

## IMPORTANT INFORMATION FOR YOU TO KNOW

- ALL OF YOUR PROPERTY TAX RECORDS ARE AVAILABLE ONLINE
- IT IS YOUR RESPONSIBILITY TO DO CHANGE OF ADDRESS AND PROPERTY OWNERSHIP INFORMATION WITH BAYFIELD COUNTY, NOT THE TOWN.

### How to Access Your Records:

All of your tax records (tax bills, payment history, etc., including prior tax years) are always available online at the Bayfield County website. You can print your tax bill, view or reprint your receipt (once we post your payment) etc., anytime. The access link is located on the Bayfield County Treasurer's web page listed below:

<http://www.bayfieldcounty.wi.gov/treasurer-home.asp>

To find your property tax records, click on the first link at the bottom of the page below Quick Links:

[Property Tax Search](#)

Once the Novus Public Access System page opens, click on "Agree." On the next screen, click on the "Real Estate" icon in the upper left corner of the page. Enter either your name or Tax ID. Your Tax ID is the fastest way to find your file online. It is printed on your Tax bill in the upper right corner. Please use your Tax ID when communicating tax related questions to the Town and on your tax payment check.

### How to Process Change of Information:

It is the responsibility of all property owners in the Town of Barnes to directly notify the Bayfield County Lister/Tax Deed Office at the telephone number or address below whenever you move, there is a change in ownership of the property, or if you believe there is an error in the listing of your property.

To change the name, or to update your address, please contact: Pam Ledin at the Bayfield County Real Property Lister/Tax Deed Office in Washburn:

- Telephone number: 715-373-6132
- Email address: [pledin@bayfieldcounty.wi.gov](mailto:pledin@bayfieldcounty.wi.gov)
- Mailing address: P.O. Box 878, Washburn, WI, 54891

For additional information or to retain the link in your PC browser's "Favorites" for possible future use, please see the following Bayfield County website links:

- <http://www.bayfieldcounty.wi.gov/Real-Property-Lister.asp> (name/address changes) Pam Ledin
- <http://www.bayfieldcounty.wi.gov/register-of-deeds.asp> (parcel owner changes) Dan Heffner

Thank you for your cooperation.

Judy Bourassa, Town of Barnes Clerk-Treasurer