

2020 Assessor Calendar of Events

Date	Event
February 3	Assessor certification review – Wisconsin Department of Revenue (DOR) initiates review if 2019 Final Municipal Assessment Report (MAR) or Annual Assessment Report (AAR) was not filed
February 7	<ul style="list-style-type: none"> • Deadline – to submit Provide Assessment Data (PAD) data for 2019 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	2020 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 • Assessor notified of manufacturing property within the assessor's taxation district that will be assessed by DOR during the current assessment year
February 21	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 regarding any new manufacturing property added (or deleted) from the Notification rolls (published online by February 15)
March 1	<ul style="list-style-type: none"> • Deadline – property owners submit 2020 Statements of Personal Property (PA-003) and Exemption Requests (PR-230) to the local assessor • Note: March 1, 2020 is a Sunday. Under state law (sec. 990.004(4)(b), Wis. Stats.) accept electronically filed, faxed, received by mail or postmarked on Monday, March 2, 2020 as timely.
March 6	<ul style="list-style-type: none"> • Final deadline – to submit assessment information for 2019 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 27	DOR notifies assessors of final Assessment to Sales Ratio Reports
April 27	DOR posts 2020 Assessor MAR form to our website revenue.wi.gov/Pages/OnlineServices/slfiling.aspx
April 27 (4th Monday of April)	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
June 8* (2 nd Monday of June)	Deadline – to submit MAR information (used for the 2020 Equalized Values and TID Values) <ul style="list-style-type: none"> • August 1 preliminary Equalized Values and TID Values • August 15 certified Equalized Values and TID Values • Net New Construction calculations • Due by midnight, no extensions • Note: If no report is filed, no change in TID increment is given except those due to manufacturing property changes

2020 Assessor Calendar of Events

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June 8 <i>(2nd Monday of June)</i>	DOR issues: <ul style="list-style-type: none"> • 2020 Manufacturing Assessment Notices to manufacturing property owners • 2020 Manufacturing Full Value Real Estate and Personal Property Assessment Rolls on our website: https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx
June 10	BOR – initial meeting must be held by this date
July 31	Deadline – to provide DOR with changes to 2021 forms, publications and online applications
August 1*	DOR releases 2020 Preliminary Values: <ul style="list-style-type: none"> • Equalized Values • Net New Construction • Tax Incremental District • Note: DOR will post Preliminary Values on Friday, July 31
August 7*	Deadline – to notify DOR of potential errors in the preliminary Equalized Value or TID value
August 15*	DOR releases 2020 Certified Values: <ul style="list-style-type: none"> • Equalized Values • Net New Construction • Tax Incremental District • Note: DOR will post Certified Values on Friday, August 14
September 15-17	Municipal Assessor’s Institute – Holiday Inn Hotel and Conference Center, Stevens Point
October 1	Deadline – to file Final MAR to be used for Preliminary Major Class Comparison
October 10-14	Wisconsin Towns Association Annual Meeting – Red Lion Paper Valley Hotel Appleton
October - December	DOR issues – https://www.revenue.wi.gov/Pages/Manufacturing/home.aspx : <ul style="list-style-type: none"> • 2020 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 2019 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"> • 2020 Preliminary Major Class Comparison Report – DOR posts to our website • DOR sends non-compliance notices to municipalities • Note: DOR will post the Preliminary Major Class Comparison Report on Friday, October 31
October - November	2020 Annual Assessor Meetings – dates to be announced
December 1	<ul style="list-style-type: none"> • DOR sends letter to municipal clerk if Final MAR 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 2020 MAR

* Statutory Requirements



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

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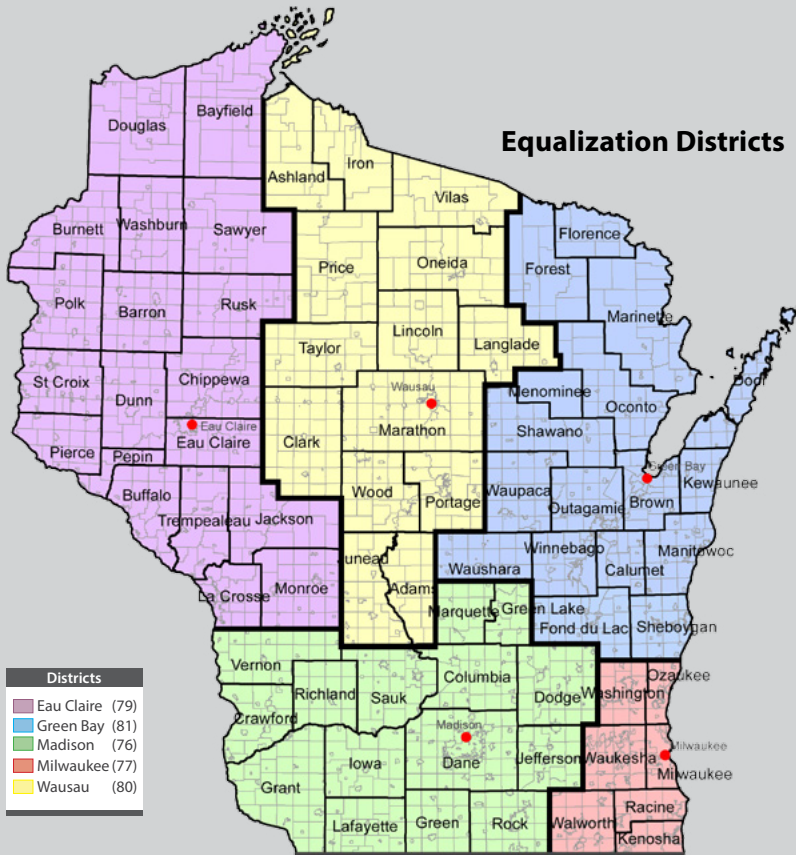
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Department of Revenue - Equalization District Offices



Equalization Bureau

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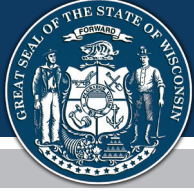
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Wisconsin Counties - Alphabetical List

County		District Office	County		District Office	County		District Office
Code	Name		Code	Name		Code	Name	
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	81
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	81	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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Wisconsin Department of Revenue – State & Local Finance Division Manufacturing and Utility Bureau

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Counties – Brown, Calumet, Door, Florence, Fond du Lac, Forest, Green Lake, Kewaunee, Langlade, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Portage, Shawano, Sheboygan, Waupaca, Waushara, Winnebago

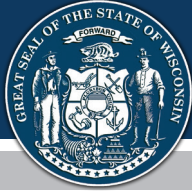
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Counties – Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk, Walworth, Waukesha (Western – C Delafield, C Oconomowoc, C Pewaukee, C Waukesha, T Delafield, T Eagle, T Genesee, T Lisbon, T Merton, T Mukwonago, T Oconomowoc, T Ottawa, T Summit, T Vernon, T Waukesha, V Big Bend, V Dousman, V Eagle, V Hartland, V Merton, V Mukwonago, V Nashotah, V North Prairie, V Oconomowoc Lake, V Pewaukee, V Sussex, V Wales)

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Milwaukee

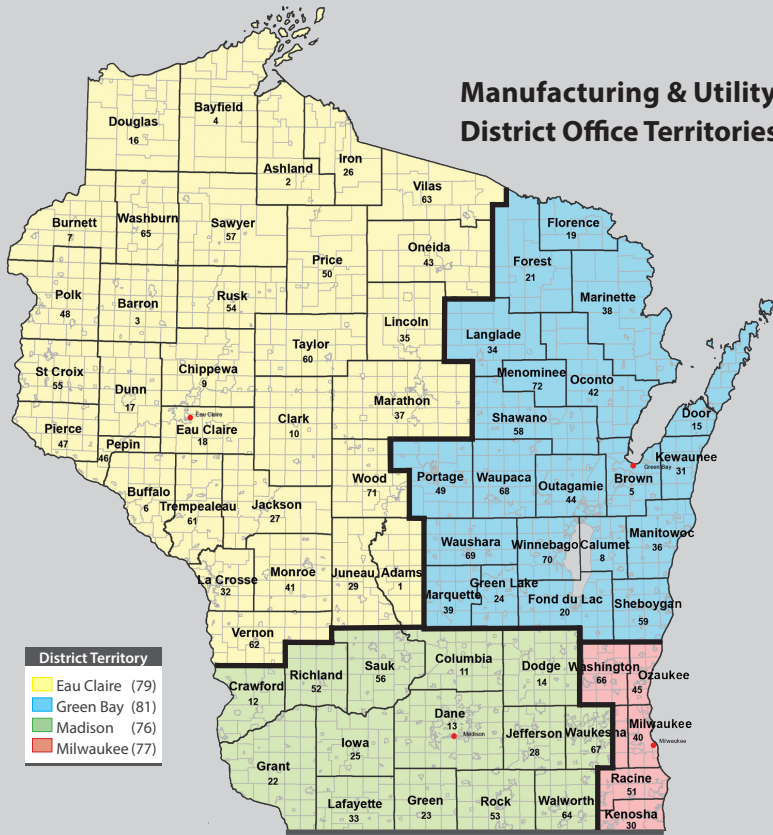
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Counties – Kenosha, Milwaukee, Ozaukee, Racine, Washington, Waukesha (Eastern – C Brookfield, C Muskego, C New Berlin, T Brookfield, V Butler, V Elm Grove, V Lannon, V Menomonee Falls)

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Vacant (Technician)		
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Department of Revenue - Manufacturing & Utility District Offices



Manufacturing & Utility District Office Territories

Manufacturing & Utility Bureau

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Milwaukee District Office (77)

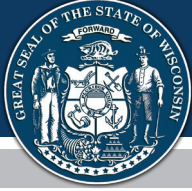
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20	Fond du Lac	81	44	Outagamie	81	67	Waukesha	76/77
21	Forest	81	45	Ozaukee	77	68	Waupaca	81
22	Grant	76	46	Pepin	79	69	Waushara	81
23	Green	76	47	Pierce	79	70	Winnebago	81
24	Green Lake	81				71	Wood	79

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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Technology & Applications – otas@wisconsin.gov

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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 Tim Johnson 608-261-5522 timothy.johnson@wisconsin.gov
 Matt Lentz 608-261-5122 matthew.lentz@wisconsin.gov
 James Walker 608-267-0835 jamesh.walker@wisconsin.gov
 Vacant

Education & Certification – bapdor@wisconsin.gov

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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Tax incremental district creations, amendments and terminations.

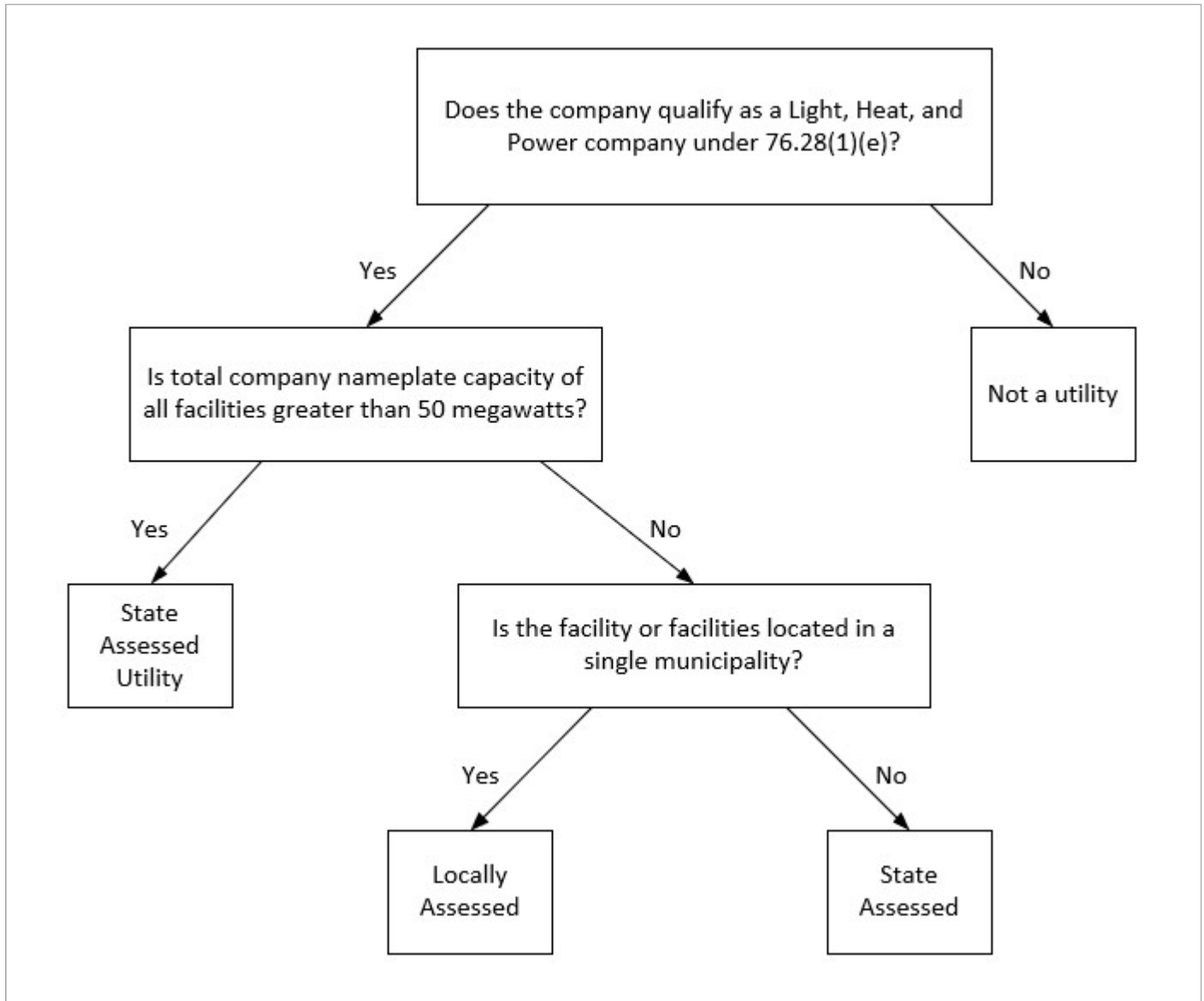
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Mailing Address

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 2135 Rimrock Road
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 Madison, WI 53708-8971

State Assessed Utility – Decision Tree

The Wisconsin Department of Revenue (DOR) provides the following to assist with determining if a property is a state-assessed utility.



Resources

- Chapter 70, General Property Taxes: docs.legis.wisconsin.gov/statutes/statutes/70
- Chapter 76, Taxation of Public Utilities and Insurers: docs.legis.wisconsin.gov/document/statutes/ch.76
- Wisconsin Property Assessment Manual: revenue.wi.gov/Pages/HTML/govpub.aspx#property
- Taxation and Regulation of Public Utilities: revenue.wi.gov/DORReports/utitax.pdf
- Wisconsin Public Service Commission: psc.wi.gov/Pages/Home.aspx



Annual Assessment Summary

General Information		Assessor Information
Assessment year	Municipality	Name
Co-muni code	County	Phone
Municipal Assessment Report type/date filed		Email

Fast Facts			
	2018	2019	Change
Total assessed value			
Total equalized value			
Net new construction			

Parcel Count by Class			
	2018	2019	Change
Class 1 – Residential			
Class 2 – Commercial			
Class 3 – Mfg			
Class 4 – Agricultural			
Class 5 – Undeveloped			
Class 5m – Ag forest			
Class 6 – Forest lands			
Class 7 – Other			
Total			

Real Estate Sales									
2018	Single Family	Multi-Family	Commercial	Mfg	Agricultural	Utility	Time Share	Misc	
Valid sales									
Invalid sales									
Total sales									
2017	Single Family	Multi-Family	Commercial	Mfg	Agricultural	Utility	Time Share	Misc	
Valid sales									
Invalid sales									
Total sales									

Assessment Level and Type					
	2015	2016	2017	2018	2019
Assessment type					
Assessment level					

Additional Information

- Contact your assessor with question on the assessment data above
- Assessment information – review Reports
- Definitions and more – review [Property Assessment Process Guide for Municipal Officials](#)

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate When	PRC outdated or inaccurate, <u>or</u> assessment uniformity is poor, <u>or</u> full revaluation not done in 10 years, <u>or</u> assessment uniformity is poor <u>or</u> reassessment is required per statute 70.75	Most PRC information can be verified by exterior inspection <u>and</u> full revaluation was completed within the past 6-9 years	PRC is deemed reliable <u>and</u> full revaluation completed within past 5 years <u>and</u> assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable <u>and</u> revaluation was completed within past 5 years <u>and</u> assessment level during previous assessment year is within acceptable parameters
Real Property Affected	All property	All property	Changes identified in column D PLUS Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions and fire damage New construction Change in classification Parcels with ongoing construction. Change in legal description Change in zoning As necessary
Land Study	On-site inspection	On-site inspection	As necessary	As necessary
Inspect Exterior	All buildings	All buildings If no changes, may use digital imaging technology to supplement field re-inspections with a computer-assisted office review	Buildings w/changes	Buildings w/changes
Inspect Interior	All buildings	Buildings with changes	Buildings with changes	Buildings with changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As needed	As needed	As needed
Sketch	All primary buildings	As needed	As needed	As needed
Analyze Neighborhoods, Property Types, and Trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review Classifications	Required	Required	Required	Required
Validate Usability of Sales	Required	Required	Required	Required
Verify Sales Attributes (Ch 7 and 9)	Required	Required	Required	Required
Parcels to be Valued	All parcels	All parcels	Parcels with changes	Parcels with changes
Review/Revalue Properties	All parcels	All parcels	Parcels with changes	Parcels with changes
Assessment Level	Full value	Full value	Aggregate assessment level or full value as appropriate	Aggregate assessment
Mail Notice of Change in Asmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Personal Property Assessment	Required	Required	Required	Required
Add Omitted Property to Roll-70.44	Required	Required	Required	Required
Correct Errors in Roll-70.43	Required	Required	Required	Required
Hold open book / attend BOR (minimum 7 days between open book and BOR-70.47	Required	Required	Required	Required

A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type