

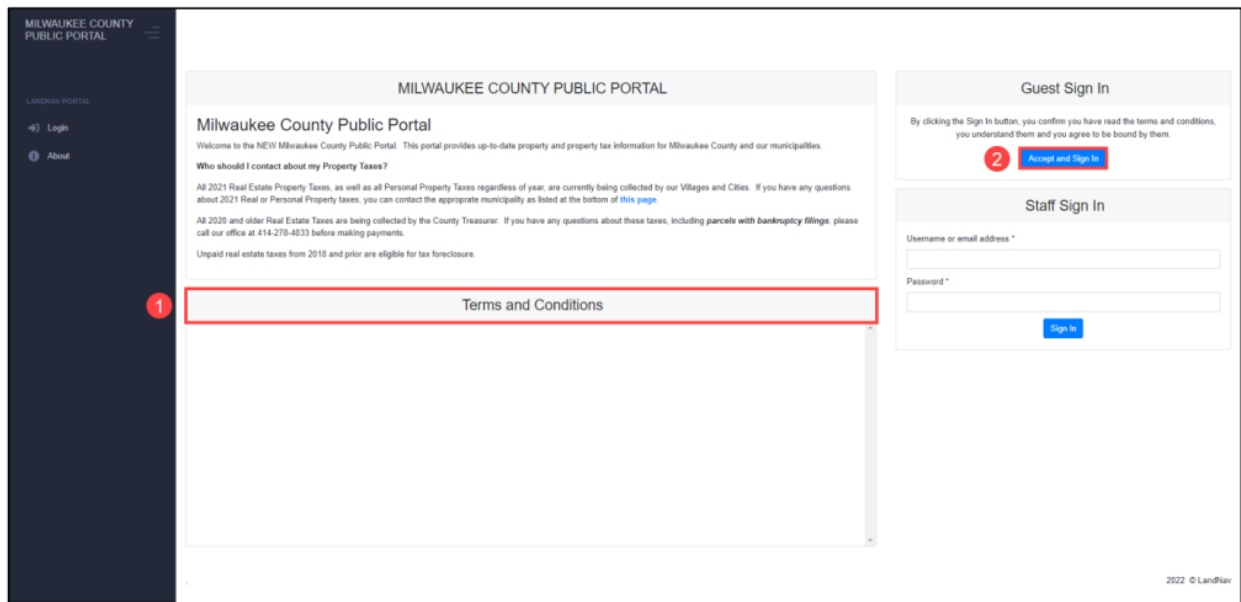
Public Portal:

How to Print Tax Bills & Receipts

Step 1: Open the Public Portal in any internet browser.

• **Note:** *The City of Wauwatosa is part of the Milwaukee County's Public Portal.*

1. Read through any Terms & Conditions that appear on the homepage.
2. In the "Guest Sign In" window, click "Accept and Sign In."



Step 2: Search for the property or tax bill using methods listed in #3-8.

Tips:

- *If you are experiencing difficulty when searching, try simplifying your search.*
- *It is recommended that the Tax Year and Municipality are selected in step #5*
- *It is recommended that only one of the other search methods listed in steps 4, 6, 7, or 8 is used along with step 5. It is strongly recommended to use Property # or Property Address. If using Property Address, only enter a House # and Street Name.*

3. Search:

This is a drop-down menu. Select the appropriate type of record from the list. This will default to “Real Estate.” Personal property refers to non-real estate, business property.

4. Bill # / Certificate #:

Enter either your Tax Bill number or your Tax Certificate number in the text boxes provided.

5. Tax Information:

Tax Year: This is a drop-down menu. You may leave this on “Single” to search for a single tax year or select “Range” and enter a range of tax years.

Municipality: Narrow-down your search results by selecting your municipality from the drop-down list.

6. Property #:

Enter either your Property (aka Parcel) or Alternate Property number in the appropriate field.

7. Owner:

In the Last Name / Business field, enter the Last Name or Business Name on the tax record.

8. Address:

Address: Select the appropriate Address type from the drop-down menu.

House #: Enter only the house number in this field.

Street Name: Enter only the street name in this field.

9. Click “Search.”

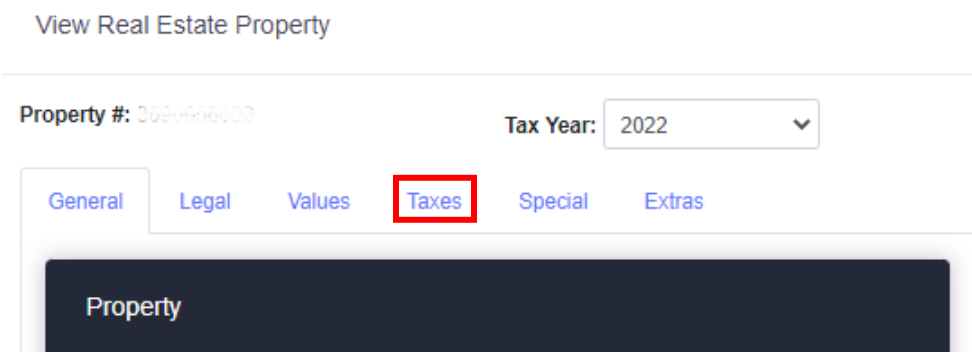
Step 3: Review the search results list and select the property to view.

10. Find the property in the Search Results list and click the Property # to view the parcel information.



Step 4: Review the property tax information and print the Tax Year Report.

Once you have selected a property to view, you will be brought to the “General” tab by default. Click “Taxes” at the top of the list to view the information in the property taxes tab.



Click the "Print Tax Summary" button to generate a PDF of the Tax Summary Report, which shows complete payment history and is an official receipt. Click the "Print Tax Bill" to generate a PDF of the property tax bill.

[General](#) [Legal](#) [Values](#) **[Taxes](#)** [Special](#) [Extras](#)

Interest/Penalty as of

12/9/2022

[Print Statement](#)

		Taxes	
Gross Tax:	5,673.38	View Tax Items	
School Credit:	- 332.10	Print Tax Summary	
<u>First Dollar Credit:</u>	<u>- 58.82</u>	Print Tax Bill	
Net Tax:	5,282.46		Net Mill Rate: 0.021792240
<u>Lottery Credit Claims: 1</u>	<u>- 193.08</u>		
Net Tax after Lottery:	5,089.38		