



# State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF PROPERTY TAX • 2135 Rimrock Road • MS 6-97 •  
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## Wisconsin Dept. of Revenue Changes on Instructions PE-500a (R.6-07)

The following are the changes to the Instructions PE-500a (R.10-06)

**General:** MUST BE IN BLACK INK! The information provided must be legible and scannable. No highlighting, smudges, crossing out, etc. of data boxes, margins are ok, but reject when the boxes can not be easily read.

**Section I: GRANTOR** - One grantor must be completed on return. "See attached" is unacceptable.

**Section II: GRANTEE** - One grantee must be completed on return. "See attached" is unacceptable.

**Section III: PROPERTY TRANSFERRED** - One parcel must be completed on return. "See attached" is unacceptable.

**PART IV - COMPUTATION OF FEE OR STATEMENT OF EXEMPTION -  
MUST BE ORIGINAL DATA. NO CHANGES, ALTERATIONS or CORRECTIONS ALLOWED.  
RECORDING WILL BE REJECTED IF ALTERED.**

Instructions PE-500a (R.6-07) are no longer printed and distributed by the Department of Revenue. They can be viewed and printed here: <http://www.revenue.wi.gov/ust/pe-500a.pdf>

The **Criteria for a Completed Real Estate Transfer Return (Form PE-500) (PE-100 R. 6-07)** that the Register of Deeds uses to determine an acceptable return has also been changed to reflect above Instructions:

**General:** MUST BE IN BLACK INK! The information provided must be legible and scannable. No highlighting, smudges, crossing out, etc. of data boxes, margins are ok, but reject when the boxes can not be easily read.

**Section I: GRANTOR** - Mark box if more than ONE (1) grantor. An addendum is not required if more than one. (1-3) Must be completed. N/A is not acceptable. At least one name must appear on the form itself regardless of any additional addendums. "See Attached" is unacceptable and must be rejected.

**Section II: GRANTEE** - Mark box if more than ONE (1) grantee. An addendum is not required if more than one. (4-10) Must be completed. N/A is not acceptable. At least one name must appear on the form itself regardless of any additional addendums. "See Attached" is unacceptable and must be rejected.

**Section III: PROPERTY TRANSFERRED** If more than one parcel, AT LEAST ONE MUST be on the return and rest on an addendum. "See Attached" is unacceptable and must be rejected.

**Section IV: COMPUTATION OF FEE OR STATEMENT OF EXEMPTION -  
MUST NOT HAVE ANY CHANGES!** No correction tape, white-out or any changes to the contents as this section must be original. REJECT if not original entries to any of these boxes.

The **Criteria for a Completed Real Estate Transfer Return (Form PE-500) (PE-100 R. 6-07)** may be viewed and printed here: <http://www.revenue.wi.gov/pubs/slf/pe100.pdf>

The Wisconsin Real Estate Transfer Return (**eRETR**) can be filed on line at Wisconsin Department of Revenue, Real Estate Transfer and Merger/Conversion web site at: <http://www.revenue.wi.gov/ust/retrn.html> Then, click on the link: Real Estate Transfer Return Filing - **eRETR** PE-500 and PE-500x

Here, you will find links to the statutes, newsletters (FAQs), training and help for completing an **eRETR**.