

Wisconsin Department of Revenue Prop 076 (R. 12-23)

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## I. General Information

- Manufactured/mobile homes subject to a monthly municipal permit fee are entitled to the lottery and gaming credit provided the manufactured/mobile home is used as a primary residence. Under state law (sec <u>79.10</u>, Wis. Stats.), the municipal clerk deducts the credit as part of the determination of the monthly municipal permit fee.
- New owners or newly qualified individuals must complete and sign the Wisconsin Department of Revenue's (DOR) Form LC-220 stating that the manufactured/mobile home is owner-occupied and used as a primary residence
- If a manufactured/mobile home is moved out of a community, all unused credit must be returned to DOR. The municipality may also charge back (bill) a school district(s) for its unused portion of the credit for the manufactured/mobile homes that move out.
- Federal law requires a lending institution to escrow the taxes for a manufactured/mobile home when a lien exists on the home. However, state law (sec. <u>66.0435(3)</u>, Wis. Stats.) requires that the monthly municipal permit fee is paid to the local taxing authority (or to the community operator by ordinance). In these situations, the homeowner is paying the fee (tax) twice, once to the lending institution and once to the local taxing authority or community operator. At the end of the year, the homeowner can show the lending institution the taxes were already paid, and receive a credit/refund from the lending institution.

### **II. Definitions of Terms**

**Estimated fair market value** – this is normally the equalized value. The amount an owner could expect to receive for the property through a private sale (cash value).

**Assessment ratio** – the relationship between the assessed value and the equalized value of the entire taxation district as certified each year by DOR.

Assessment ratio = Assessed valueEqualized value 98.9000000% =  $\frac{$98,900}{$100,000}$ 

**Net tax rate** – a unit per dollar of value by which property is taxed (after school levy tax credit): *Tax Rate* = *Total Taxes (before lottery and gaming credit)* ÷ *Total Assessed Value* 

Equalized value - certified by DOR

School tax rate - School Taxes ÷ Equalized Value (TID Out) of the school district

**Maximum credit value (MCV)** – maximum equalized value amount to be multiplied by the school tax rate to determine the lottery credit amount

#### **III. Required Information**

The Manufactured/Mobile Home Monthly Municipal Permit Fee (MHPF) is a substitute for property taxes on manufactured/mobile homes not taxed as real estate or personal property. Your local assessor is responsible for placing a fair market value on the manufactured/mobile home(s) and the exempt furnishings. The local clerk is responsible for calculating the annual and monthly municipal permit fees.

ltem	Description	Form number
Manufactured/Mobile Home Municipal Permit (LC-220)	Application from property owner to local treasurer to receive lottery and gaming credit	Page 4
Lottery Credit Calculation Notice	Notice of Equalized Value School Tax Rate and Maximum Credit Value sent by DOR to municipalities in November	Page 5
Mobile Home Statement (PA-118)	Completed Manufactured/Mobile Home Statement of Monthly Municipal Permit Fee	Page 6
Tax Bill	Copy of 2023 Real Estate Tax Bill (payable in 2024) from the same school district where the manufactured or mobile home is located	Page 7
Lottery and Gaming Credit Calculation	Instructions for calculating the Lottery and Gaming Credit for Manufactured and Mobile Home Monthly Municipal Permit Fees	Page 8
Step-by-Step Instructions for MHPF Distribution	<ul> <li>Pages 9-10 – instructions for the permit fee distribution to schools</li> <li>Page 11– instructions for the lottery credit distribution to schools.</li> <li>Both are due to schools by April 15, 2024</li> </ul>	Pages 9-11
Lottery and Gaming Credit Report (LC-664)	Lottery Credit Report Form for Manufactured/Mobile Home Monthly Municipal Permit Fee due to DOR by March 1, 2024	Page 12
Notice of Lottery and Gaming Credit Payment	Lottery and Gaming Credit Notice including Calculation Form for the Manufactured/Mobile Home Monthly Municipal Permit Fee	Page 13

Information needed to calculate the fees and to report the lottery and gaming credit to DOR:

## **IV. Steps for Calculation and Distribution**

Use 2023 tax rates, level of assessment, and lottery and gaming credit value.

#### Step 1– Complete Section C of the Manufactured/Mobile Home Statement of Monthly Municipal Permit Fee

"On January 1, the assessor shall determine the total fair market value of each manufactured or mobile home in the taxation district subject to the monthly municipal permit fee." (sec. <u>66.0435(3)(c)1.a</u>, Wis. Stats.) The assessor must complete the form in January. Also, as soon as an assessor receives notice of an addition of a unit to a community, the assessor determines its fair market value and notifies the clerk of that determination.

# Step 2 – Calculate the lottery and gaming credit for each individual manufactured or mobile home monthly municipal permit fee

The fee can be calculated using the steps outlined on page 9 – Lottery and Gaming Credit Calculation Form. This credit is deducted on Line 10 of the Manufactured/Mobile Home Statement (PA-118).

**Step 3** – Sum total lottery credits applied on each qualified manufactured/mobile home and count the number of qualified manufactured/mobile homes used as primary residences that received a lottery and gaming credit. Enter the amount on the Manufactured/Mobile Home Lottery and Gaming Credit Report (Form LC-664) – see example form on page 13. Form LC-664 is an electronic form and is available after February 1.

**Step 4** – Calculate the distribution of Manufactured/Mobile Home Municipal Permit Fees for both the collections and lottery and gaming credit.

#### If you have any questions, contact us:

Wisconsin Department of Revenue Local Government Services Bureau PO Box 8971 #6-97 Madison, WI 53708-8971

 Phone
 (608) 266-0772 or (608) 266-9457

 Fax
 (608) 264-6887

 Email
 lgs@wisconsin.gov

## V. Lottery and Gaming Credit Claim Application

Form Manufactured / Mobile Home Municipal Permit 2024 LC-220 Wisconsin Lottery and Gaming Credit Application Due date: Jan. 31, 2024 If you are an owner of a manufactured/mobile home (unit) subject to a monthly municipal permit fee, you may qualify for a Lottery and Gaming Credit, which will reduce monthly municipal fees for 2024. Who can claim this credit? · You may claim this credit on your monthly municipal permit fee if both apply: - You were the owner of the unit described below on January 1, 2024 - You use the unit as your primary residence · You cannot claim - if the unit is not your primary residence. You can have only one primary residence. You cannot claim the credit on business property, rental units, land, garages or other properties that are not your primary residence. A non-Wisconsin resident cannot claim this credit. Note: If you do not qualify for this credit, do not return this form Filing deadline – January 31, 2024 To claim this credit, you must submit this completed form to your Municipal Treasurer on or before January 31, 2024. Your Municipal Treasurer will calculate the monthly credit and deduct it from your monthly municipal permit fee. Questions? - if you have questions on the Lottery and Gaming Credit, contact your Municipal Treasurer. 2024 Lottery and Gaming Credit Claim - if you do not qualify for the credit, do not return this form Unit address Lot/Account number Town Village City County of I attest, under penalty of law, that as of January 1, 2024, I was an owner of the unit described above and that as of that date I used the unit as my primary residence. I understand that I must notify the municipal treasurer within 30 days of the date on which I no longer use the unit as my primary residence. Claimant name (please print) Email address Signature Phone number Date (mm-dd-yyyy) ) For Use By Taxation District Treasurer Only 1. Net fair market value of unit (not to exceed \$33,500) ..... (1) 2. Equalized value school tax rate of district where unit is located ..... (2)3. Lottery credit (1) x (2) ..... (3)4. Monthly credit deduction (3) ÷ 12 months .....

## **VI. Lottery Credit Calculation Notice**

	NOTICE OF	ONSIN DEPARTMENT OF EQUALIZED VALUE SC 2023 LOTTERY CREDIT	HOOL TAX RATE	
IMA CLERK VILLAGE OI PO BOX 250 BADGER, W	F BADGER			
<u>COM</u> 01-10	UN CODE 10	COUNTY AMERICA	TAX DISTRICT N	
SCHOOL CODE #3150 #6181 #5100	SCHOOL DISTRICT NAME ROSE VIOLET APPLE	EQUALIZED VALUE SCHOOL TAX <u>RATE</u> .011107969 .011347341 .009804271	MAXIMUM CREDIT VALUE \$33,500 \$33,500 \$33,500	MAXIMUM LOTTERY <u>CREDIT</u> \$372.12 \$380.14 \$328.44

## VII. Manufactured/Mobile Home Statement of Monthly Municipal Permit Fee

#### MANUFACTURED & MOBILE HOME STATEMENT OF MONTHLY MUNICIPAL PERMIT FEE

#### INSTRUCTIONS

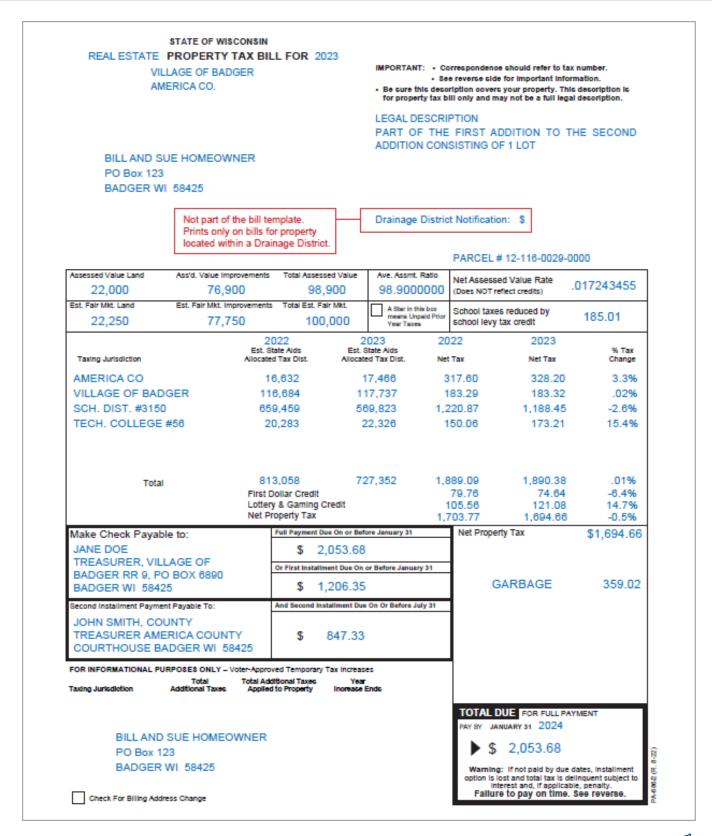
MANUFACTURED & MOBILE HOME COMMUNITY OPERATOR (or owner of land if manufactured or mobile home subject to fee is located outside of community): Complete Section A with manufactured or mobile home owner. Submit in duplicate to your local Assessor within 5 days of the arrival of each unit.

**ASSESSOR:** Complete Section B. Determine the fair market value of the manufactured or mobile home. (Use PA-117, Manufactured & Mobile Home Valuation Worksheet). NOTE: Exempt furnishings must be subtracted from the fair market value if included in that figure. Submit form to local Clerk for computation of municipal permit fee.

CLERK: Complete Section C.

	SECTION A									
	TAXATION DISTRICT	SCHOOL	DISTRICT	COUNTY	NAME OF	MANUFAC	TURED O	R MOBILE	HOME OWNE	R
	100	31	50	01	I.M. Ow	/ner				
то ве	NAME OF COMMUN	ITY			ADDRESS OFMANUFACTURED OR MOBILE HOME					
COMPLETED	Sugar Maple Pa				200 Sugar Maple Blvd. Badger WI 54825					
	COMMUNITY ADDRI	ESS		ARRIVAL DATE	OWNER F	PERMANEN	IT ADDRE	SS		
BY	1001 Elm Drive Badger WI 5482	5		12-1-2000	Same a	as above				
COMMUNITY	, i i i i i i i i i i i i i i i i i i i			HOME DESCRI	PTION					
OPERATOR	MANUFACTURER'S NAME			MODEL OR POPULA				SERIAL N	UMBER	
AND										
MANUFAC-	YR OF MANUFACTURE	PURCHA	SE YEAR	PURCHASE PRICE		PURCHAS	SED AS	WHERE P	URCHASED	
	1999	19	99	30,000		NEW	USED			
TURED OR	DO YOU HAVE		LICENSE	NO. (IF APPLICABLE)	WIDTH	LENGTH	WEIGHT	COLOR		NO. OF AXLES
MOBILE	BILL OF SALE	TITLE			FT.	FT.				
номе	NO. OF ROOMS			E UNIT HAVE	_			_		
OWNER	BATHS BDR	MS				REPLACE				
OWNER	TOTAL ROOMS			CONDITIONING		ASHER		PATIOSF		
					DRYER CARPORT S				SF	
	PLEASE SIGN HERE	SIGNATU	RE OF UNI	TOWNER		DATE				
				SECTION	B – VA					
	1 Total Fair M	arket Va	اسم	\$	24,000	DATE VIE	WED OR I	NSPECTED	)	
ASSESSOR	1. Total Fair Market Value         \$ 24,00           2. Exempt Furnishings         - \$ 4,00									
Assessor enters		IARKET	VALUE.		20,000 SIGNATURE OF ASSESSOR					
		SEC		C – COMPUTAT	ION OF	MUNIC	IPAL P	ERMIT I	FEE	
From Line 3 above	4. Net Fair Mai	ket Valu	e (from li	ne 3 above)		\$		20,000		monthly fee
	5. % Level of L	ocal As	sessmen	t	Tax bill	Х		98.90		nuary
	,		0	. 1 assessment)				19.780	(Ente	er month)
	6. Value for Fe	e Comp	utation (r	nultiply line 4 by li	ne 5)	\$		10,700	and is	due on or
CLERK	<ol><li>Net Tax Rat (established</li></ol>	e (after : for prece	state tax ding Jan	credit) uary 1 assessmen	t) <b>Tax bill</b>	x	.(	017243	before the	e 10th day of
				line 7)				341.07		bruary
				e 8 by 12 months)				28.42		ollowing month)
								10.18		nthly fee is r before the
				LC Clai						ay of each
	11. Net Monthly	⊦ee (su	btract line	e 10 from line 9)		\$		18.24	month	thereafter.

#### VIII. 2023 Property Tax Bill



## IX. Lottery and Gaming Credit Calculation

Stop 1	Compare the	NET			Example:				
Step 1	Compare the NET FAIR MARKET VALUE on PA-118, line 3, SECTION B - VALUATION to the Maximum Credit Value. The lower of these two amounts is the CREDIT VALUE.				\$ 40,000	OR	\$ 33,500	_	\$33,500
				-	Net Fair Market Value	UK	Maximum Credit Value	-	CREDIT VALUE
Step 2	Tax Rate on the	he Lo			\$ 33,500	х	.011107969	=	\$ 372.12
			(Page 5) by the om Step 1 above.	(	CREDIT VALUE		Equalized Value School Tax Rate		Lottery Credit
Step 3	Calculate the monthly fee for Line 10 of Section C - COMPUTATION OF MONTHLY MUNICIPALITY PERMIT FEES (Page 6) on PA-118.			_	\$ 372.12 Lottery Credit (from Step 2)	÷	12	=	\$ 31.01 MONTHLY Lottery Credit
			Calculate	MC	NTHLY Lotte	ry Cr	edit		
	Ste	p 1	Calculate						
	Ste	p 1	Calculate Net Fair Market Value	or	* 33,500 Maximum Credit Value	_ =		-	
	Ste		Net Fair	OR	\$ 33,500 Maximum	_ =	:	-	
			Net Fair		\$ 33,500 Maximum	= =	CREDIT VALUE	-	
		p 2	Net Fair Market Value	OR	\$ 33,500 Maximum Credit Value	= =	CREDIT VALUE	-	

## X. Instructions for Monthly Municipality Permit Fee Distribution

		1				Example 1
Step 1	Determine proportionate share (ratio) for school district(s).	\$ 1,188.45	+	\$ 185.01	=	\$ 1,373.46
	Use a tax bill (page 8) for the same school district where the manufactured/ mobile home community is located.	School District Tax		School Levy Tax Credit		Gross School Tax
	mobile nome community is located.	\$ 1,890.38	+	\$ 185.01	=	\$ 2,075.39
		Total Tax		School Levy Tax Credit		Total Gross Tax
		\$ 1,373.01	÷	\$ 2,075.39	=	.6618
		Gross School Tax		Total Gross Tax		School's Ratio (share of fee)
Step 2	Determine community operator reimbursement	\$ 700.00	х	.02	=	\$ 14.00
	Sec. 66.0435(3m), Wis. Stats.	Total collections				Amount to be
	If municipal ordinance requires that monthly municipal permit fee collections be made by the community operator, the					retained by community operator
	community operator may deduct 2% of the total collections for administration.	\$ 700.00	-	\$ 14.00	=	\$ 686.00
	This should be subtracted <b>prior</b> to payment to the municipality.	Total collections		Amount to be retained by community operator		Payment to municipality
Step 3	Determine municipality administration cost retained	\$ 700.00	x	.10	=	\$ 70.00
	Sec. 66.0435(8), Wis. Stats.	Total monthly				Cost for
	Multiply the Gross Monthly Municipal Permit Fee collected (before community operator reimbursement) by 10% to cover the cost of administration.	collections (before community operator fee)				administration to be retained by municipality
Step 4	Determine amount to be shared with school district.	\$ 700.00	-	\$ 14.00	-	\$ 70.00 =
	Sec. 66.0435(9), Wis. Stats.	Total monthly collections		Operator fee (Step 2)		Cost of administration
	Multiply Monthly Municipal Permit Fee collections, less community operator	(before community operator fee)		(000 2)		(Step 3)
	fees (if applicable), less municipal administration costs retained, by	= \$ 616.00	х	.6618	=	\$ 407.67
	school's ratio. Payment to the school district where the community is located within 20 days after the end of each month.	Amount to be shared		School's ratio		\$ to school
		\$ 616.00	-	\$ 407.67	=	\$ 208.33
		Amount to be shared with school district		\$ to school		Balance for municipality

	Instructions for Monthly		211			
Step 1	Determine proportionate share (ratio) for school district(s). Use a tax bill (page 8) for the same	School District Tax	+	School Levy Tax Credit	=	Gross School Tax
	school district where the manufactured/ mobile home community is located.			Tax Credit		
		Total Tax	+	School Levy Tax Credit	=	Total Gross Tax
		Gross School Tax	÷	Total Gross Tax	=	School's Ratio (share of fee)
Step 2	Determine community operator reimbursement Sec. 66.0435(3m), Wis. Stats.	Total collections	x	.02	=	Amount to be
	If municipal ordinance requires that monthly municipal permit fee collections be made by the community operator, the community operator may deduct 2% of the total collections for administration.	Total collections	-		=	retained by community operator
	This should be subtracted <b>prior</b> to payment to the municipality.	Total collections		Amount to be retained by community operator		Payment to municipality
Step 3	Determine municipality administration cost retained Sec. 66.0435(8), Wis. Stats.	Total monthly	x	.10	=	Cost for
	Multiply the Gross Monthly Municipal Permit Fee collected (before community operator reimbursement) by 10% to cover the cost of administration.	(before community operator fee)				administration to be retained by municipality
Step 4	Determine amount to be shared with school district.	Total monthly	-	Operator fee	-	=
	Sec. 66.0435(9), Wis. Stats. Multiply Monthly Municipal Permit Fee collections, less community operator fees (if applicable), less municipal administration costs retained, by	(before community operator fee)	x	(Step 2)	=	administration (Step 3)
	school's ratio. Payment to the school district where the community is located within 20 days after the end of each month.	Amount to be shared	-	School's ratio	_	\$ to school
		Amount to be shared with school district		\$ to school	_	Balance for municipality

## **XII. Instructions for MHPF Lottery Credit Distribution**

		1				Example 2
Step 1	Determine proportionate share (ratio) for school district(s).	\$ 1,188.45	+	\$ 185.01	=	\$ 1,373.46
	Use a tax bill (page 8) for the same school district where the manufactured/	School District Tax		School Levy Tax Credit		Gross School Tax
	mobile home community is located.	\$ 1,890.38	+	\$ 185.01	=	\$ 2,075.39
		Total Tax		School Levy Tax Credit		Total Gross Tax
		\$ 1,373.46	÷	\$ 2,075.39	=	0.6618
		Gross School Tax		Total Gross Tax		School's Ratio (share of fee)
Step 2	Determine amount to be shared with school district. Enter the Lottery and Gaming Credit amount to be shared with the school district from the "Notice of Lottery Credit Payment Manufactured/Mobile Homes Monthly Municipal Permit Fees Only," page 13.	\$ 315.00	х	0.6618	=	\$ 208.47
		Amount to be shared		School's ratio		\$ to school
		\$ 315.00	-	\$ 208.47	=	\$ 106.53
		Amount to be shared with school district		\$ to school		Balance for municipality
Step 1	Determine proportionate share (ratio) for school district(s).		+		=	
	Use a tax bill (page 7) for the same school district where the manufactured/ mobile home community is located.	School District Tax		School Levy Tax Credit		Gross School Tax
		Total Tax	+	School Levy Tax Credit	-	Total Gross Tax
		Gross School Tax	÷	Total Gross Tax	=	School's Ratio (share of fee)
Step 2	Determine amount to be shared with school district.		х		=	
	Enter the Lottery and Gaming Credit amount to be shared with the school district from the "Notice of Lottery Credit Payment Manufactured/Mobile Homes	Amount to be shared	-	School's ratio	=	\$ to school
	Monthly Municipal Permit Fees Only," page 13.	Amount to be shared with school district		\$ to school		Balance for municipality

## XIII. Form LC-664: Manufactured/Mobile Home Lottery/Gaming Credit Report

2023 Manufactured/Mobile Home Lottery and Gaming Credit Report						
CITY OF MADISONDue DateReport Type13251March 1, 2024ORIGINAL						
	Section A — Lotte	ry Credit Summary ≡				
	Lottery and Gaming Credit applied to Manul	actured/Mobile Home Municipal Permit Fees				
	2024 Number of Claims 2024 Total Claim Amount					
*	•					

## XIV. Notice of Lottery and Gaming Credit Payment

1 XS 27 1 1 1	DEPARTMENT OF REVENUE TATE AND LOCAL FINANCE • LOCAL GOVERNMENT SERVICES • 2135 RIMROCK RD MADISON, WI 53713
	Mailing Address PO Box 8971 #6-97 Madison WI 53708-897 Phone: (608) 261-5360 Fax: (608) 264-6887 Igs@wisconsin.gov
March 25, 2024	
	ery Credit Payment /Mobile Home Permit Fees Only
JANE DOE VILLAGE OF BADGER PO BOX 6890 BADGER, WI 58425	Co. Mun. Code 01100 County of AMERICA VILLAGE OF BADGER
Dear Jane,	
Your municipality will receive a lottery a payment will be in the amount of \$350.00	and gaming credit payment on March 25, 2024. The <u>)</u> .
Payments will be made by ACH or invest	ment pool to those municipalities set up to do so.
fees is to be allocated in the same ma fees as provided in sec. 66.0435(8), W on manufactured/mobile home permit	ng credit claimed on manufactured/mobile home permit inner as the actual fees. Therefore, the distribution of is. Stats., should be used to prorate the lottery credit fees. We calculated the 10% cost of administration I distribute <u>\$315.00</u> using the ratio of the school tax to
Total Manufactured/Mobile Home Cost of Administration (10%) ( Lottery Credit to be distributed	Permit Fee Lottery Credit         \$ 350.00           ideduct)         - 35.00           \$ 315.00
Pay to School by April 15, 2024	

#### XV. Late Manufactured/Mobile Home Municipal Permit Fee

Form LC-320

Late Manufactured / Mobile Home Municipal Permit Wisconsin Lottery and Gaming Credit Application **2024** Due date: Oct. 1, 2024

If you are an owner of a manufactured/mobile home (unit) subject to a monthly municipal permit fee, you may qualify for a Lottery and Gaming Credit which, will reduce monthly municipal fees for 2024.

#### Who can claim this credit?

- You may claim this credit on your monthly municipal permit fee if both apply:
- You were the owner of the unit described below on January 1, 2024
- The property quali ied as your primary residence on January 1, 2024 and you did not receive the credit on your 2024 Statement of Monthly Parking Permit Fee
- You cannot claim if the unit is not your primary residence. You can have only one primary residence. You cannot claim the credit on business property, rental units, land, garages or other properties that are not your primary residence. A non-Wisconsin resident cannot claim this credit.
- · Note: If you do not qualify for this credit, do not return this form

Questions? – if you have questions on the Lottery and Gaming Credit, contact your Municipal Treasurer or the Wisconsin Department of Revenue at (608) 266-9457, (608) 266-0772, or Igs@wisconsin.gov.

2024 Lottery and Gaming Credit Claim - if you	u do not qualify for the credit, do not return this form
Lot/Account number Unit address	<pre>     Town     Village     City     County of     School district name</pre>
	Net fair market value
	I am the owner of the unit described above and that I use it as my primary resi- urer within 30 days of the date on which I no longer use the unit as my primary
Claimant name (please print)	Email
Signature	Phone Date (mm-dd-yyyy) ( )
Submitting Your Application – Due date: Octof To receive this credit – submit these two docume • This completed application	ober 1, 2024 ents to the Wisconsin Department of Revenue (DOR) by the due date
Copy of your 2024 Statement of Monthly Parking F	Permit Fee
	onthly Parking Permit Fee Statement copy by mail, fax or email:
Mail: Wisconsin Department of Revenue Local Government Services Bureau #6-97 PO Box 8971 Madison WI 53708-8971	Fax: (608) 264-6887 Email: lgs@wisconsin.gov
For DOR Use Only 1 Net fair market value of unit (not to exceed \$33	3,500)
	re unit is located
3. Lottery credit (1) x (2)	

### **XVI. Resources/Contact Information**

#### For more information on the Wisconsin Lottery and Gaming Credit Program

- Visit our <u>Wisconsin Lottery and Gaming Credit Program</u> web page
- Contact us at lgs@wisconsin.gov, (608) 266-0772 or (608) 266-9457