

# CLERK & TREASURER TIMELINES

## Early November

**County Treasurer:** Municipality Letters and inserts to be included with tax bills are due back to **County Treasurer** including number of copies needed. **Please make sure to hold your municipality budget meetings BEFORE DECEMBER 1<sup>ST</sup>!** Your municipality budget needs to be approved before you turn in your tax info.

## October 13

**County Treasurer:** All lottery credit changes need to be turned into the **County Treasurer's** office.

## November 14

**Property Listing:** Special Assessments due. They must be entered online through the Ascent program and can be maintained all year long. **If you DO NOT have any specials, please call the Property Listing office to lock your municipality special assessments at \$0.** If you have specials, once they are entered the total sheet will need to be turned in to the **Property Listing** office. We cannot begin to process taxes until we have heard from your municipality and the assessments are locked. If you need the instruction sheet or a refresher course for entering Special Assessments, please contact us and set up an individual meeting.

## December 5

**Property Listing:** Levy amounts need to be entered online through Ascent (these can only be entered after approved at budget meeting). After they are entered, copies of Tif District sheets, School Levies, Tech School Levies, Referendum Information & Municipal Levy Limit worksheet (and all other special districts) are due in to the **Property Listing** office. Once these are turned in, the Property Listing office can process your taxes. When the Taxes are processed, an e-mail will be sent for verification. Once taxes are verified by the Municipality in writing, they will be printed and the municipality will be called to pick them up. The Summary of Taxes from the processing of tax rolls will give you your numbers to fill out for the Statement of Taxes (**SOT**). \*\*\* If you put special assessments or charges on a property for special districts such as Sanitary or Lake Districts, you CAN NOT levy for this also \*\*\*

## December

**County Treasurer:** Bonds need to be turned into the **County Treasurer's** office before collecting any taxes. The County Treasurer will e-mail this information as soon as it has been received. Tax Roll Certificate for taxes levied are due – form PA-601.

## December 15

**County Treasurer:** Statement of Taxes (SOT) is due to the Department of Revenue. Form is found and filled out online through the DOR website. A Copy of this filled out form has to be turned into the **County Treasurer** and your local Treasurer. (Once you turn in the SOT to the COUNTY TREASURER, they can print out forms with numbers to help with your January settlement. You can e-mail these forms to [jennifer.mitchell@shawanocountywi.gov](mailto:jennifer.mitchell@shawanocountywi.gov))

## January 15

**County Treasurer:** January settlement due in to the **County Treasurer**. Please contact the County Treasurer's office when you have your export totals. The County Treasurer's office will give you the payment information and forms that will be needed.

## February

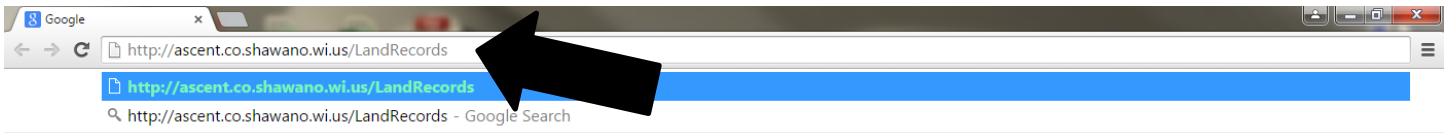
**County Treasurer:** The 5 day grace period goes until February 6<sup>th</sup>, 2025. All local treasurers need to collect through this date. Starting February 9<sup>th</sup> you can turn in your information for February Settlement which needs to be paid to the **County Treasurer's** office and the School Districts by February 20<sup>th</sup>.

# SPECIAL ASSESSMENTS ON ASCENT (INTERNET)



1) Open Google Chrome (not internet explorer)

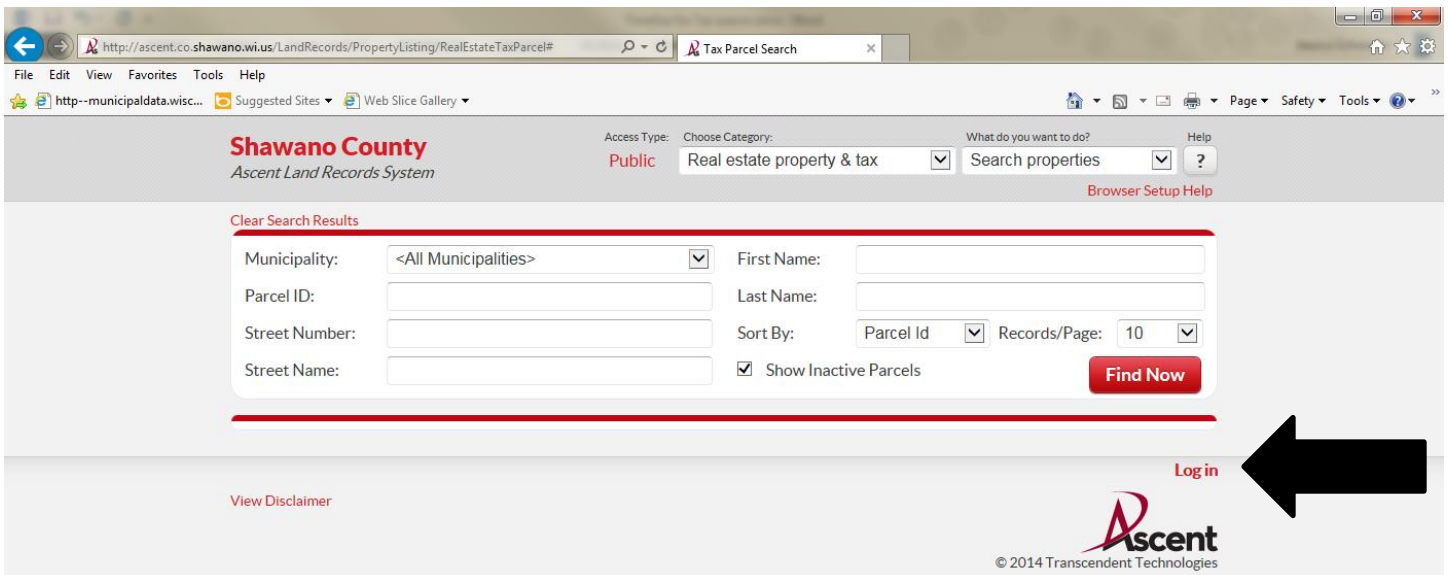
2) Type into the address bar <https://ascent.co.shawano.wi.us/LandRecords>



Google Search

I'm Feeling Lucky

3) Log in with your user name and password. If you need your password reset or forgot your assigned username, please call the property listing office at 715-526-4619. This is the same username and password for dog licensing.



4) If you are new to adding Special Assessments on Ascent, please let us know. All Instructions are now on Ascent web under the help. Any questions, please let us know as we are more than willing to help you through this!