

## Wisconsin Department of Revenue - Real Estate Transfer return

Please have the following information available before you start:

1. Name, address, and social security number(s).
2. Copy of deed and tax bill.
3. Full, complete legal description that is found on deed (note – the legal description is different from the address and contains one of the following: Lot/Block in Subdivision, Unit/building in Condominium, Quarter/Quarter or Government Lot and Section/Town/Range).

**\*\*Note: If you sold any portion of the property since you purchased it, the legal description on the deed will be WRONG. If this is the case, please contact the Property Lister in the Treasurer's office for a correct legal description.\*\***

Once you have all the information listed above, go to <https://www.revenue.wi.gov/retr/index.html>.

1. Please review instructions found in the Online Services box.
2. Once you have previewed the instructions, click "File a Return".
3. Click START and select "Your County".
  - Each section contains a help button in the shape of a "light bulb".
  - Each section (11 total) has a series of boxes (you are not required to fill in all boxes).
  - **Click UPDATE and fill in boxes marked with red stop sign.**
  - Click UPDATE again to see if all red stop signs are gone.
4. Click NEXT to continue.
5. If form is complete-
  - Summary page will display (**SAVE** to your computer for future edits).
  - Click the **green SUBMIT** button (receipt number will display)
    - Click the **CONTINUE** button and the following message will appear:
      - #1-immediately print the receipt page found here.
      - Click the word "here" to view the receipt.
    - Print the Electronic Real Estate Transfer Return Receipt and mail documents to Register of Deeds; include a \$30 recording fee.
  - If SUBMIT button is not green,
    - Click drop down box on top left of page (between Previous and Next).
    - Click word(s) with asterisk (\*); see RED stop sign for incomplete boxes; click update.
    - If all asterisks are removed, the SUBMIT button will turn green.
6. Any questions should be directed to the Wisconsin Department of Revenue at [retr@revenue.wi.gov](mailto:retr@revenue.wi.gov).

(Termination of Decedent's Property Interest exemption code = **11**)

(Transfer on Death to Beneficiary exemption code = **11M**)