**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://apwmad0p4145:37108/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 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 or call (608) 266‑6118.
	+ Wondering if a check has been cashed?
	+ Have an expired check?
	+ Need to cancel a check?
	+ Other questions?