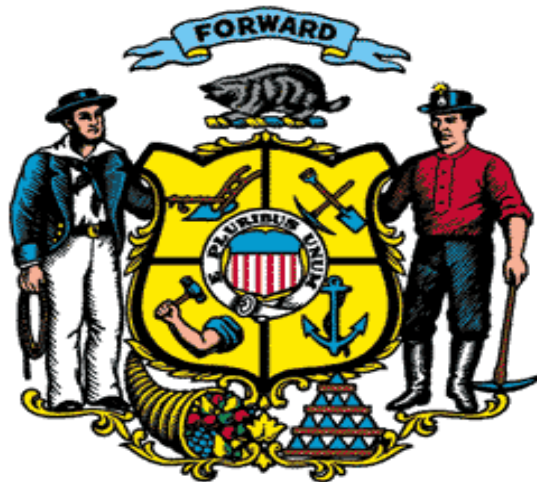


Wisconsin Department of Revenue **eRETR**

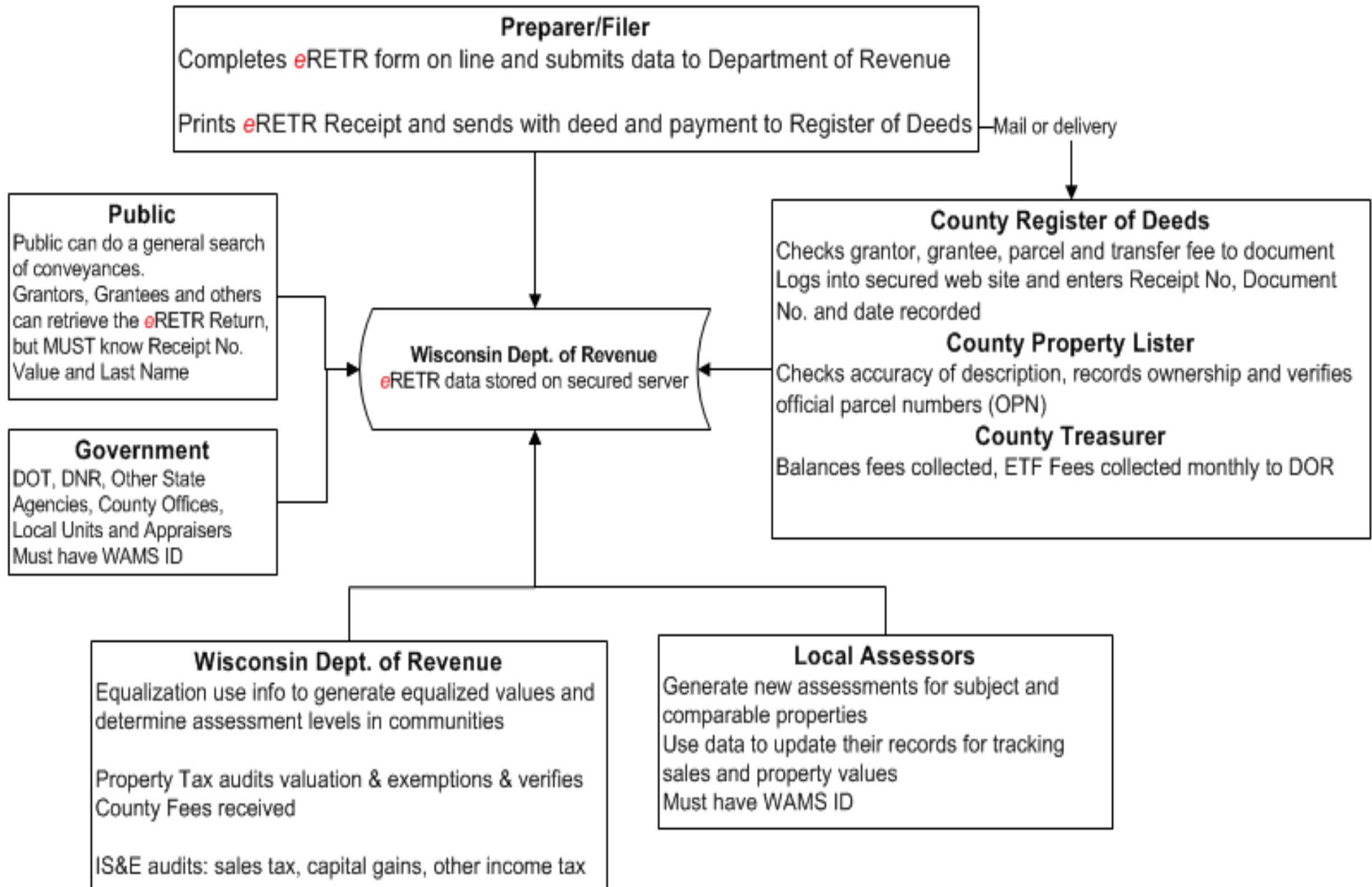
electronic Real Estate Transfer Return

**How to file an eRETR
and tips on completing the return**

<http://www.revenue.wi.gov/retr/index.html>



eRETR Flow Chart



eRETR: Benefits

Preparers and others have access to the Submitted return. This allows them to get a copy of Submitted return at anytime with the document number and dated recording information. They must know the “3 keys”: Receipt Number, the reported value of property and the last name of the grantor or grantee.

(See Slide #34)

Persons with e-mail address are notified when their document is recorded and with the “3 keys” are able to retrieve a copy of the return to verify the data submitted.

Only Authorized individuals; DOR, County Register of Deeds, Treasurer, Real Property Listers, Assessors have access to view the actual returns. All others have limited search capabilities for conveyance data.

Social Security numbers secured completely by removing and placing on a separate server at the Dept. of Revenue where only Income Tax Auditors have access.

Includes primary residence Lottery & Gaming Credit notification for the new Property Owners.

Value, transfer fee, exemption number and other data can not be changed after submitting. Prevents having the transfer return altered after closing and before recording.

Save file for later completion or e-mailing to another party for review.

Wisconsin Dept. of Revenue's Home Page

http://www.revenue.wi.gov

The screenshot shows the Wisconsin Department of Revenue website. At the top is a banner with the state seal and the text "Wisconsin Department of Revenue". Below the banner is a navigation bar with tabs for "Home", "Businesses", "Individuals", "Tax Professionals", and "Governments", along with a search box. The main content area is divided into several sections:

- Welcome from the Secretary**: A blue box with white text.
- Forms**: A blue box with a search bar labeled "Search Forms".
- Online Services**: A blue box containing four service tiles: "WI efile", "MY tax ACCOUNT", "Where's My Refund?", and "eRETR for Real Estate". A red box highlights the "eRETR for Real Estate" tile, with a red arrow pointing to a text box on the left.
- Wisconsin Offers Business Tax Incentives**: A white box with a stack of US dollar bills and text describing tax incentives for businesses.
- Recent News**: A white box with a list of news items, including "Waukesha Man Could Face 40 Years in Prison for Tax Fraud".
- Quick Links**: A white box with a list of links: "Tax incentives for businesses", "Reports | Publications", "Free tax help", "Owe back taxes?", and "Report tax fraud". It also features logos for the Wisconsin Department of Revenue and the IRS.
- Check Out the Latest Videos**: A white box with a video thumbnail of a man at a computer and a list of video titles: "My Tax Account: How-To Videos", "Tips for Wisconsin e-File", and "Get Ready to File Your Tax Return".

At the bottom of the page is a dark blue footer with links for "Contact Us", "Training", "Media Room", "Employment", and "About Us".

eRETR for Real Estate

Real Estate Transfer Return eRETR Filer's Page

<http://www.revenue.wi.gov/retr/index.html>

Wisconsin Department of Revenue

Home Businesses Individuals Tax Professionals Governments

Recent News

- 2012 Wisconsin Property Assessment Manual is now available
- Messages to:
 - Assessors
 - Town, Village and City Officials

Sign up for email updates

Calendar

MAY	Municipal and TID 2012 Exempt Computer Report due
MAY	Stratified assessment data due

Real Estate Transfer Returns

File | View | Search

- Submit an eRETR
 - Instructions
 - Parcel formatting rules
- Restore an eRETR
- Amended Real Estate Transfer Return (PE-500x) (Instructions)
- Amended Real Estate Transfer Return (PE-500x) (Form)
- View a submitted eRETR (requires receipt information)
- Real Estate Transfer Waiver
- State of Wisconsin property information search
- Historical data

Assessors and Government Offices

- Log in to process and view returns
- WAMS:
 - Instructions
 - Self-registration for a user ID
 - ID and password recovery
- Register of Deeds criteria for an eRETR (PE-100)
- Treasurer's Transmittal Spreadsheet (P-520)
- My Tax Account

Common Questions

- How do I file a Real Estate Transfer Return?
- More...

Common Forms


- Real Estate Transfer Return (eRETR)
- PE-500x - Amended Real Estate Transfer Return
- MC-500 - Wisconsin Merger/Conversion Report


Newsletters

Click here to Begin new eRETR

Click here to restore saved eRETR file


eRETR: Overview & Start Page


Click on  for info on current field.

 Stop sign indicates error. Click on for explanation of error.

Restore or Start an eRETR 

System Overview 

Instructions for each section of the return 

Go back to Real Estate Transfer Merger/Conversion page 



The screenshot shows the 'Electronic Real Estate Transfer Return' start page from the Wisconsin Department of Revenue. At the top, the title 'Electronic Real Estate Transfer Return' is on the left and 'Department of Revenue' is on the right. A 'Remaining time: 28:35' timer is in the top right corner. The main text explains how to submit a return and includes instructions for first-time users and printer requirements. A 'START' button is prominently displayed with the text 'To Submit new eRETRs OR Restore Saved Information'. Below this, there are sections for 'Sources of Information' with three links: 'System Overview', 'eRETR Instructions', and 'Real Estate Transfer and Merger/Conversion Web Site'. A 'System Maintenance' section at the bottom provides information about system outages. The Wisconsin DOR logo is at the bottom center.

System Over View & eRETR Instruction pages

Electronic Real Estate Transfer Return

Overview

CONTENTS

- [Introduction](#)
- [Electronic submission key steps](#)
- Features**
 - [Buttons](#)
 - [Navigation](#)
 - [The Light Bulb](#)
 - [The Stop Sign](#)
 - [Incomplete sections](#)
 - [Save and restore](#)
 - [What happens when you press "Submit"](#)
- Emails**
 - [The "Review" section](#)
 - [Differences between using the on-line system and the paper form](#)
 - [Frequently asked questions](#)
 - [System requirements](#)

INTRODUCTION

If this is your first time electronically submitting a real estate transfer return (RETR) please take a few minutes and carefully read these instructions.

The Electronic Real Estate Transfer Return system (eRETR) makes it easy to submit a complete and correct return. Use eRETR if you are an individual, title company, attorney or other preparer needing to complete the transfer return.

The information you provide is secure and confidential. The Web site encrypts information as it travels over the Internet. Social security numbers and federal tax identification numbers can not be accessed by anyone other than an authorized Wisconsin Department of Revenue employee.

For complete information about real estate transfers visit [the State of Wisconsin Real Estate Transfer home page](#); the home page contains publications such as the Bureau of Local Property Tax newsletter, links to relevant statutes, instructions on using the paper form (PE-500), a

Instructions for the Wisconsin Electronic Real Estate Transfer Return (eRETR)

Sections:

- [First](#)
- [Grantors](#)
- [Grantees](#)
- [Parcels](#)
- [Legal description](#)
- [Physical description](#)
- [Transfer](#)
- [Financing](#)
- [Weatherization](#)
- [Fee computation](#)
- [Chapter 77.25 exemptions](#)
- [Agents and preparer](#)
- [Summary](#)

FIRST SECTION

Select the county where the property is located. If the property is in more than one county, you will have to complete an eRETR for each county.

GRANTORS

Grantor information is mandatory. If more than one grantor is conveying the property, click on the "Add grantor" button and complete the information for that grantor and press the Update button. If you have added too many grantors, delete with the "Delete grantor" button. Press only the Delete button next to the Grantor to eliminate.

Grantor type

Select Individual (meaning a person) or the type of Entity conveying an interest in the property. This is the seller, if property is transferred by sale.

These pages are also linked by clicking on "Instructions" at the bottom of each eRETR page

eRETR: Interview page

Begin New or Restore Save Information

30 Minute clock for security, restarts at 30 each time a page is changed or Update pressed.

Restore saved eRETR file. (.dor)
See eRETR Training/Help for saving and restoring file.

The screenshot shows the eRETR interview page with the following elements:

- Header: "Electronic Real Estate Transfer Return" and "Department of Revenue".
- Remaining time: 29:50.
- Button: "Restore Saved Information".
- Section: "eRETR - County".
- Text: "In what county is the property located?".
- Dropdown menu: "Select".
- Buttons: "Previous", "Quit", "Next".
- Link: "Instructions".
- Logo: "Wisconsin DOR".

Red arrows point from the text on the left to the "Restore Saved Information" button, the "Select" dropdown menu, and the "Next" button.

Begin a new eRETR.
Select County and click Next.
All 72 counties are listed in the drop down box.

eRETR Opening page Navigation

After County Selection & Next or Upload when Restoring Saved Information Sections Dropdown list and Navigation buttons are on the top and bottom of each section

Navigate between sections

Sets and calculates entries.
Stop signs appear where there are errors.

30 minute clock resets after Update or a change in section.

Remaining time: 29:55

*The drop-down box identifies with an asterisk any page that has errors. You either have missing or incorrect entries.

Go to the pages with the asterisk and look for the Stop Sign.

Click on the Stop Sign for information to correct the problem.

You must remove all Stop Signs before you can Submit.



Previous Grantors Next Update Add Form Quit Delete Form Submit Save

eRETR - Grantors

Grantor

Grantor type
Individual

Explain if Other is selected

Individual information

Last name First name

Social security number

Grantor address
(where grantor can be reached in the future)

Street number Street name or P.O. Box

eRETR: Grantor/Grantee page: Type

Select type from the drop-down list.

Individual
Individual
Partnership
Corporation
Limited Liability Company
Trust
Other

Grantor

Grantor type

Grantor type

Individual
Individual
Partnership
Corporation
Limited Liability Company
Trust
Other

If **Individual**, fill in Last Name, First Name & Social Security No.

Individual information

Last name First name

Reppen Russel

Social security number ⓘ

99999999

Grantor address (where grantor can be reached in the future)

Street number Street name or P.O. Box

2135 Rimrock Road

City State ZIP Code

Madison Wisconsin 53708

Phone number ⓘ Email ⓘ

If **OTHER THAN** Individual, fill in Entity Name & FEIN.

Agent Section must be completed

Grantor

Grantor type

Grantor type

Limited Liability Company

Explain if Other is selected

Entity information

Entity name

Reppen, LLC

Federal Employer Identification Number ⓘ

99999999

Grantor address (where grantor can be reached in the future)

Street number Street name or P.O. Box

2135 Rimrock Road

City State ZIP Code

Madison Wisconsin 53708

Phone number ⓘ Email ⓘ

Husband and wife with same last name, enter both first names (and initials if wanted) in first name line and only one SSN needed

eRETR: Grantor/Grantee pages: Add

All grantors, grantees on the document MUST be on the Receipt

If all the grantors and grantees on the document being recorded are not on the Receipt, the return is considered incomplete and the Register of Deeds will reject the recording. Up to 30 grantors and grantees can be entered. Since the Receipt is designed to be one page, not all names will show on the Receipt, but all will be shown on the Return.

Previous | **Grantors** | Next | Update | Add Form | Quit | Delete Form | **SUBMIT** | Save

eRETR - Grantors

Grantor

Add grantor
Delete grantor

Grantor type

Grantor type
Limited Liability Company

Explain if Other is selected

Previous | **Grantees** | Next | Update | Add Form | Quit | Delete Form | **SUBMIT** | Save

eRETR - Grantees

Grantee

Add grantee
Delete grantee

Grantee type

Grantee type
Individual

Explain if Other is selected

Individual information

Last name | First name

eRETR: Grantor/Grantee Hidden Stop Signs

If the **Submit** button is still **red** and the asterisk in the section box shows it is on the **Grantor** or **Grantee** page and no Stop Signs are shown, they may be hidden when “Grantor/Grantee Type” was changed. Before changing the Grantor/Grantee type, complete the all the information or delete the existing entries. If this is not done, Stop Signs will be there, but not show. To solve, change back to the type you originally began with and then delete all the entries. Press “Update” to verify Stop Signs will go away. Change back to the type needed and complete remaining entries.



Grantor

Grantor type


Grantor type
Individual
Explain if Other is selected

Individual information

Last name First name
Russel Reppen

Social security number  

Grantor address (where grantor can be reached in the future)

Street number Street name or P.O. Box 


Grantor

Grantor type

Grantor type
Limited Liability Company
Explain if Other is selected

Entity information

Entity name
Reppen, LLC


Federal Employer Identification Number 
999999999

Grantor address (where grantor can be reached in the future)


Street number Street name or P.O. Box
2135 Rimrock Road


eRETR: Parcel Page

eRETR - Parcels


County:  DANE

Parcel

All of Part of parcel number 



Will parcel be the **primary residence** of grantee? 

Yes No

Physical property address or road address 

Section Township Range N

Select E or W E W

Subdivision / [Condominium name](#) Lot / [Unit #](#)  Block 

**All parcels on the document
MUST be on the Receipt**

If all the parcels on the document being recorded are not on the Receipt, the return is considered incomplete and the Register of Deeds will reject the recording. Up to 50 parcels may be Added, but since the Receipt is designed to be one page, not all parcels will show on the Receipt, but all will be shown on the Return.

**Parcel rules for all the
counties can be found by
clicking light bulb**

eRETR: Parcel Rules

If you are certain the Parcel Number is correct and the Stop Sign remains – **VERIFY NAME** of municipality

eRETR - Parcels

County: ADAMS

Add parcel

Delete parcel

Parcel

All of Part of parcel number

Note: STOP SIGN will appear when parcel rule is not met

Parcel format rules for all the counties will open in a “new window” by clicking the light bulb

https://ww2.dor.state.wi.us/GenericFile/help/eRetr/Parcels.htm - Microsoft Internet Explorer

State of Wisconsin Municipality Parcel Formats

Choose a county:

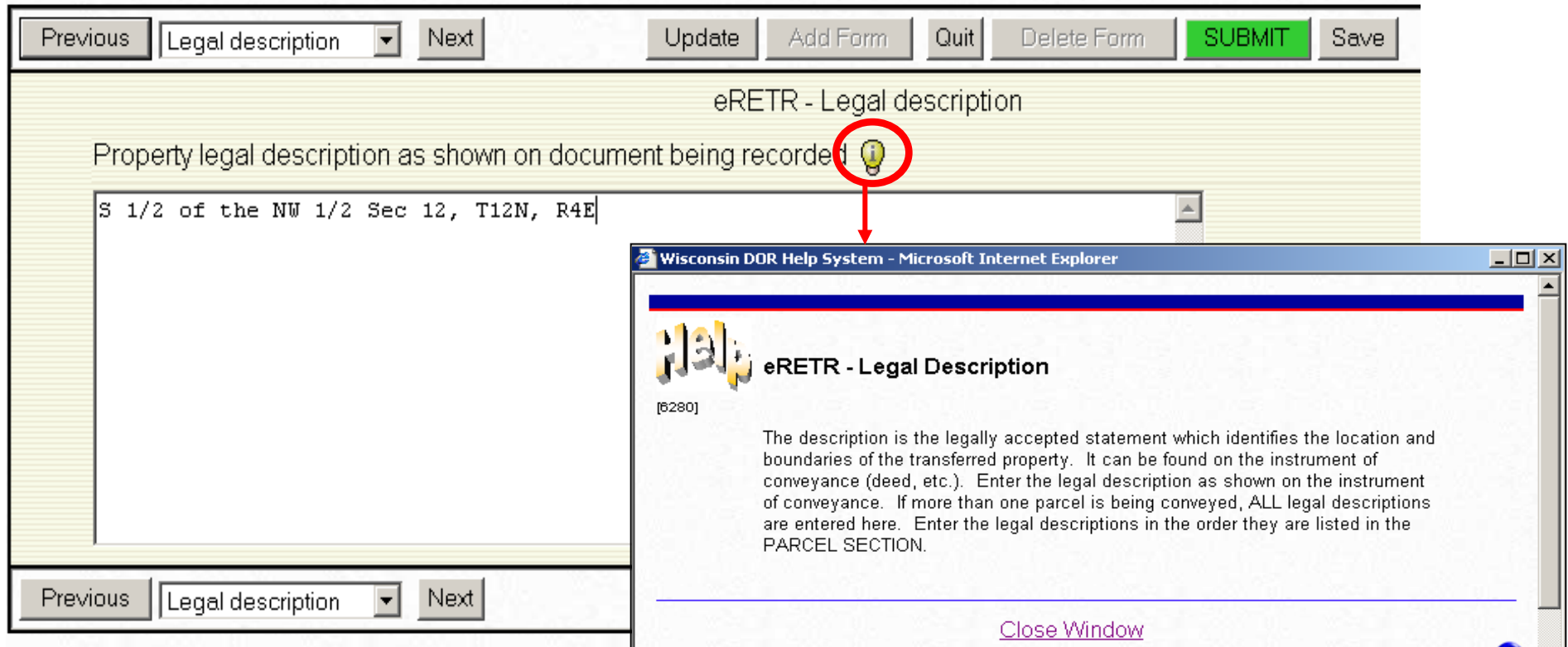
Adams	Dane	Iowa	Marathon	Polk	Taylor
Ashland	Dodge	Iron	Marinette	Portage	Trempealeau
Barron	Door	Jackson	Marquette	Price	Vernon
Bayfield	Douglas	Jefferson	Menominee	Racine	Vilas
Brown	Dunn	Juneau	Milwaukee	Richland	Walworth
Buffalo	Eau Claire	Kenosha	Monroe	Rock	Washburn
Burnett	Florence	Kewaunee	Oconto	Rusk	Washington
Calumet	Fond Du Lac	La Crosse	Oneida	Saint Croix	Waukesha
Chippewa	Forest	Lafayette	Outagamie	Sauk	Waupaca
Clark	Grant	Langlade	Ozaukee	Sawyer	Waushara
Columbia	Green	Lincoln	Pepin	Shawano	Winnebago
Crawford	Green Lake	Manitowoc	Pierce	Sheboygan	Wood

^ **Adams**

Adams county parcel numbers follow the format "prefix-number". The prefix is determined by the municipality followed by a hyphen. This format is two numeric digit municipal code, hyphen, five numeric digits, hyphen, four numeric digits. (NOTE: if no last four digits, use

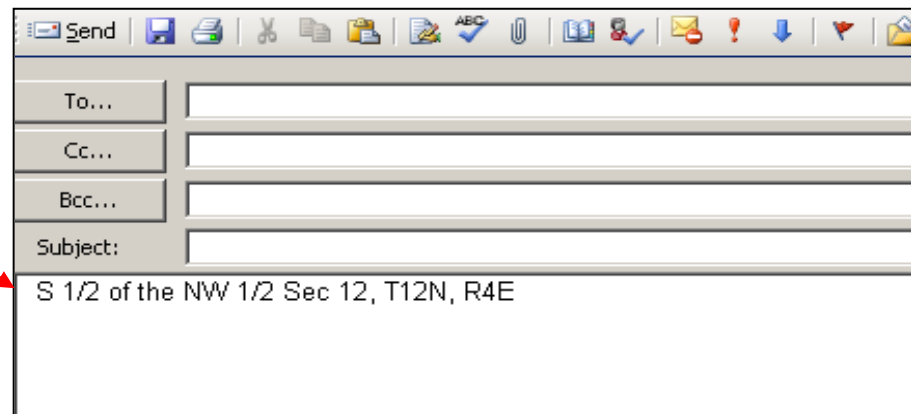
eRETR: Legal description page

When legal descriptions are required, the entire legal description must be entered here. **DO NOT USE AN ATTACHMENT.** The Register of Deeds will reject any Receipt with an ATTACHMENT. The Receipt will only show a short legal of around 250 characters.



Type in directly or you can copy & paste up to 16 pages of legal description. (64k)

When copying and pasting and the "degree signs" and other letters become strange characters try first pasting in an e-mail text window and then copy and paste into the Legal box.



eRETR: Parcel & Legal Description pages

3 Business Rules for completing the Parcel & Legal pages:

County: LANGLADE

Parcel

ANTIGO, CITY OF

Will parcel be the **primary residence** of grantee?

Physical property address or road address

1 Main Street

Section Township Range

12 12 N 4

Subdivision / Condominium name Lot / Unit # Block

Only complete one of the following lines:

1. If Section, Town, Range filled in then **Legal page MUST be completed**

2. If Subdivision/Condo, Lot/Unit filled in, Then **Legal page is optional**

3. If Legal page is completed, then Section, Town, Range and Subdivision/Condo, Lot/Unit are optional on the PARCEL page.

Property legal description as shown on document being recorded

S 1/2 of the NW 1/2 Sec 12, T12N, R4E

eRETR: Physical description page

Previous *Physical description Next Update Add Form Quit Delete Form Submit Save

eRETR - Physical description

Property type ⓘ
Other

Explain if Other is selected ⚠

Predominant use ⓘ ⚠
Select

Number of units - required if **multi-family**

Explain if Commercial, Utility, Miscellaneous or Manufactured

Lot square footage Total acres ⓘ ⚠
 OR

MFL / PFC Acres (Round to next whole acre): ⓘ

Feet of water frontage ⓘ

Previous *Physical description Next Update Add Form Quit Delete Form Submit Save

Wisconsin DOR Error Message Reporting - Microsoft Internet Explorer

Error eRETR - Property Type

[6481]

You are required to provide an explanation if Other is selected (timber rights, mineral rights, air rights, easement, building only, etc).

[Close Window](#)

Wisconsin DOR

Wisconsin DOR Error Message Reporting - Microsoft Internet Explorer

Error eRETR - Lot size

[6644]

Square footage **or** Lot size is required. (Round square footage to nearest whole foot and acres to nearest tenth.)

[Close Window](#)

Wisconsin DOR

eRETR: Transfer page, Conveyance Date

The conveyance date **CAN NOT** be after the date the document is going to be recorded.

Previous | Transfer | Next | Update | Add Form | Quit | Delete Form | Submit | Save

eRETR - Transfer

Transfer type

Check all types that apply to this transfer

- Sale
- Deed in satisfaction of land contract
- Exchange
- Gift
- Other

Explain if Other is selected.

Conveyance

Conveyance date (mm/dd/yyyy)

Conveyance document type

Explain if Other is selected

Tax bill mailing address

Last name / Entity name | First name | Middle initial

Street number | Street name or P.O. Box

City | State | ZIP Code

Wisconsin DOR Help System - Microsoft Internet Explorer

eRETR - Conveyance Date

[6300]

Enter the date of the closing. If the closing date is unknown, enter the date the document was signed by the grantor. The "Date of Conveyance" is the date the instrument is signed and delivered per s. 706.02(1), Stats.

Close Window

Wisconsin DOR

Calendar - M...

April 2006						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
Today						

eRETR: Grantee / Transfer pages; Other Tax Bill

Tax bill going to someone other than Grantee

Previous Transfer Next Update Add Form Quit Delete Form Submit Save

Grantee type
Individual
Explain if Other is selected

Grantee page

Individual information
Last name First name Middle initial
Social Security Number

Grantee address
Street number Street name or P.O. Box
City State ZIP Code
Phone number Email

tax bill box not checked

Tax Bill Click here to use this grantee's address as the tax bill mailing address

eRETR - Transfer

Transfer page

If you partially complete this section and then decide that the Grantee is to receive the tax bill and check the box above on the Grantee page, you will get "Stop Signs" that will be "hidden" and will not be allowed to "Submit". Uncheck the box above and clear all the fields in the Tax bill mailing address.

Tax bill mailing address

Tax bill mailing address boxes required to be completed

Last name / Entity name First name Middle initial

Street number Street name or P.O. Box

City State ZIP Code

eRETR: Grantee / Transfer pages, Grantee Tax Bill

Tax bill going to Grantee

Individual Explain if Other is selected

Individual information

Grantee page

Last name First name Middle initial

Social Security Number

Grantee address

Street number Street name or P.O. Box

City State ZIP Code

Phone number Email

Tax Bill Address

Click here to use this grantee's address as the tax bill mailing address

Next Update Add Form Quit Delete Form Submit Save

eRETR - Transfer

apply to this transfer

Transfer page

tion of land contract

ected.

mm/dd/yyyy)

Conveyance document type

Explain if Other is selected

Tax bill mailing address

Tax bill mailing address boxes hidden, Grantee to get tax bill


Grantee box checked for mailing tax bill.

If you partially complete this section and then decide that the Grantee is to receive the tax bill and check the box above on the Grantee page, you will get "Stop Signs" that will be "hidden" and will not be allowed to "Submit". Uncheck the box above and clear all the fields in the Tax bill mailing address. Go back to Grantee page and check box.


eRETR: Weatherization page


Previous Weatherization Next Update Add Form Quit Delete Form Submit Save

eRETR - Weatherization

Does this property need to be certified under the Residential Rental Weatherization Standards 

Yes
 No

If **No**, select Weatherization Exclusion Code 

* No exclusion * 


If Weatherization Exclusion Code **W-11** is selected, provide an explanation

If Weatherization Exclusion Code **W-12** is selected, enter the document number for the previously filed Certificate of Compliance

Previous Weatherization Next Update Add Form Quit Delete Form Submit Save

* No exclusion *

- W-1 Owner Occupancy
- W-3 Transfer Fee Exempt
- W-4 Seasonal Use
- W-5 Licensed Facilities
- W-6 Bankruptcy
- W-7 Vacant land, non-residential
- W-8 Energy Code Compliant
- W-9 No Majority Interest Change
- W-11 Other, Explain below
- W-12 Pre-Existing Cert. of Compliance
- W-13 Condominium Exclusion



[Instructions](#)

eRETR: Fee computation page

Numbers must be whole numbers. DO NOT Use \$ signs, commas, periods.


Fee automatically calculated on value entered in Value subject to fee box.





- * No exemption *
- 1 - Prior to 10/1/69
- 2 - From Gov. Agency
- 2g - Gift to Gov. Agency
- 2r - Road to Gov Agency
- 3 - Correct Prior
- 4 - Delinq. Tax
- 5 - Partition
- 6 - Mergers
- 6d - Convert Partnership
- 6m - Convert Entity
- 7 - Sub. Corp to Parent
- 8 - Gift Parent/Children
- 8m - Husband/Wife
- 8n - Domestic Partners
- 9 - Agent/Trustee
- 10 - Secure/Release Debt
- 10m - Designate TOD 705.15
- 11 - Will, Decent Survivorship
- 11m - Transfer on death 705.15
- 12 - Condemnation
- 13 - Value under \$100
- 14 - Foreclosure
- 15 - Corp/Sole or Family
- 15m - Partnership/Family
- 15s - LLC/Sole or Family
- 16 - To Trust
- 17 - Sat. Land Contract
- 18 - Exposition District
- 20 - Nonprofit fiduciary
- 21 - Transmission Company
- * No exemption *

Previous *Fee computation Next Update Add Form Quit Delete Form Submit Save



eRETR - Fee computation


Total value of real estate transferred  Enter total value transferred only. If 50% is being transferred, enter 50% of the fair market value.

Value subject to fee 

Transfer fee due (Value Subject to Fee, rounded to the next \$100, times .003); press Compute/Edit button to update fee 


\$150.00


If "Value subject to fee" is less than "Total value of real estate transferred", select transfer fee exemption number  

* No exemption * 

If Transfer Fee Exemption number **3** or **17**, provide the previous document number

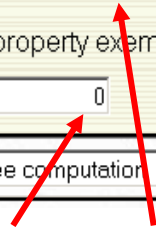
If Transfer Fee Exemption number **17**, provide date of original land contract (mm/dd/yyyy)

Value of personal property transferred but EXCLUDED from Total Value of REAL ESTATE transferred (see above) 


Value of property exempt from local property tax INCLUDED on Total Value of REAL ESTATE transferred (see above) 

Previous *Fee computation Next

Both must have an entry, use 0 if none. Numbers must be whole numbers. DO NOT Use \$ signs, commas, periods.



Wisconsin DOR Error Message Reporting - Microsoft Internet Explorer

 eRETR - No exemption error

[7240]

"No exemption" is invalid. "Value subject to fee" is less than "Total value of real estate transferred" field. Exemption number is required. Select exemption number or verify "Value subject to fee" field.



[Close Window](#)

eRETR: Agent/Preparer page

Previous Agent and preparer Next Update Add Form Quit Delete Form Submit Save

eRETR - Agent and preparer

Agent for grantor


Name  

Street number Street name or P.O.

City State

Agent's telephone number Agent's email address

Agent for grantee


Name 

Street number Street name or P.O. Box

City State ZIP Code

Agent's telephone number Agent email address

Preparer

Name 

Preparer's telephone number Preparer's email address

Previous Agent and preparer Next Update Add Form Quit Delete Form Submit Save

Error eRETR - Grantor Agent [7468]

The following information is required:

- Name
- Street Number & Name
- City
- State
- Zip Code
- Phone Number

The grantor agent information is required for any entity other than an individual.

Required if Grantor/Grantee selected is anything other than an Individual

Don't forget E-mail addresses. E-mail address will be notified when the Register of Deeds submits the document recording information. Grantor and Grantee pages also have boxes for entry.

eRETR: Summary Page

Preparer's Worksheet - Page designed for verifying or gathering information at closings and the lines below Grantor and Grantee can be used for signatures if required. Note that this is the only place the SSN/FEIN appear. Protect that information.

If more information is needed: Save file, Print page and take to closing. Clients can write the data (SSN) on this sheet and once back at office, Restore saved information and complete the return.

If anything is in error, go to that section and correct.

When the Submit button does not turn green, check for an asterisk on the page dropdown box. Go to that page and look for the Stop Sign. Click on the Stop Sign for correcting the problem.



Grantors

- Grants
- * Grantees
- * Parcels
- * Legal description
- * Physical description
- * Transfer
- * Financing
- * Weatherization
- * Fee computation
- * Agent and preparer
- * Summary

Department of Revenue
Remaining time: 19:4

Previous Summary Next Update Add Form Quit Delete Form SUBMIT Save

eRETR - Summary

Parcel numbers:
201-4444,

Grantor: Name, SS # / FEIN, Address, Phone Number
DOR, LLC, 999999999, 2135 Rimrock, Madison, Wisconsin 53708, 608-266-1594 |

Grantors' assertions

Total value of real estate transferred:	\$1000000
Value subject to fee:	\$1000000
Transfer fee due (based on value subject to fee):	\$3000.00
Transfer Fee Exemption Number:	No exemption
Penalties for use of an improper Transfer Fee Exemption Number are imposed per s.77.26(8), Stats. Penalties for falsifying the Total Value of Real Estate Transferred are imposed per s.77.27, Stats.	

Grantors' agent: Name, Address, Phone Number, Email
Russel Reppen, 2135 Rimrock, Madison, Wisconsin 53708, 608-266-1594, rreppen@dor.state.wi.us

Grantee: Name, SS # / FEIN, Address, Phone Number
Russel Reppen, 999999999, 2135 Rimrock, Madison, Wisconsin 53708, | James & Julie Pahl-Washa, 999999999, 2135 Rimrock, Madison, Wisconsin 53708, 608-267-3337, (Tax Bill Address) |

Grantees' assertions

Will parcel be the primary residence of grantee for the purpose of claiming the Lottery & Gaming Credit:	Yes
Is the property subject to Residential Rental Weatherization Standards:	Yes
Weatherization Exclusion Code:	No exclusion
Penalties for improperly claiming the Lottery & Gaming Credit as Primary Residence are imposed per Chapter tax 20.19. Penalties relating to Weatherization claims are imposed per s. 101.122 Stats. For more information on weatherization see Chapter COMM, s. 67.03 and 67.04.	

Grantees' agent: Name, Address, Phone Number, Email
... , Wisconsin , ,

Transfer: Conveyance date:
01/11/2006

Previous Summary Next Update Add Form Quit Delete Form SUBMIT Save

Save & Submit

You cannot go back into the eRETR after pressing "Submit"

5/3/2012

eRETR: Submitted Notification

after “Submit” is pressed

“Submit” ONLY sends data to Revenue, not to the County

You can not go back into the eRETR after pressing “Submit”

If you forget to save a file and an error is discovered, you must begin a new eRETR.

Continue: Receipt is required to record document.

Do not print this page and send with document.

File Edit View Favorites Tools Help

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. This is your last opportunity to save a copy of the return by clicking [here](#). Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found [here](#).

Receipt number is: 01BE

Please click on the "Continue" button to print your receipt and/or view your return.

Continue

Wisconsin
DOR

If you printed the “Summary” page, write the Receipt number on it. With the Receipt number, value and last name you can always retrieve the Receipt ([View a submitted eRETR](#)) if something were to happen and you are not able to print your Receipt now.

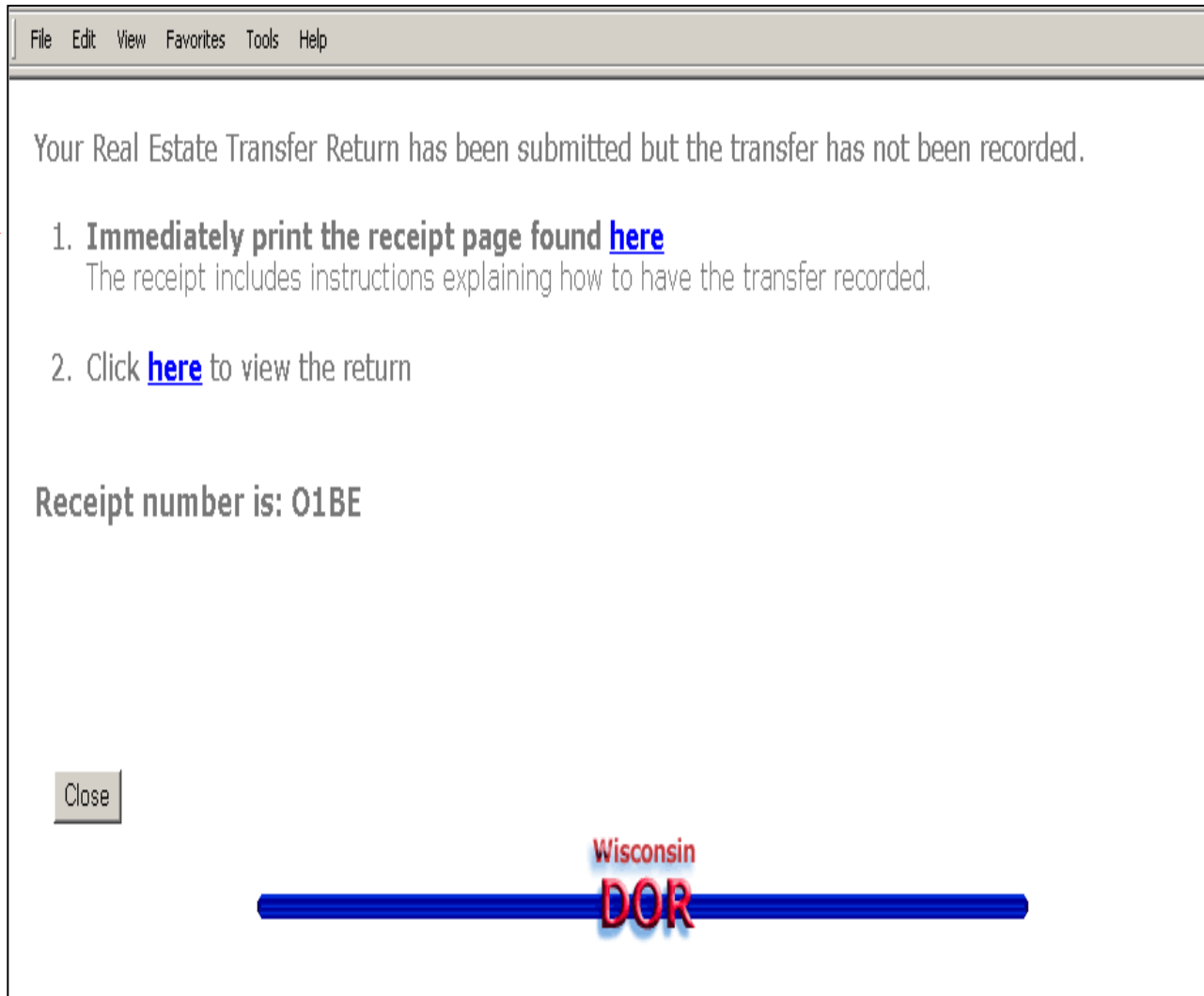
eRETR: Print Receipt page

**“Submit” ONLY sends data to Revenue, not to the County.
You MUST print the Receipt and deliver with document to the county.**

Print: Receipt is required to record document.

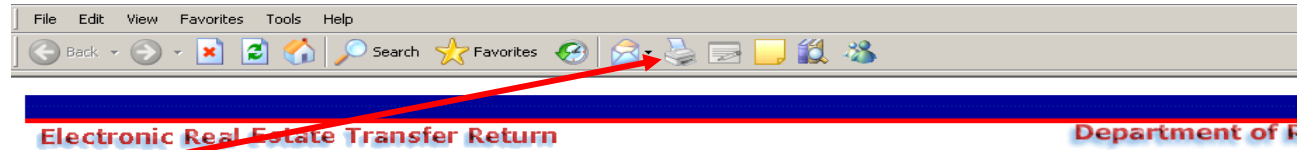
Opens Receipt in new “window”

Write down the Receipt Number.
If you are unable to print at this time, go to the Real Estate Transfer web site and “View submitted eRETR” to print the Receipt.



eRETR: Receipt Review

Receipt opens in a new "window"



Print: Receipt is required to record document.

Review:

1. Conveyance date is **BEFORE** date document is to be recorded
2. All grantors/grantees and parcels on document are on Receipt

Note: If many grantors/grantees and parcels not all will show on Receipt.

DO NOT MAKE ANY CHANGES TO THE RECEIPT! You must restore saved file or begin new one if any errors are noted. You will get a different Receipt Number when corrections are made and you submit again. Discard the one in error.

Electronic Real Estate Transfer Return

TEST OR TRAINING RECEIPT - DO NOT SEND TO THE REGISTER OF DEEDS
WISCONSIN DEPARTMENT OF REVENUE

INSTRUCTIONS

1. Grantors and grantees must review this receipt, noting grantor and grantee responsibilities.
2. Mail or deliver the following items to:
Langlade County Register of Deeds, 800 CLERMONT ST, ANTIGO, WI 54409-1985
 - This receipt page, along with a transfer fee of \$3,000.00.
 - The deed or instrument of conveyance, along with a recording fee of \$11.00 for the first page and \$2.00 for each additional page.
 - Either the weatherization Certificate of Compliance, Stipulation or Waiver form*

To view the details of the real estate transfer return online, go to <https://test.revenue.wi.gov/RETRWebPublic/application>. You will need to know the receipt number, the total value of the real estate transferred, and the last name of one grantor or grantee.

Receipt **P4MS**. Filed May 14, 2009, 2:03 PM - **Langlade County**. Conveyance date **2006-01-11**.

Value transferred	\$1,000,000	Transfer fee	\$3,000.00
Value subject to fee	\$1,000,000	Fee exemption number	
Grantors	DOR, LLC		
Grantees	Reppen, Russel; Pahl-Washa, James & Julie		
Tax bill address	James & Julie Pahl-Washa, 2135 Rimrock, Madison, Wisconsin 53708		
Property Location	1 Main Street (City of Antigo)		
Parcels	201-4444 (S12/T12N/R4E)		
Short legal description	S 1/2 of the NW		

Grantor responsibilities: Grantors are responsible for paying the proper fee amount—verify the total property value, fee amount and fee exemption before sending this receipt to the county Register of Deeds.¹

Grantee responsibilities: Grantees assert that this property is a primary residence², and that the property is subject to weatherization standards.³

Preparer Russel Reppen, 608-266-1594, rreppen@dor.state.wi.us
Grantor agent Russel Reppen, 608-266-1594, rreppen@dor.state.wi.us
Grantee agent

If you have any questions about the Real Estate Transfer Return visit the Real Estate Transfer Web site at <http://www.dor.state.wi.us/ust/retrn.html>. You can also contact your County Register of Deeds (see <http://www.wrda.org/>).

Information on the real estate transfer return is used to administer Wisconsin's laws of income tax, real estate transfers, rental unit energy efficiency, lottery tax credit and general property tax. The transfer of Wisconsin real estate in a taxable transaction must be reported on your Wisconsin income tax return. This is true whether you were a resident, a part-year resident, or a nonresident of Wisconsin. If you are a nonresident of Wisconsin, you must file Form 1NPR to report the sale.

¹ Penalties for use of an improper exemption are imposed per s. 77.26(8), Stats. Penalties for falsifying the property value are imposed per s. 77.27, Stats.

² Penalties for improperly claiming the Lottery & Gaming Credit as Primary Residence are imposed per Chapter Tax 20.19.

³ Penalties relating to Weatherization claims are imposed per s. 101.122, Stats.

eRETR: Receipt Review (con't)



Print: Receipt is required to record document.

Electronic Real Estate Transfer Return Department of Revenue

Electronic Real Estate Transfer Return

TEST OR TRAINING RECEIPT - DO NOT SEND TO THE REGISTER OF DEEDS
WISCONSIN DEPARTMENT OF REVENUE

INSTRUCTIONS

1. Grantors and grantees must review this receipt, noting grantor and grantee responsibilities.
2. Mail or deliver the following items to:
Langlade County Register of Deeds, 800 CLERMONT ST, ANTIGO, WI 54409-1985
 - This receipt page, along with a transfer fee of \$3,000.00.
 - The deed or instrument of conveyance, along with a recording fee of \$11.00 for the first page and \$2.00 for each additional page.
 - Either the weatherization Certificate of Compliance, Stipulation or Waiver form*

To view the details of the real estate transfer return online, go to <https://test.revenue.wi.gov/RETRWebPublic/application>. You will need to know the receipt number, the total value of the real estate transferred, and the last name of one grantor or grantee.

Receipt **P4MS**. Filed May 14, 2009, 2:03 PM - **Langlade County**. Conveyance date **2006-01-11**.

Value transferred	\$1,000,000	Transfer fee	\$3,000.00
Value subject to fee	\$1,000,000	Fee exemption number	

Grantors DOR, LLC

Grantees Reppen, Russel; Pahl-Washa, James & Julie

Tax bill address James & Julie Pahl-Washa, 2135 Rimrock, Madison, Wisconsin 53708

Property Location 1 Main Street (**City of Antigo**)

Parcels 201-4444 (S12/T12N/R4E)

Short legal description S 1/2 of the NW

Grantor responsibilities: Grantors are responsible for paying the proper fee amount—verify the total property value, fee amount and fee exemption before sending this receipt to the county Register of Deeds.¹

Grantee responsibilities: Grantees assert that this property is a primary residence², and that the property is subject to weatherization standards.³

Preparer Russel Reppen, 608-266-1594, rreppen@dor.state.wi.us

Grantor agent Russel Reppen, 608-266-1594, rreppen@dor.state.wi.us

Grantee agent

If you have any questions about the Real Estate Transfer Return visit the Real Estate Transfer Web site at <http://www.dor.state.wi.us/ust/retn.html>. You can also contact your County Register of Deeds (see <http://www.wrda.org/>).

Information on the real estate transfer return is used to administer Wisconsin's laws of income tax, real estate transfers, rental unit energy efficiency, lottery tax credit and general property tax. The transfer of Wisconsin real estate in a taxable transaction must be reported on your Wisconsin income tax return. This is true whether you were a resident, a part-year resident, or a nonresident of Wisconsin. If you are a nonresident of Wisconsin, you must file Form INPR to report the sale.

1 Penalties for use of an improper exemption are imposed per s. 77.26(8), Stats. Penalties for falsifying the property value are imposed per s. 77.27, Stats.

2 Penalties for improperly claiming the Lottery & Gaming Credit as Primary Residence are imposed per Chapter Tax 20.19.

3 Penalties relating to Weatherization claims are imposed per s. 101.122, Stats.

Review:

If error found on Receipt or Return: Go to the Real Estate Transfer Return Filing web site:

1. Click on: "Restore a previously saved eRETR file"; "Start"; "Browse for saved file"; "Upload"
2. Make corrections, Save and "Submit" getting a different Receipt Number.
3. Discard the incorrect Receipt.

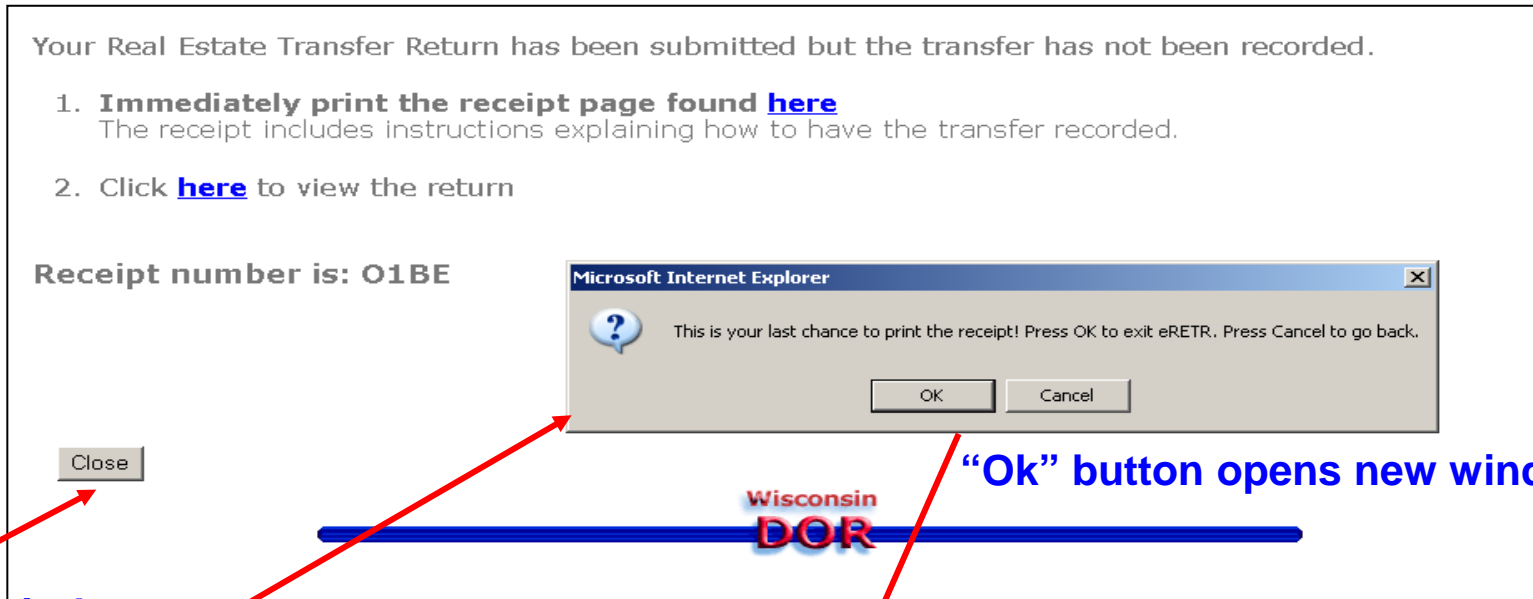
DO NOT MAKE ANY CHANGES DIRECTLY TO THE RECEIPT! You must restore saved file or begin new one if any errors are noted. You will get a different Receipt Number when corrections are made and you submit again. Discard the one in error.

eRETR: Close & Final Reminder

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. **Immediately print the receipt page found [here](#)**
The receipt includes instructions explaining how to have the transfer recorded.
2. Click [here](#) to view the return

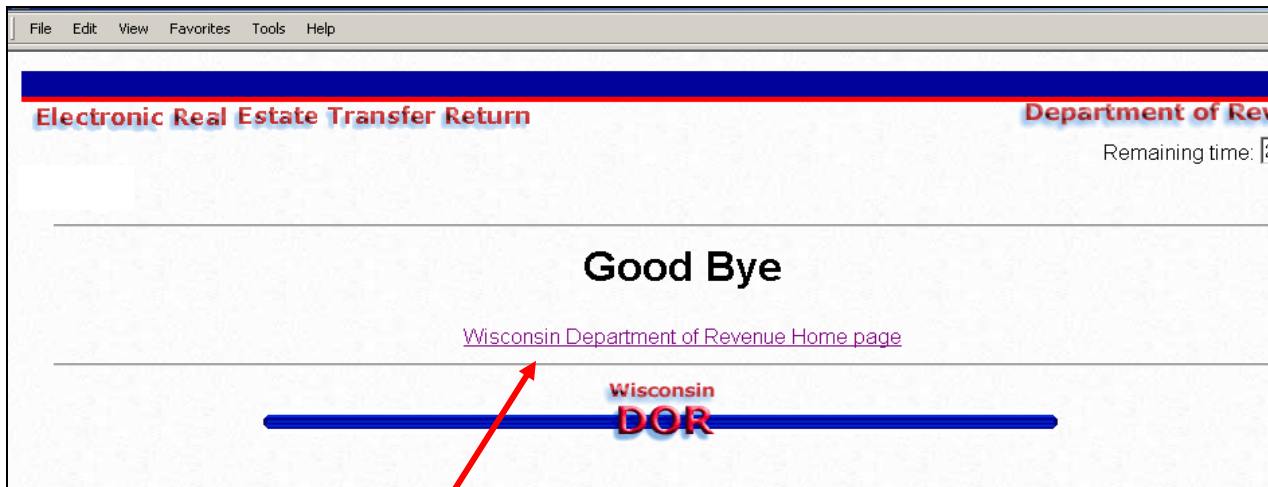
Receipt number is: O1BE



The screenshot shows a web page with a 'Close' button on the left. A red arrow points from the 'Close' button to a pop-up dialog box titled 'Microsoft Internet Explorer'. The dialog box contains the text: 'This is your last chance to print the receipt! Press OK to exit eRETR. Press Cancel to go back.' with 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button to the text 'Ok button opens new window'.

Close Button opens pop-up window

Ok button opens new window



The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help). The page content includes a blue header with 'Electronic Real Estate Transfer Return' and 'Department of Revenue'. Below the header, it says 'Good Bye' and 'Wisconsin Department of Revenue Home page' with a link. A red arrow points from the link to the text 'Click link to return to Revenue's Home Page to begin a new or restore eRETR'.

Click link to return to Revenue's "Home Page" to begin a new or restore eRETR

eRETR: Register of Deeds

“Submit” ONLY sends data to Revenue, not to the County Register of Deeds.
You must deliver the following items shown on the Receipt.

Register of Deeds reviews the documents to determine that the Deed matches the eRETR.

All grantors, grantees and parcels on the deed MUST be on the Receipt.
Review “Criteria” to see what the ROD is looking for.

Confirms payment is correct

Deed

eRETR Receipt

Payment

**WISCONSIN DEPARTMENT OF REVENUE
ELECTRONIC REAL ESTATE TRANSFER RECEIPT**

INSTRUCTIONS

- Grantors and grantees must review this receipt, noting grantor and grantee responsibilities.
- Mail or deliver the following items to: Brown County Register of Deeds, P.O. Box 23600, 305 E. Walnut St., Room 260, Green Bay, WI 54305-3600
 - This receipt page, along with a transfer fee of \$580.50.
 - The deed or instrument of conveyance, along with a recording fee of \$11.00 for the first page and \$2.00 for each additional page.

To view the details of the real estate transfer return online, go to <https://test.dor.state.wi.us/RETRWebPublic/application>. You will need to know the receipt number, the total value of the real estate transferred, and the last name of one grantor or grantee.

Receipt number LVCV. Filed on October 5, 2005 at 12:21 PM.

Total value of real estate transferred	\$193,500
Value subject to fee	\$193,500
Transfer fee	\$580.50
Fee exemption number	No exemption

Grantors: Schuelke, Mark A. & Marjean C.
Grantees: Miller, Christopher M. & Data E.

Property Location: 2964 Big Timber Circle
Parcels: 5U-964-D-179

Grantor responsibilities: Grantors are responsible for paying the proper fee amount—verify the total property value, fee amount and fee exemption before sending this receipt to the county Register of Deeds.¹

Grantee responsibilities: Grantees assert that this property is a primary residence², and that the property is not subject to weatherization standards with exclusion code "W-1".³

Preparer: Lincoln Title Services, (920) 435-0646
Grantor agent:
Grantee agent:

MARK STONE
MELISSA STONE
2134 1st St
GREEN BAY, WI 54303

Pay to the order of: _____

YOUR FINANCIAL INSTITUTION
GREEN BAY, WI

For _____

\$ 123456789 0304 12345678

ROD records the deed and stamps the Receipt

WARRANTY DEED

This Deed, made between MARK A. SCHUELKE AND MARJEAN C. SCHUELKE, HUSBAND AND WIFE.

GRANTORS: MARK A. SCHUELKE and MARJEAN C. SCHUELKE

GRANTEES: DOR, LLC

PROPERTY: 1 Main Street, Green Bay, WI 54303

FILED: 10/27/06

WISCONSIN DEPARTMENT OF REVENUE

INSTRUCTIONS

- Grantors and grantees must review this receipt, noting grantor and grantee responsibilities.
- Mail or deliver the following items to: Lincoln Title Services, 800 CLERMONT ST, ANTIGO, WI 54409-1985
 - This receipt page, along with a transfer fee of \$3,000.00.
 - The deed or instrument of conveyance, along with a recording fee of \$11.00 for the first page and \$2.00 for each additional page.
 - Either the weatherization Certificate of Compliance, Stipulated Waiver form

To view the details of the real estate transfer return online, go to <https://test.dor.state.wi.us/RETRWebPublic/application>. You will need to know the receipt number, the total value of the real estate transferred, and the last name of one grantor or grantee.

Receipt MYPL. Filed on April 27, 2006 at 10:02 AM.

Value transferred	\$1,000,000	Transfer fee	\$3,000.00
Value subject to fee	\$1,000,000	Fee exemption number	

Grantors: DOR, LLC
Grantees: Reppen, Russel; Pahl-Washa, James & Julie

Tax bill address: James & Julie Pahl-Washa, 2135 Rimrock, Madison, Wisconsin 53708

Property Location: 1 Main Street
Parcels: 201-4444 (S12/712N/R4E)

Short legal description: S 1/2 of the NW

eRETR: Register of Deeds Role

ROD goes to DOR website to
“Add recording information”

Home Manage users

New to the site? If so, click Help in the menu bar above.

Welcome Russ Reppen: Systems Administrator

Register of Deeds:

[Add recording information to an eRETR filing](#)

Real Property Lister:

ROD enters the RETR receipt number and
presses “Retrieve”

Electronic Real Estate Transfer Return Department

Home Quit

Receipt number

Receipt number: LYCV Retrieve

ROD adds recording information
and presses
“Add recording information”

When “Add recording information” is pressed, it
creates the “official” Transfer Return and sends a
message to the e-mail addresses on the eRETR
that the deed is now recorded.
See “View filed eRETR” Slide #34

Electronic Real Estate Transfer Return Department

Home Search again Show full legal description Quit

Verify information

Receipt number: LYCV

Grantor: Mark A. & Marjean C. Schuelke

Grantee: Christopher M. & Dana E. Miller

County name: Brown

Add recording information to an eRETR filing

Document number: 2215633

Re-enter document number: 2215633

Date recorded: 9/21/2005

Volume/Jacket:

Page/Image :

Add recording information Cancel

eRETR Procedure Summary

Filer

1. Goes online and completes an *eRETR*
2. Prints the *eRETR* Receipt
3. Mails the Receipt, deed and payment to the county Register of Deeds shown on the Receipt

Register of Deeds

1. Records the deed
2. Adds recording information to the electronic return
Any e-mail addresses entered on *eRETR* will be sent a notice stating deed is now recorded along with a link to the *eRETR* web site to print your completed transfer return with document number and date recorded. You must know the Receipt Number, value and last name of grantor or grantee. See next slide for “View submitted *eRETR*” link



Home Businesses Individuals Tax Pro

Click here for filing eRETR

Recent News

- 2012 Wisconsin Property Assessment Manual is now available
- Messages to:
 - Assessors
 - Town, Village and City Officials

Sign up for email updates

Calendar

- MAY 1** Municipal and TID 2012 Exempt Computer Report due
- MAY 1** Stratified assessment data due

Real Estate Transfer Returns

File | View | Search

- Submit an eRETR
 - Instructions
 - Parcel formatting rules
- Restore an eRETR
- Amended Real Estate Transfer Return (PE-500x) (Instructions)
- Amended Real Estate Transfer Return (PE-500x) (Form)
- View a submitted eRETR (requires receipt information)
- Real Estate Transfer Waiver
- State of Wisconsin property information search
- Historical data

Assess Government

- Log in return
- WAMS
 - Inst
 - Self-user
 - ID a recd
- Regist an eR
- Treas Sprea
- My Ta

Trainin

Click here to search for eRETR property transfers (effective July 1, 2009)

Click here to search for eRETR property transfers up to the past 5 years (Access database)

Real Estate Transfer Return eRETR home Page: Viewing a Submitted eRETR

<http://www.revenue.wi.gov/retr/index.html>

The screenshot shows the Wisconsin Department of Revenue website. The main navigation bar includes "Businesses", "Individuals", and "TaxPro". The "Real Estate Transfer Returns" section is highlighted, with a red arrow pointing to the "View a submitted eRETR (requires receipt information)" link. Other links in the menu include "Submit an eRETR", "Restore an eRETR", "Amended Real Estate Transfer Return (PE-500x) (Instructions)", "Amended Real Estate Transfer Return (PE-500x) (Form)", "Real Estate Transfer Waiver", "State of Wisconsin property information search", and "Historical data".

View a submitted eRETR

NEW WINDOW
<https://ww2.revenue.wi.gov/RETRWebPublic/application>

The screenshot shows the "Electronic Real Estate Transfer Return" application page. It features a "Help" button and an "Enter information" section with three input fields: "Receipt number:", "Real estate value", and "Last name of a grantor or grantee:". A red arrow points to the "Last name of a grantor or grantee" field. Below the input fields is a "Retrieve" button. The Wisconsin Department of Revenue logo is visible at the bottom right.

NEED TO KNOW:
Receipt No.
Real Estate Value
Last Name of
Grantor or Grantee

Real Estate Transfer Return eRETR home Page: Amended Return PE-500x

<http://www.revenue.wi.gov/retr/index.html>

Wisconsin Department of Revenue

Businesses Individuals Tax Professionals

Real Estate Transfer Returns

File | View | Search

- Submit an eRETR
 - Instructions
 - Parcel formatting rules
- Restore an eRETR
- Amended Real Estate Transfer Return (PE-500x) (Instructions)
- Amended Real Estate Transfer Return (PE-500x) (Form)
- View a submitted eRETR (requires receipt information)
- Real Estate Transfer Waiver
- State of Wisconsin property information search
- Historical data

Assess Government

- Log in return
- WAMS
 - Inst
 - Self use
 - ID a recd
- Regis an eR
- Treas Sprea
- My Ta

Trainin

- How t syste
- Work:
- Note: The D has a the ef includ hold i

Merger/Conversion

- Merger/conversion
- MC-500 Form and Instructions

Amended Real Estate Transfer Return PE-500x

AFTER a deed has been **recorded** and an error is discovered on the transfer return, use the Amended PE-500x for corrections. **DO NOT** use the PE-500x on an eRETR that **has been submitted**. If the deed was recorded in error, then a “correction deed” and a NEW eRETR will need to be recorded

Wisconsin Department of Revenue

Home Businesses Individuals Tax Professionals Government

Wisconsin Real Estate Transfer Return - Amended (PE-500x)

An amended Return is **ONLY** used to correct an error on the eRETR after the document has been recorded by th you need to re-record your deed at the Register of Deeds to correct error(s) on the deed, then you will need to c Real Estate Transfer Return (eRETR) in order for your document to be accepted.

If your document has not been recorded, restore your saved eRETR and make the correction, Submit and attach document and send to the Register of Deeds.

This form is designed for electronic transmission (e-mailing) or it can be printed and mailed depending on the ir

Corrections involving "Total value of real estate" and "Transfer fee due" requires printing and mailing.

In addition, corrections to "Total value of real estate", "Transfer fee due", Primary Residence and to Exclusion f Program need to be completed within 60 days of recording to avoid any penalties or before any audit has comm See Instructions

Important Notice: The information you submit on this site is **NOT fully secure**. Items with an * are required.

* Name of County Document Recorded In
*** Select A County ***

* eRETR Receipt Number/Paper

* Document Number

* Date Recorded