PAD System – Technical Assistance with XML File Transfer

Annually, assessors are required to provide the Wisconsin Department of Revenue (DOR) with information on real property sales in the Provide Assessment Data (PAD) System.

You can provide DOR with the information through:

- eRETR/PAD system with a manual entry process for each sale, *or*
- XML file transfer for all sales in the municipality

Review DOR's PAD Instructional Manual for the manual entry process. DOR also provides emails to assessors with the filing deadlines and process information.

Information on the roles and responsibilities for the XML filing process

1. DOR provides the following on our website and in PAD emails

- Filing steps (include WAMS ID)
- XML file schema layout
- Sample files
- Business rules
- Information on the schema:
  - Field names
  - Data type
  - Description
  - Example
- Acknowledgement
  - Email to filer stating whether the file was valid or invalid
  - If invalid – a list of sales and the fields causing the file to fail validation
- DOR help/contact information

2. Assessor

- Communicate system/file extract needs with software vendor
- Submit test file prior to the preliminary filing deadline
- Provide final file by the final filing deadline
- Contact DOR for questions with field/PAD requirements for each sale

3. Assessor's Software Vendor

- Develop extract from assessment system compliant with DOR XML schema requirements
- Explain to assessor how to extract and provide DOR with file
- Instructions on how the assessor/vendor addresses XML validation errors
- Contact DOR for questions with schema validation questions