

Tax Incremental District Report (TAR)

This report, as required by the Wisconsin Department of Revenue under sec. 66.1105(6)(a), Wis. Stats., is used to determine the value of Tax Incremental Districts.

Reports may be filed electronically from May 1 of the assessment year through January 31 of the following year.

Assessors must submit the information electronically using the Tax Incremental District (TID) Assessment Report at the following link: <http://www.revenue.wi.gov/eserv/slfiling.html>.

The TAR captures the total assessed values of all Real and Personal Property located in the Tax Incremental District. The filer can submit Estimated, Final, or Amended reports.

A TAR Must be Submitted by the 2nd Monday in June. The type of filing is dependent upon the status of the Board of Review,

- If the Board of Review (BOR) has not adjourned by the 2nd Monday in June, the assessor must submit an "Estimated" TAR and then file a "Final" TAR within 10 days after the final adjournment.
- If the Board of Review has adjourned by the 2nd Monday in June, the assessor must submit a "Final" TAR.
- If the assessor has filed a "Final" TAR, he or she should submit an "Amended" TAR only to change the previously submitted "Final" TAR.
- "Amended" TAR reports must be filed by January 31 of the year following the assessment year.
- No Estimated TAR report can be filed after a Final TAR report has been submitted.
- Amended TAR reports can only be filed after a Final TAR report has been submitted.

If a report is not received by the second Monday in June, DOR will certify the previous year's non-manufacturing full value of the TID for the current year's non-manufacturing value.

You are responsible to file all TARs timely and with correct information.

Note: Failure to file a TAR may result in review of the Assessor's certification.

If you have questions regarding the completion of these forms, please contact your Equalization District Office: <http://www.revenue.wi.gov/contact/slfboe.html>.

General Form Comments

The form requires Adobe 9 or greater be installed on the filer's computer or system.

To begin, the form should be saved to the user's desktop. The user will be able to then reopen it with the saved information, and make corrections without the need to start with a blank form.

To Save:

- Click on 'File' in the upper left corner of the screen.
- From the drop down menu select 'Save As' and PDF.
- This will open the 'Save As' box.
- Inside the box, select 'Desktop' as the 'Save In' destination.
- In the 'File name' box create a unique file name for the document, ending in .pdf. *Example:* TAR_Madison.pdf.
- Click on save.

The document should now be saved to the desktop of your computer. To open the document from your desktop, double-click the document icon. You can then fill in the document with the appropriate information. When you are finished, select, 'File' and 'Save'. The completed document will be saved on your desktop under the unique file name you created.

To begin a new TAR, open the original blank document and complete the steps above for the new municipality.

If, when reopening a saved form, the user receives an error message concerning the need to replace an outdated version, follow the instructions contained in the error message.

A data field will turn shaded when it has the focus of the cursor.

Hovering the cursor over a field will present the user with a message box containing information about what is expected in that field.

Use the TAB key or mouse to advance from field to field, or SHIFT TAB to go back. Hitting the ENTER key removes the cursor, without moving the cursor to any other field. If one were to hit the TAB key afterward, the cursor returns to the same field.

The report is divided into five primary sections:

1. WAMS ID Login
2. General Information
3. Assessor and Assessment Information
4. Tax Incremental District (TID) Information
5. Completing the Filing

1. WAMS ID Login

The Login ID controls which municipality's data will populate in the form. This allows filing only for municipalities for which the assessor is authorized.

The form will only be available to file electronically between May 1 of the assessment year and January 31 of the subsequent calendar year.




The TAR is an electronic form. All users must have a WAMS ID and password to access this form. This is a permanent ID and password that is obtained from the Department of Administration and used to access many secured state web applications. It is the same login process as is used to access Real Estate Transfer Returns and Posting Assessments.

WAMS ID Registration: <https://on.wisconsin.gov/WAMS/home>

Enter your WAMS ID and Password and click the “LOGIN” button.

The “Start Filing” button will appear. Click the “Start Filing” button to begin filing.

Please note the symbols to watch for and their meanings:

Symbols to watch for and their meanings	
	This symbol indicates there is help available for the field. Hold the mouse pointer over the symbol to view the help message. Further information may be available if you click on this symbol.
	This symbol indicates there is something wrong with the field. Hold the mouse pointer over the symbol to view the error message. All error messages must be fixed before you will be able to file this form.
	This symbol indicates there is a caution about what has been entered into the field. Hold the mouse pointer over the symbol to view the message.

A frequent error message will be that an entry has not been made in a field requiring an entry. All error messages are displayed at the end of the form, as the filer attempts to submit the form. The filer must correct all errors before a successful submission can occur.

2. General Information

The “Assessment Year” will populate with the current assessment year.

The filer will be asked to select the type of report he or she is filing. A dropdown box will list the three types. Select 'Estimated', 'Final', or 'Amended'.

The assessor can enter either the County and Municipal code of the taxation district that the report is being filed for, **or** select the “Municipality Type” on the drop down menu, **and** enter the County and Municipal Name. Entering data in one of the fields will populate the other. The “Account Number” will populate. This number is a code assigned to the taxation district by the Department of Revenue to tie all pieces of the taxation district together in the Integrated Property Assessment System.

The form will display the date of the most recent report submitted, if any.

Estimated TID Assessment Report Filed on	04/15/2012
Final TID Assessment Report Filed on	
Amended TID Assessment Report Filed on	

3. Assessor and Assessment Information

Assessor information is required. Supply the name of the assessor **or** the assessment firm. Enter the name, phone number and email address of the person completing the report.

Provide Assessment information as requested.

Certain characters, such as ?, &, \$ are not recognized in the Adobe filing platform. An error notification will appear if any reporting information contains symbols such as these.

Note that the Estimated Level of Assessment on the TAR should be the same as reported on the MAR (Municipal Assessment Report) for the Taxation District.

Either the Anticipated Board of Review date or the Board of Review Final Adjournment date must be entered.

4. Tax Increment District (TID) Information

A section will display for each TID in the Taxation District.

Prior Year TID Assessed Values will display unless the TID is newly created for 2012.

District Code, Account Number and District Name will populate.

If a TID is a "Split TID", the name of the other county(s) and the associated Co Mun Code will display in the Header for the affected TID

All School Districts associated with a particular TID will be displayed.

All Special Districts associated with a particular TID will be displayed.

Enter current year assessment information:

Prior Year TID SOA Information Total Assessed Value of Non-Manufacturing Real and Personal Property	District Code	Account Number	TID # 006 POLK COUNTY, CITY OF OF AMERY	Current Year Assessment Information Total Assessed Value of Non- Manufacturing Real and Personal Property WHOLE DOLLARS Round to Nearest 100
14,540,100	480119	0286	SCH D OF AMERY	
14,540,100	Total for Regular School Districts			0
261,700	488030	0290	APPLE RIVER PRO & REHAB DIST	
14,278,400	488140	0300	AMERY LAKES PRO & REHAB DIST	
14,540,100	Total for Special Districts			0
14,540,100	Total Value of TID # 006			
Comments for TID 006				

Enter the Total Assessed Value of Non-Manufacturing **Real and Personal Property** located in the district (School or Special) on the appropriate line.

Enter the Total Assessed Value of Non-Manufacturing **Real and Personal Property** located in the entire TID on the Total Value of TID line.

The form will display the calculated total of districts (School and Special) by type of district.

A warning icon will appear if certain current year values are outside the range of change normally expected. If the values entered are correct, the filer may proceed.

Comments will be **required** in certain situations where current year values are significantly different than prior year values. A red error indicator will display if comments are required.

Only use periods and commas for punctuation. Use of any other symbols in the Comment fields will result in an error.

Comments are optional if you wish to tell DOR about general issues affecting the reported values or changes to them.

5. Completing the Filing

Ready to Submit

Select "Yes" if you wish to submit the form.

Select "No" if you wish to check for errors or save the form and close it for completion later.

Ready to Submit

Have you confirmed the form is complete, correct, and ready to submit?

If so, select "YES" and press SUBMIT.

TIP: You can check for errors by selecting "NO" and pressing SUBMIT.

YES NO

Save Form

Print Form

SUBMIT

Errors and Warnings

Indicators for some errors and warnings may appear immediately upon entering data in a field. Yellow indicates warning and red indicates error. Additional indicators may appear when the Submit button is pressed. Warnings are intended to ensure accuracy of entered data. Errors must be corrected before the form can be submitted.

Error Messages

All error messages that appear in the "Error Messages" box require correction before submission. A report cannot be submitted if errors exist. Each line in the error box represents one error. The entire message may not be visible in the message box due to lack of word wrap. To view the entire message, hover over the line. Scroll through the form and look for red error indicators. The entire text of the error message will be visible on the associated field by moving the cursor over the red "X" error indicator.

Error Messages (Double-click on the error message to navigate to the field that must be corrected)

You must agree that the form is ready to submit.
The difference between the current year reported value and the prior year reported value exceeds expected parameters.

The Submit button invokes the form's edits. If no errors exist, the form is submitted and a confirmation number and a recording time are generated.

Save, Print

The filer should save the form after successful submission. Save each form with its own unique name. The file name should include the most important information about the submission: taxation district, type of report, and date of submission. Saving the form after submission ensures that the confirmation number and time of submittal is saved with the form. The confirmation number is the filer's proof of submission. The confirmation number is also used by DOR to confirm the exact submission.

The filer may print the form with the confirmation number as proof of their submission.

The filer will be able to submit an amended report by opening a saved form and making the necessary changes without the need to start with a blank form. This is the reason for saving each submission with a unique file name.