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## Instructions for Online Real Estate Payments via Sauk County Website

1. Go to the Sauk County, Wisconsin website: [www.co.sauk.wi.us](http://www.co.sauk.wi.us)
2. Click on “*Land Info*” and choose “*Ascent Property Tax Land Records*”
3. 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. Remember to clear search results before searching for additional properties.
  - a. To search by parcel number: Click the drop down arrow in the box titled “*Municipality*”. Choose the municipality the property is located in (Town of Baraboo, City of Baraboo, etc.). Enter the remainder of the parcel number (xxxx-xxxxx) in the box titled “*Parcel ID*”. Click on “*Find Now*”.

Clear Search Results

Municipality:	002 - Town of Baraboo	First Name:	
Parcel ID:	1234-00000	Last Name:	
Street Number:		Sort By:	Parcel Id
Street Name:		Records/Page:	20
		<input checked="" type="checkbox"/> Show Inactive Parcels	<b>Find Now</b>

- b. To search by address: Enter the street (building) number and street name of the property you are looking for. Click on “*Find Now*”. (If you were searching for N Pine St, you would only enter the word Pine)

Clear Search Results

Municipality:	<All Municipalities>	First Name:	
Parcel ID:		Last Name:	doe
Street Number:	1234	Sort By:	Parcel Id
Street Name:	COUNTY RD D	Records/Page:	20
		<input checked="" type="checkbox"/> Show Inactive Parcels	<b>Find Now</b>

- c. To search by name: If the property is listed under an individual enter the property owner’s first and last name into the “*First Name*” and “*Last Name*” fields. If the property is listed under a business enter the business name into the “*Last Name*” field. Click on “*Find Now*”.

Clear Search Results

Municipality:	<All Municipalities>	First Name:	
Parcel ID:		Last Name:	WIS DEPT NATL RESOURCES
Street Number:		Sort By:	Parcel Id
Street Name:		Records/Page:	20
		<input checked="" type="checkbox"/> Show Inactive Parcels	<b>Find Now</b>

4. Once you select “Find Now” a list will appear. Click on the red parcel number in the display list to access the parcel information.

Clear Search Results

Municipality: 002 - Town of Baraboo First Name:

Parcel ID: 1234-00000 Last Name:

Street Number:  Sort By: Parcel Id Records/Page: 20

Street Name:   Show Inactive Parcels **Find Now**

Displaying records 1 - 1 of 1 total records. Page 1 **Print Results**

Parcel	Owner(s)	Site Address	Tax Years
1234-00000	Town of Baraboo	WIS DEPT NATL RESOURCES	2012-2014

5. **TO MAKE A PAYMENT:** Select “Taxes” detail. (For Second Installment or Delinquent Amounts only)

Return to search results Property Summary

Owner (s): WIS DEPT NATL RESOURCES	Location: Section, Sect. 23, T11N, R6E		
Mailing Address: WIS DEPT NATL RESOURCES PO BOX 7921 MADISON, WI 53707	School District: 0280 - Sch D of Baraboo		
Tax Parcel ID Number: 1234-00000	Tax District: 002-Town of Baraboo	Status: Active	Acres: 9.1800

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):  
PALISADE PARK LOTS 1 THRU 88 INCL.

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)

Select Detail --> Taxes **Make Default Detail** **Printer Friendly Page**  
**View Interactive Map**

- a. At the bottom of the tax history screen, select “Pay Taxes” to begin the payment initiation. *If there is no balance, the system will not let you move forward and you will be unable to make a payment.*

2015	\$1,096.69	\$548.69	\$548.00	\$0.00	\$0.00	\$548.00
<b>Total</b>						<b>\$548.00</b>

*If taxes are 3 years or more delinquent, please contact the Treasurer's Office for additional fees due. (608) 355-3275*

*NOTE: Current year tax bills may not be processed by the county.*

**Pay Taxes**

- b. Your parcel has now been placed into the “Shopping Cart.” You are able to change the amount in the “Pay” field. You are also able to “Remove” tax parcels or tax years that you do not wish to pay. Additional parcels with same mailing addresses will appear at the bottom of the screen. You can add them by clicking “Add to Cart.” If you are adding additional parcels that do not have the same mailing address, after clicking “Add Additional Parcels” you will be brought back to the initial search screen. Search for the next parcel the same as before.

**Add Additional Parcels**

No Suggestions Found.

- c. After you have completed adding all parcels you wish to pay to your shopping cart, click the red “Pay” icon.

**Shopping Cart**

*\* NOTE: Payments made by credit card will not be reflected on the website tax info page until the payment has cleared the county treasurer's office.*

Parcel Number	Municipality	Tax Year	Amount Due	Pay
0119-00000	Town of Honey Creek	2015	\$548.00	<input type="text" value="\$548.00"/> <b>Remove</b>
<b>Total</b>			<b>\$548.00</b>	<b>\$548.00</b> <b>Pay</b>

- After clicking on the red “Pay” icon, you will see a notification that you will be leaving the Sauk County website, and that the remainder of the transaction will be done through the Point & Pay website. Click “Continue” to start the payment initiation.



**\*\*\* PLEASE NOTE \*\*\*** *If pop-ups are NOT allowed, you will be forwarded to a "Select Payments" screen with no parcel information. You will need to ALLOW POP-UPS, and have your browser remember to allow pop-ups for this website for any future payments. After allowing pop-ups, you will need to return to the “Tax History” screen detail in ALRS and proceed forward. If you have any issues with the payment process, please feel free to contact our office at (608)355-3275 and we can assist in guiding you through the process.*

- Once you are directed to Point and Pay’s website, fill in **all fields that are marked with an \***. If you would like to have receipt information emailed to you, you will need to enter an email address. Select Credit Card, Debit Card or Electronic Check (checking or savings) under the “Payment Information” drop-down.

Step 1: Select Payments
Step 2: Review and Submit
Step 3: Confirmation and Receipt

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### Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.  
 Note: \* indicates a required field.

**My Bills**

Description
[+] Real Estate Tax payment of \$548.00 on Parcel Number 0119-00000

**Cardholder Information**

First Name: \*  Last Name: \*

Address Line 1: \*  Address Line 2:

City: \*  State: \*  Zip Code: \*

Phone Number: \*  Email Address:

**Payment Information**

Payment Method: \*

Card Number: \*

Expiration Date: \* (in mm/yy format)

CVV: \*

Where is this number?

- Click “Continue” when you are ready to review the payment information before Submitting the payment.

**\*\*\*IF YOU RECEIVE AN ERROR AFTER PROCESSING YOUR PAYMENT, PLEASE CONTACT POINT AND PAY AT 1-888-891-6064 BEFORE ATTEMPTING TO RE-ENTER A NEW PAYMENT\*\*\***

**\*\*\*The online payment option for Second Installment Amounts is deactivated in the beginning of August, and will resume after payments are marked delinquent\*\*\***