

## Frequently Asked Questions Trusted Submitter Application (TSA) Electronic Recording Council of Wisconsin

### 1. Is a Trusted Submitter Application required in order for us to file Wisconsin Real Estate Transfer Return electronically?

The TSA is not required in order to file Transfer Returns electronically. The Wisconsin Electronic Real Estate Transfer Return (eRETR) is under the direction of the Department of Revenue (DOR). The DOR has had a staff member working with the Council, so we are aware of each other's activities. The DOR considered linking the two, so that a TSA would be required in order to use the eRETR, but did not adopt that standard.

### 2. What is the Business ID number you are looking for on the TSA?

If the entity has a business ID, it is the one assigned to the entity by the Department of Financial Institutions ([www.wdfi.org](http://www.wdfi.org)). If the entity has no business ID, please indicate 'NA'. Examples of acceptable ID numbers are as follows: title companies may use their licensing number, attorneys their state bar number, financial institutions their bank charter number. If a company is organized in another state, the state's equivalent corporate identification number can be used. We DO NOT want FEINs. The ID number is being requested to verify to the Council that applicants are doing business in good standing.

### 3. What kind of document prep. system are you looking for on the TSA?

The "document prep" system is a reference to the offerings of various vendors out there who sell the software systems for performing e-recording. We tried to use "neutral" language concerning the systems because we anticipate that new vendors may appear, or perhaps some companies may even develop their own proprietary software for this function. The Council set the standards for security and the like, and knowing which system is being used will be helpful in resolving issues about compatibility with various RODs.

### 4. Why are you asking about dealings with Registers of Deeds?

The request for information on prior dealings with an ROD is not limited to electronic recording of documents. It includes dealings regarding paper recordings as well. The point here is to give the Council additional information for determining whether a TSA applicant has a history of good dealings with one or more RODs (whether here or in other states). It goes towards the "Trusted" part of Trusted Submitter.

### 5. Why Electronic Recording?

See our page on the [benefits of eRecording](#).

### 6. How to contact the Council?