

TID Dates and Requirements

Listed below are important dates and requirements to follow during the life of a Tax Incremental District (TID). The TID Manual, TID Reports, and TID Publications are available on the Department of Revenue (DOR) website at: <http://www.revenue.wi.gov/slf/tif.html>. In order to receive TID updates, announcements, and reminders, please subscribe to the TID e-mail list at: <http://www.revenue.wi.gov/html/lists.html>.

Please e-mail any questions to tif@revenue.wi.gov or call (608) 261-5335 or (608) 266-5708.

Due Dates	Form	Details
April 15 – May 15	PE-209 – Tax Increment Certification	A PE-209 will be available on April 15 and must be submitted for each TID. http://www.revenue.wi.gov/eserv/pe-209.html .
April 15 – May 15	Annual Fee - My Tax Account	An annual fee of \$150 (per TID) must be paid electronically through “My Tax Account.” An email notice will be sent to the municipality through “My Tax Account” with the amount due.
May 1	The municipality must provide an annual accounting report to each of the overlying taxing jurisdictions (county, school districts, technical school districts and special districts). Note: Only Town TIDs need to send a copy to DOR.	The municipality needs to keep a copy of the report available for the general public. Do not send the report to DOR. An example is available at: http://www.revenue.wi.gov/forms/govtif/tidterm.html .
2 nd Monday in June	TID Assessment Report (TAR)	The assessor must submit a TAR to DOR that reports the assessed value for all real and personal property in each TID, by school and special district within the TID. The report must be submitted to DOR electronically by the second Monday in June. https://ww2.revenue.wi.gov/Internet/forms/govtif/tar.pdf
After completion of the Board of Review (BOR)	TID Statement of Assessment (SOA)	The clerk must submit a TID SOA after completion of the BOR. The TID SOA provides TID values for the current year. The form will be electronically filed for 2011. Notification will be sent when the application is available. https://ww2.revenue.wi.gov/Internet/forms/govtif/tids_oa.pdf
October 31	TID Creation and Amendment Packets	For creations and amendments between 10/1/11 and 9/30/12. http://www.revenue.wi.gov/slf/tif.html .
October-December, due no later than the 3 rd Monday in December.	PC-202 (Tax Increment Worksheet)	The form is used to calculate the amount added to a taxation district’s levy in order to capture the tax increment generated by a TID. This form must be completed prior to calculating the tax rates for the tax roll. Failure to include the tax increment amounts when calculating property taxes will reduce the municipal levy. Contact the Local Government Services Section at lgs@revenue.wi.gov for more information. http://www.revenue.wi.gov/eserv/pc-202.html

1. All TID information must be maintained until the TID is terminated and the final accounting forms are completed. The municipality needs to maintain a complete set of the forms that were filed with DOR. With the possibility of four territory amendments, it is important to keep a copy of the original TID map along with the type of TID, the date created, and the original project costs.
2. The municipality must periodically have a Certified Public Accountant complete audit reports of a TID. An audit is required within 12 months of the following events:
 - a. after 30% of the project expenditures are made;
 - b. after the end of the expenditure period; and
 - c. after the termination of the TID.
3. The municipality must notify DOR within 60 days after adoption of a territory amendment or a project plan amendment resolution. E-mail the information to tif@revenue.wi.gov or by letter to the Wisconsin Department of Revenue, Attn: Bureau of Equalization, MS 6-97, PO Box 8971, Madison, WI 53708-8971.
4. Secs. 66.1105(8)(c) and 66.1105(8)(a), Wis. Stats., specify requirements for a municipality when it terminates a TID. Within 60 days of a TID's termination, a PE-223 (Final Accounting for Terminated Tax Incremental District Agreement) must be submitted to DOR, along with a copy of the termination resolution. The PE-223 is the notification to DOR that a TID has been terminated and verifies when the final accounting audit is expected to be completed.

Upon the completion of the final audit, electronically file form PE-110 (Tax Incremental District Final Accounting Report) and the Excel accounting spreadsheet must be e-mailed to DOR at tif@revenue.wi.gov. Failure to send the final accounting at the agreed upon date will result in DOR not certifying the tax incremental base of any tax incremental district(s) of the municipality. Copies of the PE-223, PE-110, and the TID Final Accounting Report Excel spreadsheet are available at: <http://www.revenue.wi.gov/forms/govtif/tidterm.html>. Please use the Excel Spreadsheet for all TIDs.

NOTE: Excess increments must be returned to the overlying taxing jurisdictions prior to completing the final accounting audit.