

**BOARD OF REVIEW TRAINING MATERIALS ORDER FORM Date:**

**Name: Title:**

**Municipality: County:**

**Shipping Address:**

**City: State: Zip Code:**

**Phone: Email:**

***Please note:***  *Purchase of the* *DVD or USB includes 1 (one) printed materials packet.*

**Conducting the First BOR Meeting:** Every city, village, and town in Wisconsin must hold a First-Meeting of the Board of Review. This video course shows how to meet the requirements for a First Meeting and some best practices, as suggested by the Department of Revenue and experienced professionals. You learn how to begin, elect a chair, “receive” and examine the tax roll, and handle taxpayer procedural matters, such as a request for telephone testimony or hearing waiver.

**Board of Review Hearing:** For taxpayer appeals, the Board of Review takes testimony and evidence and make decisions similar to judges. In this video course, you will see a hearing appealing the valuation of a tavern/residence. You will see how to call a case, swear in witnesses, address member recusal requests, and tips on handling an “over-active witness.” Overall, you learn how to conduct a fair and legal hearing and make a decision.

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| Item # | Format | Description | Quantity | Price | Total |
| BOR-1st Mtg-DVD | DVD | Board of Review – First Meeting & 1 Printed Material Packet |  | $ 35.00 | $ |
| BOR-1st Mtg-USB | USB | Board of Review – First Meeting & 1 Printed Material Packet |  | $ 45.00 | $ |
| BOR-Hearing-DVD | DVD | Board of Review - Hearing & 1 Printed Material Packet |  | $ 35.00 | $ |
| BOR-Hearing-USB | USB | Board of Review - Hearing & 1 Printed Material Packet |  | $ 45.00 | $ |
| BOR-Both-DVD | DVD | Board of Review – First Meeting *and* Hearing *&* 2 Material Packets |  | $ 60.00 | $ |
| BOR-Both-USB | USB | Board of Review – First Meeting *and* Hearing *&* 2 Material Packets |  | $ 80.00 | $ |
| BOR-PRT | Print | Printed Material Packet |  | $ 10.00 | $ |
|  |  |  | | |  |
|  |  | *Subtotal* | | | $ |
|  |  | Other Charges or Credits | | |  |
|  |  | Total Amount Due | | | **$** |

Make *check* payable to **UW-Madison** and send with this form to:

*Local Government Education, 702 Langdon Street, Pyle Center Suite 111, Madison, WI 53706*

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