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Instructions for Accessing Tax Parcel Information via Sauk County Website

- Go to the Sauk County, Wisconsin website: www.co.sauk.wi.us
- Click on Government
- Click on Departments
- Click on Treasurer/Real Property Lister
- This takes you to the Treasurer's home page
- Under Department Spotlight, click on "Property Tax Info (ALRS)"
- **Read Information listed regarding computer requirements before going to the next step.**
- On the "Property Tax Info (ALRS)" screen, scroll down until you see a white box that says Web Links.
- Click on Ascent Land Records System (ALRS)
- You are now in the Sauk County Ascent Land Records System (ALRS). ***We recommend you save this site as a favorite so you can avoid having to follow the above steps in the future.***
- **Public Access** – under "choose category": this box should say "Real estate property & tax" and under "What do you want to do" it should say "Search properties". If these boxes are empty then your browser is not a current version. Click "Browser setup Help" in the upper right corner.
- For detailed information on how to use this site, click on the "Help" button in the upper right hand corner of this main page.

Using the "Ascents Land Records System", you can search parcel information by Parcel #, Street Number and/or Name, or Owner Name

- **To search by Parcel #**
 - If you know the municipality, you can click on the drop down arrow to get a list of the municipalities, click on the appropriate one. **Note that the first three digits of what we have commonly called 'the parcel number' are actually the municipality number.*
 - In the "Parcel ID" box, type in the remainder of the number (four digits, hyphen, five digits). *If you are uncertain about what comes after the hyphen, do not type past that.*
 - Click "Find Now"
 - A results list will come up, click on the colored parcel number
 - The next screen that comes up is a "Tax Parcel Information" screen. Review the owner's name and other information to verify this is the parcel you want. You can then access tax, assessment, and other information by clicking on the drop down arrow to the right of the "Select Detail Box" and choose from the list.
 - **To view Tax Information:** Find Select Detail and click on the arrow on the right side of the box. Click on Taxes. This will bring up the tax information.
 - **To print a Tax Bill:** In the middle of the screen it will say "Print tax bills:" click on the year that you want to print and the tax bill will then be viewable on the screen, and you can choose to just view or to actually print from the view.
**Note – since this is only our second year using this system, there are only two years' bills available for viewing. The amounts shown under Tax History are the net amounts due in prior years.*

To view payment history: Under "Tax History" Click on the colored tax year that you need the payment history for. This will bring up the receipt number, Date of payment, received of

and the amount paid. (***Note** – If the municipality’s name shows in the “Received of” column, you must check with the Municipal Treasurer for more details if needed.)

- **To search by Street Number and/or Street Name**
 - If you know the municipality, click on the appropriate one from the drop down list
 - If you know the number, you can type that in
 - If you know the street/road name, you can type that it
 - Please be aware that searching by site address may not be reliable since site address information has not been verified, and since vacant land will not have a site address. If utilizing this search, you should verify name and legal description.
 - Do not enter type of street, just the street name (*Example: if searching for Park Ave or Park St just type Park*).
 - Numbered street names are shown by number (*Example: if searching for 8th Ave, just enter 8th*).
 - *When you find the parcel you want, follow the same instructions as shown in the “Search by Parcel #” information shown above to find tax & assessment info.*

- **To search by Name**
 - You can enter first and/or last name
 - Please be aware that if a property is owned by a trust, there will likely not be a first name shown, since the trust name is in the last name spot. For example, property owned by the “John C Smith Trust” can be searched by entering Smith in the last name spot.
 - If searching by name, you may want to change the “Sort By:” box on the search screen from “Parcel ID” to “Owner Name”
 - *When you find the parcel you want, follow the same instructions as shown in the “Search by Parcel #” information shown above to find tax & assessment info.*

- **HELPFUL HINTS**
 - Remember that “less is more” when doing searches. If you do not find what you are looking for, try entering less information into the search fields.
 - If you wish to perform another search, just click on the “Return to search results” then “Clear Search Results” line in the upper left corner of the screen
 - You can directly access the GIS mapping site for the parcel you are viewing by clicking on the words “View Interactive Map” from the taxes screen, red box just to the right of “Select Detail”
 - At the time of producing the 2012 tax bills, all tax parcels were categorized as “Active”. As parcels change due to land divisions, some may change to “Inactive” in upcoming years, indicated by a line through the parcel number. Make certain you are viewing the correct parcel/information by confirming the “Applicable Tax Years” on the Tax Parcel Search Results screen. *To check the 2013 tax status, for instance, make certain to click on the parcel that has 2013 included in the Applicable Tax Year line.*