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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](http://www.co.sauk.wi.us)
- Click on "Services"
- Click "Tax Parcel Information"
- You are now in the Ascent Land Records System (ALRS). ***We recommend you save this site as a favorite to avoid having to follow the above steps in the future.***

OR

<http://lrs.co.sauk.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel>

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

- o **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 parcel number that you want the information on.
- Then 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:** From the "Select Detail 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 – Only tax years from 2012 and future will be on this site. Please contact our office if you need earlier years. Also, the amounts shown under Tax History are the net amounts due in prior years.*



- You can directly access the GIS mapping site for the parcel you are viewing by clicking on the words “View Interactive Map” 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 have changed 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.***

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