

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

2018 Assessor Calendar of Events

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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



Wisconsin Department of Revenue – State & Local Finance Division Equalization Bureau

Equalization Bureau

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Director

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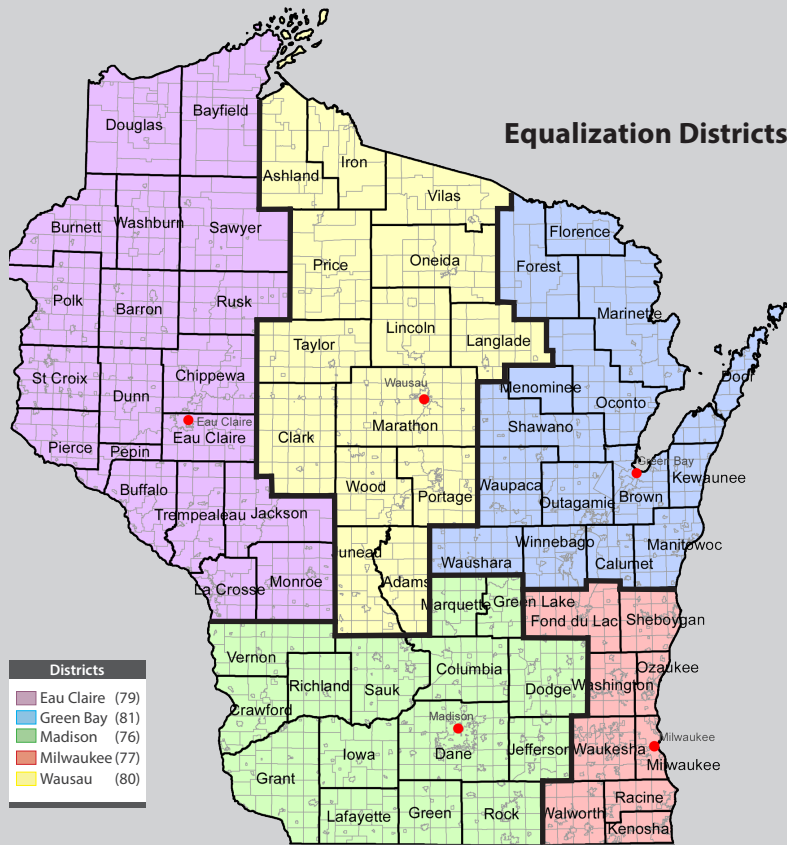
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Department of Revenue - Equalization District Offices



Equalization Bureau

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Wisconsin Counties - Alphabetical List

County Code	County Name	District Office	County Code	County Name	District Office	County Code	County Name	District Office
01	Adams	80	25	Iowa	76	48	Polk	79
02	Ashland	80	26	Iron	80	49	Portage	80
03	Barron	79	27	Jackson	79	50	Price	80
04	Bayfield	79	28	Jefferson	76	51	Racine	77
05	Brown	81	29	Juneau	80	52	Richland	76
06	Buffalo	79	30	Kenosha	77	53	Rock	76
07	Burnett	79	31	Kewaunee	81	54	Rusk	79
08	Calumet	81	32	La Crosse	79	55	St. Croix	79
09	Chippewa	79	33	Lafayette	76	56	Sauk	76
10	Clark	80	34	Langlade	80	57	Sawyer	79
11	Columbia	76	35	Lincoln	80	58	Shawano	81
12	Crawford	76	36	Manitowoc	81	59	Sheboygan	77
13	Dane	76	37	Marathon	80	60	Taylor	80
14	Dodge	76	38	Marinette	81	61	Trempealeau	79
15	Door	81	39	Marquette	76	62	Vernon	76
16	Douglas	79	40	Menominee	81	63	Vilas	80
17	Dunn	79	41	Milwaukee	77	64	Walworth	77
18	Eau Claire	79	42	Oconto	81	65	Washington	77
19	Florence	81	43	Oneida	80	67	Waukesha	77
20	Fond du Lac	77	44	Outagamie	81	68	Waupaca	81
21	Forest	81	45	Ozaukee	77	69	Waushara	81
22	Grant	76	46	Pepin	79	70	Winnebago	81
23	Green	76	47	Pierce	79	71	Wood	80
24	Green Lake	76						



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Manufacturing & Utility Bureau

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Manufacturing & Utility Bureau

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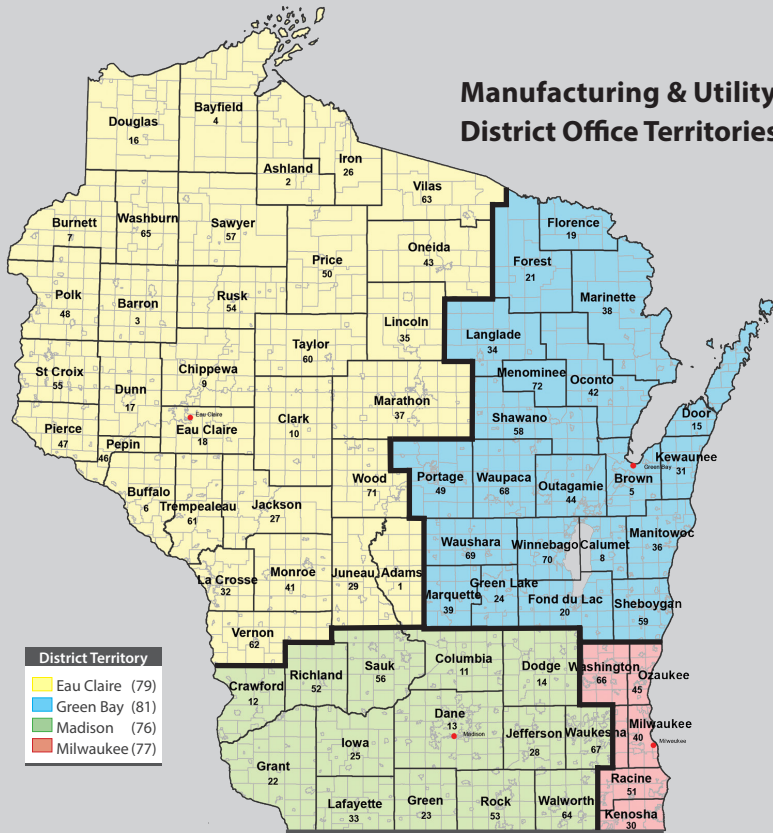
Milwaukee

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Counties – Kenosha, Milwaukee, Ozaukee, Racine, Washington, Waukesha (Eastern – C Brookfield, C Muskego, C New Berlin, T Brookfield, V Butler, V Elm Grove, V Lannon, V Menomonee Falls)

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Department of Revenue - Manufacturing & Utility District Offices



Manufacturing & Utility District Office Territories

Manufacturing & Utility Bureau

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23	Green	76	47	Pierce	79	70	Winnebago	81
24	Green Lake	81				71	Wood	79

Waukesha County Municipal - Assignment Detail

Municipality	Type	District Office	Municipality	Type	District Office
Big Bend	V	76	Milwaukee	C	77
Brookfield	T	77	Mukwonago	T	76
Brookfield	C	77	Mukwonago	V	76
Butler	V	77	Muskego	C	77
Chenequa	V	76	Nashotah	V	76
Delafield	T	76	New Berlin	C	77
Delafield	C	76	North Prairie	V	76
Dousman	V	76	Oconomowoc	T	76
Eagle	T	76	Oconomowoc	C	76
Eagle	V	76	Oconomowoc Lake	V	76
Elm Grove	V	77	Ottawa	T	76
Genesee	T	76	Pewaukee	V	76
Hartland	V	76	Pewaukee	C	76
Lac La Belle	V	76	Summit	V	76
Lannon	V	77	Sussex	V	76
Lisbon	T	76	Vernon	T	76
Men. Falls	V	77	Wales	V	76
Merton	V	76	Waukesha	T	76
Merton	C	76	Waukesha	C	76



Wisconsin Department of Revenue – State & Local Finance Division Office of Technical and Assessment Services

Director

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SLF system development oversight and coordination, process support for batch jobs, queries, reports and letters, system testing, application development and testing (MAR, TAR, ECR, M-P, M-R); and internet and email updates.

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Dennis Unterbrink 608-261-5122 dennis.unterbrink@wisconsin.gov

James Walker 608-267-0835 jamesh.walker@wisconsin.gov

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Wisconsin Property Assessment Manual, guides and state prescribed forms, assessor certification, continuing education, complaints, Annual Assessment Report (AAR), agricultural land – use-value guidelines.

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Mark Paulat 608-266-2317 mark.paulat@wisconsin.gov

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Tax incremental district creations, amendments and terminations.

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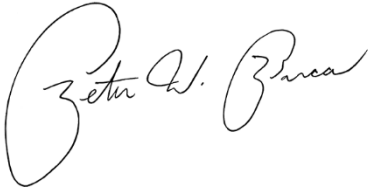
Mailing Address

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Certification Statement

As the Secretary of the Wisconsin Department of Revenue (DOR), I have reviewed this guidance document or proposed guidance document and I certify that it complies with secs. 227.10 and 227.11, Wis. Stats. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

DEPARTMENT OF REVENUE

A handwritten signature in black ink, reading "Peter W. Barca". The signature is written in a cursive style with a large initial "P" and a stylized "B".

Peter Barca

Secretary of Revenue