**2022 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* *USB includes 1 (one) printed handbook.*

**2022 Board of Review Hearing:** For the first meeting, the Board of Review conducts a simulated First Two Hour meeting that follows the First Two Hour Meeting Agenda contained in the 2022 BOR Handbook. This video course will demonstrate how to conduct a First Two Hour Meeting. This training includes scenarios about a property tax owner's request for a waiver of hearing notice, a property tax owner's request for Sworn Written Testimony, and a property tax owner's request for a BOR Hearing Waiver to District Court.

**2022 Board of Review Handbook:** These materials include a sample BOR agenda; BOR Checklist “The Basics;” 2022 Forms and Scripts; Findings of Fact and Decision form; scripts for running both the BOR Two Hour First Meeting and BOR Hearing; DOR and other forms; BOR Meeting notices; Sample Revaluation Notice; BOR Sample Ordinances and Policies; Taxpayer Assessment Questions and Policies; DOE resources and publications information and BOR Wisconsin statutes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Format | Description | Quantity | Price | Total  |
| 2022 BOR – First Meeting -USB | USB | 2022 Board of Review – One How to Conduct a BOR First Meeting USB and One 2022 BOR Handbook | \_\_ | $ 45.00 | $ |
|  |  |  |  |  |  |
| 2022 BOR -Handbook | Print | 2022 BOR Handbook *(if you want extra copies)* | \_\_\_ | $ 10.00 | $ |
|  |  | All orders ship regular US Mail for free |  |  |  |
|  |  | Request US Mail Overnight Shipping |  | $ 45.00 | $  |
|  |  |  |  |
|  |  | *Subtotal*  | $ |
|  |  |  |  |
|  |  | 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*

An AA/EEO employer, the University of Wisconsin-Madison Division of Extension, provides equal opportunities in employment and programming, including Title VI, Title IX, and ADA requirements.