

# Exempt Computer Value Report (ECR) Instructions

## I. General Instructions

As an assessor, you are required to file this report with the Wisconsin Department of Revenue (DOR) under state law (sec. 73.03(5), Wis. Stats.). The ECR summarizes the exempt values from Schedule D-1 of the Personal Property returns. Use this report for original submission or for amended reports. The ECR is used to determine the value of computers exempted under sec. 70.11(39) and 70.11(39m), Wis. Stats., and the computer aid payment under sec. 79.095 Wis. Stats.

### A. Electronically filing the ECR

- Due the 2nd Monday in June
- You must [electronically file \(e-file\) the ECR](#). The form is available from May 1 of the assessment year through January 31 of the following year.
- If DOR does not receive your ECR by the 2nd Monday in June, the taxation district **will not receive computer aid payments**
- If you are completing reports for more than one municipality, you must exit the system after submitting and saving each completed report
- **Note:** Failure to file an ECR by the 2nd Monday of June may result in review of the assessor's certification

### B. Amending the ECR

- If you file the ECR by the 2nd Monday of June, you can amend the values **on or before August 31** and they will be included in determining payment for the current year
- If you file the ECR by 2nd Monday of June and file an amended report **after August 31**, the values are included in determining payment for the following year

### C. Accessing the ECR

- You must have a WAMS ID and password to access the form
- WAMS ID is a permanent ID and password from the Wisconsin Department of Administration
- You use the WAMS ID to access many secured state web applications
- **Note:** You use the same login process when accessing Real Estate Transfer Returns and Posting Assessments
- WAMS ID Registration: <https://on.wisconsin.gov/WAMS/home>

### D. Most Frequent Reason DOR may need to contact you

- **Large value change from the prior year** – provide an explanation for large value changes in the comments section

### E. Summary of Changes – there are no changes to the filing application this year

If you have questions regarding the ECR, contact the [Equalization Bureau District Office](#) in your area.

## II. Form Instructions

### A. Getting started

- **Note:** You must have Adobe Reader software (version 9 or greater) on your computer/system to use this form
- Open the report and save it to your computer (ex: folder or desktop)
- When saving the document, create a unique file name ending in ".pdf" (ex: ECR\_Madison.pdf)
- When you open your saved report, if you see an error message about replacing an outdated version, follow the error message instructions
- Navigating through the form –
  - "Tab" key or mouse - go to next field
  - "Shift Tab" - go back to previous field
- Certain characters (ex: ?, &, \$) are not recognized in the Adobe filing platform. You will see an error notification if any information you enter contains a symbol that the system does not recognize.

## B. Form structure

The report has six primary sections:

1. WAMS ID login – page 1
2. General information – page 2
3. Assessor information – page 2
4. Taxation District information – page 3
5. TID information – page 4
6. Completing the filing – last page

### 1. WAMS ID login – page 1

- a. Enter your WAMS ID and password and click “Login” – the login ID you use determines which municipalities you can complete and submit
- b. Errors and warnings:

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.

- Symbols for some errors and warnings may appear immediately after you enter data in a field - yellow indicates warning and red indicates error
- Other symbols may appear after you click "Submit"
- Warnings are intended to ensure accuracy of entered data
- You must correct errors before you can submit the form
- In some cases an error exists, but the red "X" does not appear until the errors are summarized on the last page of the form

### 2. General information – page 2

Assessment Year <b>2016</b>	Report Type ORIGINAL	Comu Code <input type="text" value="03136"/>	- OR -	<input type="text" value="BARRON"/>
		Auth Code <input type="text" value="0067"/>		<input type="text" value="VILLAGE"/>
				<input type="text" value="HAUGEN"/>

- Assessment Year – this already is filled in with the current assessment year
- Report Type – select the type you are filing (original, amended)
  - Original – can only be filed before midnight on the 2nd Monday of June
  - Amended – cannot be filed unless you timely filed an Original report
- **Location**
  - Enter the "Comu Code," *or*
  - Select a "County" from drop-down menu. After selecting the county, a "Type" menu appears. Choose "Town," "Village," or "City." Once you select the type, a "Municipality" menu appears. Choose the correct municipality and the "Comu Code" and "Auth Code" boxes will auto-fill.
- If you already submitted a report, you will see the filing date displayed

Original	06/02/2016
Amended	

**3. Assessor information – page 2**

Assessor Information	
Name of Person Completing Report	
Phone Number of Person Completing Report	
E-mail Address of Person Completing Report	

- Enter the name, phone number and email address of the person completing the report

**4. Taxation District information – page 3**

Prior Year Reported Values	District Code	Account Number	District Names	Current Year Reported Values WHOLE DOLLARS Round to Nearest 100
3,139,200	373787	0218	SCH D OF MOSINEE	
<b>3,139,200</b>	<b>Total for Regular School Districts</b>			<b>0</b>
3,139,200	375100	0225	RIB MOUNTAIN METRO SEWERAGE DISTRICT	
<b>3,139,200</b>	<b>Total for Special Districts</b>			<b>0</b>
<b>3,139,200</b>	<b>Total True Cash Value of All Exempt Computers in the Taxation District</b>			
Comments for District				

- You will see a section (similar to box above) for each taxation district
- District code, account number and district name are pre-filled
- Prior Year reported values are pre-filled, if available – no prior year values are displayed for newly created municipalities
- District Code, Account Number, and District Name are pre-filled
- All School districts and special districts associated with a taxation district are displayed

**5. Tax Increment District (TID) information – page 4 and following pages**

Prior Year Reported Values	District Code	Account Number	TID # 002 MARATHON COUNTY, CITY of MOSINEE	Current Year Reported Values WHOLE DOLLARS Round to Nearest 100
1,942,700	373787	0218	SCH D OF MOSINEE	
<b>1,942,700</b>	<b>Total for Regular School Districts</b>			<b>0</b>
1,942,700	375100	0225	RIB MOUNTAIN METRO SEWERAGE DISTRICT	
<b>1,942,700</b>	<b>Total for Special Districts</b>			<b>0</b>
<b>1,942,700</b>	<b>Total True Cash Value of All Exempt Computers in TID # 002</b>			
Comments for TID				

- Prior Year reported values are pre-filled, if available – no prior year values are displayed for newly created TID's

- District Code, Account Number, and District Name are pre-filled
- All School districts and special districts associated with a particular TID are displayed
- Only active TIDs are displayed
- If a TID is a “Split TID,” the name of the primary county displays in the header of the secondary piece of the affected TID

## 6. Reporting values

- **Current year reported values (right column)**
  - Enter the current year exempt computer values for each school and special district in the taxation district and TID
  - Enter the total true cash value of all exempt computers in the taxation district and TID
- **Comments**
  - **Required comments** – in certain situations you must enter a comment (ex: where exempt computer values are significantly different than prior year values, comment should explain the significant change in value)
  - If a comment is required, a red error symbol will appear
  - Only use periods and commas for punctuation. If you use any other symbols in the comments field, you will get an error message
  - **Optional comments** – enter a comment if you would like to let DOR know about general issues affecting the reported values or changes to the values

## 7. Completing the filing – last page

### a. Submitting the ECR

**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 an Archive Copy ?

Save a Reusable Copy ?

SUBMIT

Print Form

- Select “Yes” and click "Submit" to file the form
- Select “No” and click "Submit" to check for errors or to save, close and finish later
- If there are no errors, when you click "Submit" your form is filed and you will see a confirmation number and recording time

### b. Error messages

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

The Type of Report field is a required field.  
 The CoMuni Lookup field is a required field.  
 The County Name field is a required field.  
 The Municipality Type field is a required field.  
 The Municipality Name field is a required field.  
 The Name of Person Completing Report field is a required field.  
 The Email of Person Completing Report field is a required field.  
 The Phone Number of Person Completing Report field is a required field.  
 You must agree to the statement.

- If there is an error(s) listed in the “Error Messages” box, you must correct it. You will not be able to submit the report with an error.

- Each line in the error box represents one error. If the entire message is not visible, hover over the message to see the entire message
- If you click on a single error message, you will see the section of the form with the error

**c. Save and print**

- Make sure you save the form after you successfully submit it
- Save each form with its own unique name. The file name should include the most important information about the submission, including: taxation district, type of report, and date of submission
- Saving the form after you submit it ensures that the confirmation number and recording time is saved with the form
- Confirmation number is the filer’s proof of submission and it is also used by DOR to confirm the exact submission
- With the Adobe fillable format you can save both an archive (static) copy and a reusable (dynamic) copy
  - **Archive (static) copy** – Use this type to send to someone for his or her records (ex: clerk of the municipality)
  - **Reusable (dynamic) copy** – If you are working on the report and are unable to finish the entire document, save it as a dynamic copy and complete the report at a later time
  - **Note: Use the Reusable copy** to amend the report
- Print the form with the confirmation number as proof of submission

Confirmation	
Confirmation #	ECR201602251A1461244358109
Recording Time	04-21-2016 08:12:38