) <ul style="list-style-type: none"> <li>• August 1 preliminary Equalized Values and TID Values</li> <li>• August 15 certified Equalized Values and TID Values</li> <li>• Net New Construction calculations</li> <li>• Due by midnight, no extensions</li> <li>• Note: If no report is filed, no change in TID increment is given except those due to manufacturing property changes</li> </ul>

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<b>June 10</b> <i>(2<sup>nd</sup> Monday of June)</i>	DOR issues: <ul style="list-style-type: none"> <li>• 2019 Manufacturing Assessment Notices to manufacturing property owners</li> <li>• 2019 Manufacturing Full Value Real Estate and Personal Property Assessment Rolls on our website: <a href="https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx">https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx</a></li> </ul>
<b>July 31</b>	<b>Deadline</b> – to provide DOR with changes to 2020 forms, publications and online applications
<b>August 1*</b>	DOR releases 2019 Preliminary Values: <ul style="list-style-type: none"> <li>• Equalized Values</li> <li>• Net New Construction</li> <li>• Tax Incremental District</li> </ul>
<b>August 7*</b>	<b>Deadline</b> – to notify DOR of potential errors in the preliminary Equalized Value or TID value
<b>August 15*</b>	DOR releases 2019 Certified Values: <ul style="list-style-type: none"> <li>• Equalized Values</li> <li>• Net New Construction</li> <li>• Tax Incremental District</li> </ul>
<b>September 16-18</b>	Municipal Assessor’s Institute – Best Western Premiere Waterfront Hotel & Conference Center, Oshkosh
<b>October 1</b>	<b>Deadline</b> – to file Final MAR to be used for Preliminary Major Class Comparison
<b>October 13-15</b>	Wisconsin Towns Association Annual Meeting – Kalahari Resort, Wisconsin Dells
<b>October - December</b>	DOR issues – <a href="https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx">https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx</a> : <ul style="list-style-type: none"> <li>• 2019 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</li> <li>• Correction of Errors by Assessors (s. 70.43) Manufacturing Real Estate and Personal Property Assessment Rolls correcting 2018 manufacturing assessments for palpable errors</li> <li>• Omitted Manufacturing Real Estate and Personal Property Assessment Rolls for property omitted from the manufacturing roll during the prior five years</li> </ul>
<b>November 1*</b>	<ul style="list-style-type: none"> <li>• 2019 Preliminary Major Class Comparison Report – DOR posts to our website</li> <li>• DOR sends non-compliance notices to municipalities</li> </ul>
<b>October - November</b>	2019 Annual Assessor Meetings – dates to be announced
<b>December 2</b>	<ul style="list-style-type: none"> <li>• DOR sends letter to municipal clerk if Final MAR was not filed</li> <li>• If Initial MAR was estimated, final version must be submitted within 10 days of BOR completion</li> </ul>
<b>December 31</b>	<b>Deadline</b> – to submit a final or amended 2019 MAR

\* Statutory Requirements