

## JESSICA A. MACHOVEC

Sauk County Treasurer West Square Building 505 Broadway, RM 148 Baraboo, WI 53913 www.co.sauk.wi.us Phone: (608)355-3275 Fax: (608)355-3577

### Instructions for Accessing Tax Parcel Information & Online Payment Options via Sauk County Website

- 1. Go to the Sauk County, Wisconsin website: www.co.sauk.wi.us/treasurer
- 2. Once you are on the Treasurer's home page, click on "ALRS" (shown below) this will take you to the search screen.

## Treasurer

\*\*\* PLEASE NOTE: Second Installment payments for the 2021 tax year are due July 31,2022. Please don't wait until the last minute to pay or to contact us as we may be busy and not able to answer the phones. Please see online instructions below. \*\*\*

#### Pay Property Tax Online

Click here: ALRS to pay your property Taxes online. (PLEASE READ OR PRINT THE INSTRUCTIONS BELOW FIRST.)

Click here for: our instructions to walk you through paying online.

3. You can search by parcel number or by address or by name. Remember that less is better when doing searches. If you do not find what you are looking for, try entering less information into the search fields. Remember to clear search results before searching for additional properties.

a. <u>To search by parcel number</u>: Example: If the parcel number is <u>002</u>-1234-00000, (The first 3 digits are the Municipality code) Click the drop-down arrow in the box titled "*Municipality*". Choose the municipality where the property is located (002 Town of Baraboo, 206 City of Baraboo, etc.). Enter the remainder of the parcel number (1234-00000) in the box titled "*Parcel ID*". Click on "*Find Now*."

Clear Search				
Municipality:	002 - Town of Baraboo	USPLS:	<town <sect="" ran="" v=""> v <location< th=""><th>&gt; •</th></location<></town>	> •
Parcel ID:	1234-00000	First Name:		
Street Number:		Last Name:		
Street Name:		Sort By:	Parcel Id v Records/Page: 20	*
Mailing Address:		🗸 Inactive	Deleted Bankruptcy State Asse	essed
Tags:	Select Tag(s)		Find No.	w

b. <u>To search by address</u>: Enter the street number and street name of the property you are looking for. (If the street name is Pine St. just enter Pine. <u>DO NOT</u> enter St, Rd, Ave, Cir, etc. (The only exception is if it's a County Road. See below for how to enter it.) Click on "*Find Now*."

Clear Search			
Municipality:	<all municipalities=""></all>	USPLS:	<town <sect="" ran="" v=""> v <location> v</location></town>
Parcel ID:		First Name:	
Street Number:	1234	Last Name:	
Street Name:	COUNTY RD D	Sort By:	Parcel Id v Records/Page: 20 v
Mailing Address:		🗸 Inactive	Deleted Bankruptcy State Assessed
Tags:	Select Tag(s)		Find Now

c. <u>To search by name</u>: When searching by name you must use the exact name as it was recorded with the Register of Deeds Office. If looking for a business or trust, you can <u>only</u> enter the name in the box labeled "*Last Name*." If parcel is in the property owner's name you can enter the last name only or if you have a common last name, you can enter the "*First Name*" to narrow the search. Click the "*Find Now*" button.

Clear Search			
Municipality:	<all municipalities=""></all>	USPLS:	<town <sect="" ran="" v=""> v <location> v</location></town>
Parcel ID:		First Name:	
Street Number:		Last Name:	WIS DEPT NATL RESOURCES
Street Name:		Sort By:	Parcel Id v Records/Page: 20 v
Mailing Address:		🗸 Inactive	Deleted Bankruptcy State Assessed
Tags:	Select Tag(s)		Find Now

4. Once the "*Find Now*" button has been selected, a list will appear as shown below. Click on the red parcel number in the display list.

Clear Search Results				
Municipality:	002 - Town of Baraboo	▼ First Name:		
Parcel ID:	1234-00000	Last Name:		
Street Number:		Sort By:	Parcel Id	7 Records/Page: 20 ▼
Street Name:		✓ Show Inactive	e Parcels	Find Now
	Display	ving records 1 - 1 of 1 total records	3.	
		Page 1		Print Results
Parcel	Owner(s)	s	Site Address	Tax Years
1234-00000 - Town	of Baraboo WIS DEPT N	IATL RESOURCES		2012-2014

#### 5. Scroll down and click on "Taxes".

eturn to search results					Property Summa
Owner (s): WIS DEPT NATL RESOURCES		Edit	Sect. 23, T11N,R6E		Edit
Mailing Address: WIS DEPT NATL RESOURCES PO BOX 7921 MADISON, WI 53707		Edit	School District: 0280 - Sch D of Barabo	0	Edit
Tax Parcel ID Number: 1234-00000	Edit	Tax District: 002-Town of Baraboo		Status: Active	Edit
				Bankruptcy	Edit
Alternate Tax Parcel Number:	Edit	Government Owned:	Edit	Acres: 9.1800	Edit
Description - Comments (Please see Docum PALISADE PARK LOTS 1 THRU 88 INC	ents tab belo L.	w for related documents. For	a complete legal description,	see recorded document.):	Edit
Site Address (es): (Site address may not be veri	fied and could	l be incorrect. DO NOT use the si	ite address in lieu of legal desorip	tion.)	Edit
Tag (s):					Edit
Addresses     Assessments     Attachments					
Districts					
Documents					
Foreclosure					
Lottery Credits					
Notes					
Parcel History					
Survey History					
Taxes					

6. <u>To view/print the **tax bill**</u>: Click on the year that you want to view/print. The tax bill will display in a new window.

<ul> <li>Taxes</li> </ul>								
0 Lottery cree	dits claimed		Print ta bills:	x 2021 202	20 2019 2018	3 2017 2016	5 2015 20	14 2013 2012
			Та	ax History				
* Click on a Tax	Year for detailed	d payment inforn	nation.					
Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2013		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2012		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total								\$0.00

# 7. <u>To view/print the **payment history**</u>: Click on the year that you want to view/print. Click on Printer Friendly to print a copy of the receipt.

<ul> <li>Taxes</li> </ul>								
0 Lottery cre	dits claimed		Print ta bills:	x 2021 202	2019 2018	3 2017 2016	5 2015 20	14 2013 2012
			Та	ax History				
* Click on a Tax	Year for detailed	d payment inforn	nation.					
Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2013		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2012		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total								\$0.00

8. <u>To make an online payment:</u> <u>To use this option you must have your pop-up blockers shut off.</u> Scroll to the bottom and click the "*Pay Taxes*" button. This will take you to the shopping cart.

			Та	ax History				
* Click on a Tax	Year for detailed	l payment inforn	nation.					
Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payof
2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2020		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2019		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2018		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2017		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2016		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2015		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2013		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2012		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Total								\$0.0
If your taxes NOTE: Curren Interest and	are 3 years or nt year tax bills r penalty on delir	more delingunary not be proce	re calculated to Ju	act the Treasure /. une 30, 2022.	er's Office for	r additional f	ees due. (I	508) 355-3275. Pay Taxes

9. From here you can change the payment amount and you can add more parcels if you have more than one. When done with changes click the "Pay" button. This will take you from Sauk County's website to the Point & Pay website, which is our credit card provider.

Sauk County Ascent Land Records	Suite	User: mrehr	Choose Category: Real Estate Property & Tax	What do you want to do?  Shopping cart Bro	Help
* NOTE: Payments made	by credit card will not be reflec	<b>S</b> ted on the website tax	hopping Cart Kinfo page until the payment has cleare	ed the county treasurer's office.	
Parcel Number	Municipality	Tax Year	Amount Due	Pay	
0006-00000	Village of Cazenovia	2021	\$1,427.66	<mark>\$1,427.66</mark>	Remove
Total			\$1,427.66	\$1,427.66	Pay
Use Card Swipe					
				Add	Additional Parcels
No Suggestions Found					

When this screen comes up enter all cardholder information, then choose the payment method. You can pay by credit card (2.39 %), visa debit card (\$3.95), or electronic check (\$1.50). (See sample screens below)

Sauk	
Step 1: Select Payments Step 2: Revie	ew and Submit Step 3: Confirmation and Receipt
Step 1: Select Payments Please complete the form below. When finished, cl Note: * indicates a required field.	; ick the Continue button and you will be asked to review the information for accuracy before your payment is processed.
My Bills	
Description Real Estate Tax payment of \$1,427.66 on P	arcel Number 0006-00000
Cardholder Information First Name: * Last Name: *	
Address Line 1: * Address Line 2:	
City: * State: * Wisconsin	Zip Code: *
Phone Number: * Email Address:	
Payment Information Payment Method: * Credit Card	
Card Number: * 🚟 🛋 🛁 🚄	
Expiration Date: * (in mm/yy format)	
Where is this	
number?	
	Cancel
	unty
Sten 1- Select Dayments Sten 2- Revie	w and Submit Step 3: Confirmation and Receipt
Step 1: Select Payments Please complete the form below. When finished, cli Note: Indicates a required field	ck the Continue button and you will be asked to review the information for accuracy before your payment is processed.
My Bills	
Description	
Real Estate Tax payment of \$1,427.00 on Pa	ircel Number 0000-00000
Cardholder Information	
Address Line 1: * Address Line 2:	
City: * State: *	Zip Code: *
Phone Number: * Email Address:	
Payment Information	
Electronic Check  Routing Number: *	
Account Number: *	1936
Re-enter Account Number*	TATTE THE STATE
	DOLLARE O PER-
Checking V	
	Politing Acount
	Number Number