

I M P O R T A N T

RECYCLING GRANT AWARD CHECKS ARE MAILED TO THE MUNICIPAL TREASURER

If your municipal Treasurer has a new address notify the Department of Revenue.

How should a municipality, county or other governmental unit notify the Department of Revenue (DOR) of a change to their elected official's contact information?

You may mail, fax or email the change(s) to DOR:

- Mailing Address: Wisconsin Department of Revenue, Local Government Services Bureau, MS 6-97, PO Box 8971, Madison, WI 53708-8971.
- FAX: (608) 264-6887
- [Email](#)

Be sure to include:

- The correct legal name of the governmental unit and the County and Municipality or Special District Code (if applicable).
- Full name, title (position), mailing address, phone number and email address of the new official.
- Effective date.
- Name of official being replaced.

If you have questions regarding how to update contact information for **government officials**, call (608) 266-8207.

To sign up for one of the department's email distribution lists, go to our "[Subscribe to E-Filing News](#)" web page.

Link to the Department of Revenue website:

<https://www.revenue.wi.gov/fags/pcs/change.html>

FOR MORE INFORMATION PLEASE CONTACT:

WISCONSIN DEPARTMENT OF REVENUE

Customer Service Bureau

PO Box 8949, Mail Stop 5-77

Madison, WI 53708-8949

Phone: (608) 266-2776

Fax: (608) 267-1030

Email additional questions to DORBusinessTax@revenue.wi.gov