FREQUENTLY ASKED QUESTIONS AND ANSWERS FOR CHECKING FOR TAX PAYMENTS, TAX BALANCES, PRINTING TAX RECEIPTS, AND PRINTING TAX BILLS ON THE SHEBOYGAN COUNTY TREASURER'S WEB PORTAL

General Information
All real estate information is located in one convenient online location in Sheboygan County. The County Treasurer's Office has a web portal that will have tax parcel information for all towns, villages, and cities in Sheboygan County.

Remember that all tax information is based on the tax year. If you are looking for 2 years of history, then you will need to search based upon the first year and then search again by the second year. Generally, the Tax Year drop down menu is found in the upper left corner of the Sheboygan County Land Records Web Portal tax parcel pages.

Frequently Asked Questions
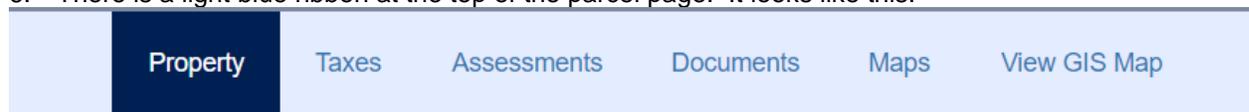Q1. How do I go online to see if payment was received for my tax parcel?
Q2. How do I go online to check my tax balance?
Q3. How do I go online to print a report that contains my tax payment?
Q4. How do I go online to print a copy of my tax bill?

Q1. How do I go online to see if payment was received for my tax parcel?
1. From your Internet browser enter https://treasurer.sheboygancounty.com and press Enter.

2. At the bottom of the screen click on the "I Accept" button if you accept the terms and conditions.

3. Search for your property by either entering your 11-digit parcel number in the Parcel # field (there should be no spaces or dashes); or enter your last name and first name in the Last Name and First Name fields, or enter your house number in the House # field (N1234 or 1234).

4. Click on the Search for Properties button at the bottom left of the screen.

5. If there is only one parcel with your search criteria the web portal will take you directly to that parcel. If there are multiple parcels that match your search criteria they will display at the bottom of the screen. If that is the case, then click once on a word within the line to select the desired parcel. Look on the right side of the screen above the search results to see if there are multiple pages.

6. There is a light blue ribbon at the top of the parcel page. It looks like this.

7. Click on Taxes.

8. On the upper left side of the Taxes screen make sure the Tax Year is selected for the year you are looking for. If not, click on the drop down and select the desired year.

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Telephone: (920) 459-3015 ▪ E-mail: countytreasurer@sheboygancounty.com
Web Site: www.sheboygancounty.com

9. Review for payment by scrolling down to the Tax History area and view the row with the tax year being reviewed and look at the column called Paid. Additionally, this same information may also be found in the Details area of the same Taxes page and by looking at the Paid column.

10. To start a new search, click on the Reset Search button found above the light blue ribbon of the screen.

Q2. How do I go online to check my tax balance?
1. From your Internet browser enter https://treasurer.sheboygancounty.com and press Enter.

2. At the bottom of the screen click on the "I Accept" button if you accept the terms and conditions.

3. Search for your property by either entering your 11-digit parcel number in the Parcel # field (there should be no spaces or dashes, 59281234567); or enter your last name and first name in the Last Name and First Name fields, or enter your house number in the House # field (N1234 or 1234).

4. Click on the Search for Properties button at the bottom left of the screen.

5. If there is only one parcel with your search criteria the web portal will take you directly to that parcel. If there are multiple parcels that match your search criteria they will display at the bottom of the screen. If that is the case, then click once on a word within the line to select the desired parcel. Look on the right side of the screen above the search results to see if there are multiple pages.

6. There is a light blue ribbon at the top of the parcel page. It looks like this.

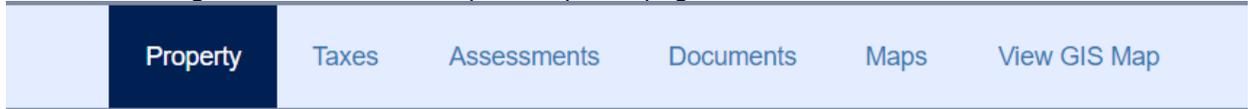| Property	Taxes	Assessments	Documents	Maps	View GIS Map

7. Click on Taxes.

8. On the upper left side of the Taxes screen make sure the Tax Year is selected for the year you are looking for. If not, click on the drop down and select the desired year.

9. Review for the balance by scrolling down to the Tax History area and view the row with the tax year being reviewed and look at the column called Amount Due. Additionally, this same information may also be found in the Details area of the same Taxes page and by looking at the Due column.

10. To start a new search, click on the Reset Search button found above the light blue ribbon of the screen.

Q3. How do I go online to print a report that contains my tax payment?
1. From your Internet browser enter https://treasurer.sheboygancounty.com and press Enter.

2. At the bottom of the screen click on the "I Accept" button if you accept the terms and conditions.

3. Search for your property by either entering your 11-digit parcel number in the Parcel # field (there should be no spaces or dashes, 59281234567); or enter your last name and first name in the Last Name and First Name fields, or enter your house number in the House # field (N1234 or 1234).

4. Click on the Search for Properties button at the bottom left of the screen.

5. If there is only one parcel with your search criteria the web portal will take you directly to that parcel. If there are multiple parcels that match your search criteria they will display at the bottom of the screen. If that is the case, then click once on a word within the line to select the desired parcel. Look on the right side of the screen above the search results to see if there are multiple pages.

6. There is a light blue ribbon at the top of the parcel page. It looks like this.

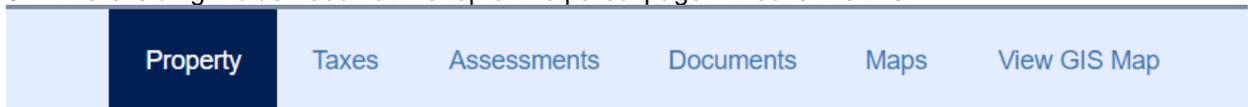| **Property**	Taxes	Assessments	Documents	Maps	View GIS Map

7. Click on Taxes.

8. On the upper left side of the Taxes screen make sure the Tax Year is selected for the year you are looking for. If not, click on the drop down and select the desired year.

9. Scroll to the bottom of the Taxes page and notice the buttons near the lower right side of the screen.

10. Click on the Print Tax Details button. A .pdf document will open. If not, check your browser's pop-up settings to make sure you are not blocking pop-ups. Scroll to the bottom of the report to the Payment History area.

11. To print this report, click on the printer icon generally found in the upper right side of the screen. Close out of this tab by clicking on the "x" in the upper tab on your screen called

    🌐 Tax Payment Information   ✕

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12. To start a new search, click on the Reset Search button found above the light blue ribbon of the screen.

Q4. How do I go online to print a copy of my tax bill?
   1. From your Internet browser enter https://treasurer.sheboygancounty.com and press Enter.

   2. At the bottom of the screen click on the "I Accept" button if you accept the terms and conditions.

   3. Search for your property by either entering your 11-digit parcel number in the Parcel # field (there should be no spaces or dashes, 59281234567); or enter your last name and first name in the Last Name and First Name fields, or enter your house number in the House # field (N1234 or 1234).

   4. Click on the Search for Properties button at the bottom left of the screen.

   5. If there is only one parcel with your search criteria the web portal will take you directly to that parcel. If there are multiple parcels that match your search criteria they will display at the bottom of the screen. If that is the case, then click once on a word within the line to select the desired parcel. Look on the right side of the screen above the search results to see if there are multiple pages.

   6. There is a light blue ribbon at the top of the parcel page. It looks like this.

Property	Taxes	Assessments	Documents	Maps	View GIS Map

7. Click on Taxes.

8. On the upper left side of the Taxes screen make sure the Tax Year is selected for the year you are looking for. If not, click on the drop down and select the desired year.

9. Scroll to the bottom of the Taxes page and notice the buttons near the lower right side of the screen.

10. Click on the Print Tax Bill button. A .pdf document will open. If not, check your browser's pop-up settings to make sure you are not blocking pop-ups.

11. To print this report, click on the printer icon generally found in the upper right side of the screen. The tax bill is sized legal, but may be formatted for letter. If formatted as letter, the font will be smaller. Close out of this tab by clicking on the "x" in the upper tab on your screen called

   🌐 List & Label Report   ✕ .

12. To start a new search, click on the Reset Search button found above the light blue ribbon of the screen.