**PAYMENT REQUEST CHECKLIST** Wisconsin Department of Transportation

RE1002 with supplement 09/2019

Project ID:      ; Parcel No.:

**ACQUISITION – REGULAR**

**READS SCREENS**

Participants: Are correct parties of interest listed?

Interests: Do the interests match most recent TPP/plat page and legal description?

Offer/Negotiations: Is correct offer approved and selected?

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Signed and notarized conveyance; or, signed and approved Purchase Agreement

Legal description, if not available from Parcel screen

Administrative Revision, if applicable

Closing Statement, if applicable

Disposition of RE Taxes, if applicable

Partial Release of Mortgage, Satisfaction of Mortgage and Closing Statement, if applicable

Satisfaction of lien/judgment, if applicable

**CONVEYANCE AND PAYMENT REQUEST**

Are **correct names** listed on the conveyance and on the payment request? If names are different than those listed in Participants screen, explain discrepancy in Comments, or make appropriate changes.

**ACQUISITION – NOMINAL**

**READS SCREENS**

Project: Is Sales Study/Project Data Book approval date entered?

Participants: Are correct parties of interest listed?

Interests: Do the interests match most recent TPP/plat page and legal description?

Waiver of Appraisal: Is approval information entered?

Offer/Negotiations: Is correct offer approved and selected?

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Signed and approved Nominal Payment Parcel - Waiver of Appraisal form

Conveyance (signed; or, unsigned if waiting until closing to obtain signature)

Legal description, if not available from Parcel screen

Administrative Revision, if applicable

Closing Statement, if applicable

Disposition of RE Taxes, if applicable

Partial Release of Mortgage, Satisfaction of Mortgage and Closing Statement, if applicable

Satisfaction of lien/judgment, if applicable

**CONVEYANCE AND PAYMENT REQUEST**

Are **correct names** listed on the conveyance and on the payment request? If names are different than those listed in Participants screen, explain discrepancy in Comments, or make appropriate changes.

**ACQUISITION – JURISDICTIONAL OFFER (JO)**

**READS SCREENS**

Participants: Are correct parties of interest listed?

Interests: Do the interests match most recent TPP/plat page and legal description?

Offer/Negotiations: Is Jurisdictional Offer approved and selected?

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Signed Award of Damages (ALL parties of interest MUST be named)

Signed Jurisdictional Offer (ALL parties of interest MUST be named)

Legal description, if not available from Parcel screen

Administrative Revision, if applicable

Closing Statement, if applicable

Disposition of RE taxes, if applicable

**CONVEYANCE AND PAYMENT REQUEST**

Are **correct names** listed on the conveyance and on the payment request? If names are different than those listed in Participants screen, explain discrepancy in Comments, or make appropriate changes.

**ADDITIONAL PARCEL COSTS** – *Items inadvertently omitted from appraisal (NOT to be used for additional fee acquisition; and, NOT after acquiring by JO/Award)*

**READS SCREENS**

Additional Parcel Payments: Is date, description, and dollar amount entered?

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Specific documentation varies, but typically an estimate or proposal from a vendor or contractor

New signed and notarized conveyance showing new dollar amount (original acquisition amount + additional parcel cost amount = new dollar amount)

**PAYMENT REQUEST**

Payable to property owner, or to property owner and other party of interest

\_\_\_ Type vendor’s invoice number, if applicable, in the Check Stub Message field

**INCIDENTALS** – *Reg. of Deeds and utility invoices, estimates, and other odd fees, NOT to exceed $5000*

**READS SCREENS**

N/A

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Vendor invoice(s)

**PAYMENT REQUEST**

Payable to vendor (vendor MUST be in STAR vendor table – check with your regional purchasing agent)

\_\_\_ Type vendor’s invoice number in the Check Stub Message field

**LITIGATION**

**READS SCREENS**

Project screen (Cost Allocation tab): Has litigation project cost allocation (PCA) been submitted?

**SUPPORTING DOCUMENTS IN LITIGATION LOG**

Invoice for legal fees, if applicable

Litigation Report and Case Summary

**PAYMENT REQUEST**

Payable as designated in Litigation Report and Case Summary or on invoice

\_\_\_ Type litigation case number in the Check Stub Message field

**OWNER APPRAISAL FEES**

**READS SCREENS**

Owner’s Appraisal

Offer/Negotiations: Is correct offer approved and selected?

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Owner’s appraiser invoice

Supervisor must approve payment, by either signing Payment Request or appraiser’s invoice

**PAYMENT REQUEST (CHOOSE ONE OF THE FOLLOWING THREE OPTIONS)**

Payable to property owner

Payable to property owner and appraiser

Payable to appraiser: MUST have written authorization from property owner to pay appraiser directly

\_\_\_ Type appraiser’s invoice number in the Check Stub Message field

**PARTIAL RELEASE OF MORTGAGE FEES**

**READS SCREENS**

N/A

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Invoice or letter from lender showing fee amount

**PAYMENT REQUEST**

Payable to lender

\_\_\_ Type “partial release fee for loan number ­\_\_\_\_\_\_\_\_\_" in the Check Stub Message field

**RELOCATION – RESIDENTIAL**

**READS SCREENS**

Relocation: Is correct claim type selected? Has BTS relocation facilitator approved the claim?

**SUPPORTING DOCUMENTS IN THE RELOCATION LOG**

Relocation Claim - Application and Release signed by claimant, relocation specialist, BTS relocation facilitator

Cover memo

See REPM/5.10 - Completing Claims and Documentation Required for specific forms depending on claim type

**PAYMENT REQUEST**

Payable to relocatee(s). Check payable to others must be approved by BTS relocation facilitator.

**RELOCATION – BUSINESS**

**READS SCREENS**

Relocation: Is correct claim type selected? Has BTS relocation facilitator approved the claim?

**SUPPORTING DOCUMENTS IN THE RELOCATION LOG**

Relocation Claim - Application and Release signed by claimant, relocation specialist, BTS relocation facilitator

Cover memo

See REPM/5.10 - Completing Claims and Documentation Required for specific forms depending on claim type

**PAYMENT REQUEST**

Payable to relocatee(s). Check payable to others must be approved by BTS relocation facilitator.

**SITE CLEARANCE PAYMENTS** - *Payments to utility companies for removing their equipment from our parcel(s)*

**READS SCREENS**

N/A

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Letter / work order / invoice from utility company

**PAYMENT REQUEST**

Payable to utility company

\_\_\_ Type utility’s work order number or job number in the Check Stub Message field

**TAX PAYMENTS**

**READS SCREENS**

N/A

**SUPPORTING DOCUMENTS IN PARCEL LOG**

Tax statement/invoice

Closing Statement

**PAYMENT REQUEST**

Payable to municipality or county as designated on tax statement/invoice

\_\_\_ Type tax parcel number in the Check Stub Message field

Don’t know what payment type to use? See Chapter 7, section 7.0.2 Payment Types, in the Real Estate Program Manual: [https://wisconsindot.gov/dtsdManuals/re/repmchap7/chapter7.pdf](http://apwmad0p7106:37108/dtsdManuals/re/repmchap7/chapter7.pdf)

Additional tips, reminders, FAQ’s on next page.

**PAYMENT REQUEST CHECKLIST** Wisconsin Department of Transportation

RE1002 (Supplement)\* 11/2018

**Tips, Reminders, FAQ’s**

**#1 reason for check delays = wrong names on conveyance documents**

Tip: Update READS Participants screen and Parcel screen ***before*** running a conveyance document.

* You can use both Payee 1 and Payee 2 lines for long owner names when filling out your payment request screen. Click the symbol at the end of each payee line to manually type within that line.
* Mailing address = Payee’s mailing address, i.e., whoever is named in the Payee line(s) above.
* What to type in the Chk Stub Message line on the payment request? Whatever will help the Payee identify what the payment is for. Examples: vendor’s invoice #, tax parcel #, loan #, account #.
* Making changes to a payment request after you’ve submitted it. You can make changes while your payment request is in submitted status. You must Save/Generate/E-auth/Submit for changes to be saved.
* When to use Additional Parcel Cost vs Incidental payment types:
* Additional Parcel Cost payments are for items that should have been included in the appraisal, payable to the property owner (or the property owner and vendor/contractor).
* Incidental payments are payable only to a vendor/contractor for a service they’ve provided. The vendor/contractor must provide an invoice and must be listed in the STAR vendor table. (If you don’t see them in there, contact your regional purchasing agent or Nathan Walters [Nathan.Walters@dot.wi.gov](mailto:Nathan.Walters@dot.wi.gov) or call (608) 266‑6118.
* When choosing a vendor location for an Incidental payment, do NOT choose a location containing any of these prefixes: GARN, DORT, DCF, DCW, DWD.
* DOA maintains check information for six years.
* If you are asking any of the following, contact Nathan Walters [Nathan.Walters@dot.wi.gov](mailto:Nathan.Walters@dot.wi.gov) or call (608) 266‑6118.
  + Wondering if a check has been cashed?
  + Have an expired check?
  + Need to cancel a check?
  + Other questions?