

Tips on Completing an eRETR for an HT-110

Before filing an HT-110 (Termination of Decedent's Property Interest) with the Register of Deeds, an Electronic Real Estate Transfer Return (eRETR) must be completed. It must be done on-line through the Wisconsin Department of Revenue.

Go to www.revenue.wi.gov/Pages/RETr/Home.aspx to begin. You may want to review the instructions by clicking on "Instructions" or "eRETR training/help" before you begin.

When you are ready to begin, click on "File a return" to start completing the eRETR. You will have 30 minutes to complete the return. To re-set the time to 30 minutes again, just click the 'UPDATE' button. If you go over 30 minutes, the system will log you out and you will have to begin again. If you have a question about a particular field, click on the lightbulb symbol for more information. A stop sign indicates an error in the field. We recommend that you save the eRETR to your computer so that if errors are found, you may go back in and make changes. If you do not save it, you will need to start completely over if errors are found.

HINT:

- **Select the County**
- **Start a Return**
- **Click UPDATE**

This will turn on **STOP SIGNS** for all the mandatory fields that need to be completed. Once you complete a page, click **UPDATE** again, if everything is filled in, click next to continue.

Below are other tips on fields that seem to produce the most questions:

- When completing the grantor name, enter the last name of the deceased; and in the first name field, enter the first name and then "Estate".
- Parcel page - the format for all municipalities in Chippewa County is XXXXX_XXXX_XXXXXXXX. (Five digits, a "space", four digits, a "space", then eight digits) Do not put in any periods, hyphens, or dashes.
- Legal description page - you must fill in the complete legal description of the property. You can get this from the deed when you purchased/received the property. *However*, if you have sold any of the property since you originally purchased/received it, you will need to have a current legal description drawn up. An abstract company or surveyor can help you with this. The description on your tax bill is not a complete legal description.
- Fee computation page - enter the value of your property in the "total value of real estate transferred". The Fair Market Value on your property tax statement may be used here. The "value subject to fee" will be zero. The exemption number to use will be "11" (Will, Descent, or Survivorship).
- Summary page - if you entered everything completely, the 'SUBMIT' button at the top of the page will be green. Click on the green button to submit your return. You will then need to print your receipt.
- If the 'SUBMIT' button is gray, there was an error on one or more pages. Click on the drop down box at the top of the page on the left hand side. There will be an asterisk next to the pages that need to be corrected. Go to those pages, look for the "stop sign", correct those items, and click on 'UPDATE'. Once corrected and updated, go back to the summary page, and click on the green 'SUBMIT' button.

In addition to the receipt you just printed, you will need to bring/send to the Register of Deeds office the completed HT-110 form, a copy of the deed when you purchased/received the property, a certified copy of the death certificate, a check for \$30, and a self-addressed stamped envelope.

Example of Receipt Page

Electronic Real Estate Transfer Receipt



42ZZ7

Wisconsin Department of Revenue
Instructions

1. Grantors and grantees must review this receipt, noting grantor and grantee responsibilities
2. Mail or deliver the following items:

Columbia County Register of Deeds, 400 DE WITT ST, PO BOX 133, PORTAGE, WI 53901-0133

- This receipt page and a transfer fee of \$0.00
- The deed or instrument of conveyance and a recording fee of \$30.00 (regardless of the number of pages)

To view real estate transfer return details online, visit:

<https://ww2.revenue.wi.gov/RETRWebPublic/application>. You will need your receipt number, total value of real estate transferred, and the last name of one grantor or grantee.

Receipt 42ZZ7 . Filed April 5, 2016, 12:26 PM - Columbia County . Conveyance date 2016-03-11 .			
Value transferred	\$125,500	Transfer fee	\$0.00
Value subject to fee	\$0	Fee exemption number	11
Grantors	Smith, Joseph A Estate of		
Grantees	Smith, Mary S		
Tax bill address	Mary S. Smith, 409 Winnebago St, Portage, WI 53901		
Property Location	409 Winnebago St. (City of Portage)		
Parcels	11271 2946		
Legal description	Lot 2, Block 2, Woodridge Subdivision, City of Portage.		
Grantor responsibilities: Grantors are responsible for paying the proper fee amount—verify the total property value, fee amount and fee exemption before sending this receipt to the county Register of Deeds.			
Grantee responsibilities: Grantees assert that this property <u>is</u> a primary residence, and that the property is <u>not</u> subject to weatherization standards with exclusion code "W-3".			
Preparer	Mary Smith, (608) 742-0000		
Grantor agent			
Grantee agent			

If you have questions on the Real Estate Transfer Return (RETR), visit the Wisconsin Department of Revenue's Real Estate Transfer Fee web page at: revenue.wi.gov/retr/index.html, or contact your County Register of Deeds. To locate your Register of Deeds, visit: wrdaonline.org. Information on a real estate transfer return is used to administer various Wisconsin laws, including: income tax, real estate transfers, rental unit energy efficiency, lottery tax credit, and general property tax. Whether you are a resident, part-year resident, or non-resident, you must report the transfer of Wisconsin real estate in a taxable transaction on your Wisconsin income tax return. If you are a non-resident, you must file Form 1NPR to report the sale.

Penalties imposed under the following Wisconsin Statutes or Administrative Code:

Using an improper exemption - sec. 77.26(8), Wis. Stats.; falsifying the property value - sec. 77.27, Wis. Stats.; weatherization claim - sec. 101.122(7), Wis. Stats, ch. SPS367.08, Wis. Adm. Code; improperly claiming lottery and gaming credit as primary residence - chapter tax 20.12, Wis. Adm. Code.