

Wisconsin Department of Revenue - Real Estate Transfer return
COURTESY MEMORANDUM

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).

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 “Vilas 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.

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

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