The Property Tax Credit is administered by the Wisconsin Department of Revenue and Certification of Eligibility for the program is determined by the Wisconsin Department of Veterans (WDVA) Affairs. Questions in regards to eligibility determination can be directed to the WDVA by calling the toll free number 1 800-Wis-Vets (1 800-947-8387). All other questions should be directed to the Wisconsin Department of Revenue (608) 266-2772.

Eligibility

Under s. 71.07(6e), the Wisconsin Disabled Veterans and Unremarried Surviving Spouses Property Tax Credit program provides a refundable property tax credit for the primary residence (instate) and up to one acre of land via the state income tax form for eligible veterans as certified by the Wisconsin Department of Veterans Affairs.

Eligible Veteran means a veteran who is verified by the Wisconsin Department of Veterans Affairs as meeting all of the following conditions:

- Served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated in the U.S. armed forces.
- Was a resident of Wisconsin at the time of entry into active service or had been a resident of Wisconsin for any consecutive 5-year period after entry into that service.
- Is currently a resident of Wisconsin for purposes of receiving veterans' benefits under Ch. 45, Wisconsin Statute.
- Has either (1) a service-connected disability rating of 100% under 38 USC 1114 or 1134, or (2) a 100 percent disability rating based on individual unemployability.

Eligible surviving spouse means an unremarried surviving spouse of one of the following, as verified by the Wisconsin Department of Veterans Affairs:

- An individual who had served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated in the U.S. armed forces; who was a resident of Wisconsin at the time of entry into active service or who had been a resident of Wisconsin for any consecutive 5-year period after entry into active duty service; and who, while a resident of Wisconsin, died while on active duty.
- Veteran had either (1) a service-connected disability rating of 100% under 38 USC 1114 or 1134, or (2) a 100 percent disability rating based on individual unemployability.

Expansion of eligibility for unremarried surviving spouses currently receiving federal VA Dependency and Indemnity Compensation (D.I.C.)

Effective for taxable years, beginning on or after January 1, 2014. The Wisconsin Property Tax Credit is extended to include the unremarried surviving spouse of an eligible veteran, who following the veteran’s death, began to receive and continues to receive Dependency and Indemnity Compensation (DIC) from the Federal VA. The veteran must have met all the criteria described below:

An individual who had served on active duty under honorable conditions in the U.S. Armed Forces or in forces incorporated as part of the U.S. Armed Forces; who was a resident of this state at the time of entry into that active service or who had been a resident of this state for any consecutive 5-year period after entry into that active duty service; who was a resident of this state at the time of his or her death; and, following the individual's death, his or her spouse began to receive, and continues to receive, dependency and indemnity compensation, as defined in 38 USC 101 (14).
Procedures

Before claiming the credit, you must request verification from the Wisconsin Department of Veterans Affairs indicating that you qualify for the credit. Use form WDVA 2097 (which you can find in this brochure) to submit your request to the Department of Veterans Affairs. Be sure to include all required documentation as follows:

How to Obtain a WDVA certification for this WI Property Tax Credit

Submit the following to WDVA:

- DD Form 214, Discharge from Active Duty (to include DD215, Correction to DD Form 214, Discharge from Active Duty, if applicable).
- A copy of the death certificate or casualty report if veteran died while on active duty (if the veteran’s unremarried surviving spouse is the applicant).
- A copy of your marriage certificate (if the veteran’s unremarried surviving spouse is the applicant).
- A letter from the Federal VA, (using the “Request Letter” which you can find in this brochure to FAX your request to the Federal VA Milwaukee Regional Office) dated within 12 months of your application for the Wisconsin Property Tax Credit certification that shows:
  
  (1) A federal VA basic service-connected disability rating notification letter that shows the veteran’s combined schedular rating of 100% for the first year the property tax credit will be claimed, AND in each year in which credit is claimed.
  
  (2) A 100 percent disability rating based on individual unemployability. This must be for the first year the property tax credit will be claimed, AND in each year in which credit is claimed.

How do I obtain a notification letter (known at the Milwaukee Federal VA Regional Office as a “Tax Abatement Letter”)?

Use the latest approved version of the request for “Tax Abatement Letter” created for this purpose and approved by the Milwaukee Federal VA Regional Office, and WDVA, which you can find in this brochure. Veterans use the Veteran letter and Widow(ers) use the Widow(er) letter. Fax the letter to “ATTN: PUBLIC CONTACT TEAM” to Fax number: (414) 902-9449.

Note: Use of an unapproved letter may result in obtaining a “notification letter” that does not meet the statutory requirements and could result in a delay in approval or denial for this benefit.

Proof of Residency Requirement

One of the requirements to receive the credit is that the veteran must have been a resident of Wisconsin either at the time of entry or re-entry into a qualifying period of Active Duty Service or for any consecutive 5 year period. The spouse’s resident status is not taken into account.

IF YOU CAN PROVE WI AS YOUR HOME OF RECORD: SKIP TO PAGE #3, COLUMN #3

Note: Veterans whose separation document (DD-214) shows Wisconsin as their “Home of Record” at the time of entry (That they were a Wisconsin Resident at time of entry) only need this document to prove “Residency” for this benefit. [SKIP TO PAGE #3, COLUMN #3]

NOTE: Veterans who left “Active Duty” service between the late 1970’s up to 1990 may not have their “Home of Record” displayed on their separation document.

Veterans who entered “Active Duty” as Wisconsin Residents and do not have their “Home of Record” listed on their separation documents (DD-214 DD-215’s) AND there is NO contravening evidence, can use a form WDVA 1805 VETERAN’S RESIDENCY AFFIDAVIT (Included in this Brochure) to fulfill this residency requirement.

Fill out your personal information in the initial fields on this document and then complete Part #1 on this form, sign the document in front of a notary public and have the document notarized. Note: Since this is a legal document, you must send in the original.

If there is “contravening evidence” WDVA cannot accept an affidavit and you will have to supply additional documentation to prove residency.

Please continue to read on for more information.

A DD-2058 State of Legal Residency form completed at the time of entry into a qualifying period of Active Duty Service showing Wisconsin can prove WI residency at time of entry.

Page 2
Acceptable Proof of 5 Years of Residency

If you entered active duty service (as defined under title 10 USC) while a resident of the State of Wisconsin AND have “Wisconsin” listed as your “Home of Record” at time of entry on your DD-214 or DD-215, ignore this section. [GO TO COLUMN #3 ON THIS PAGE]

Applicants who seek certification based on being a Wisconsin resident for any consecutive 5-year period are eligible if this can be verified:

If you have been a Wisconsin resident for 5 continuous years prior to your application AND there is NO contravening evidence, then a Form **WDVA 1805 VETERAN’S RESIDENCY AFFIDAVIT** (Included in this Brochure) should be able to be used as proof of Wisconsin residency.

Fill out your personal information in the initial fields on this document and then complete Part #2 on this form. Sign the document in front of a notary public and have the document notarized. **Note: Since this is a legal document you must send in the original.** If there is “contravening evidence” WDVA cannot accept an affidavit and you will have to supply additional documentation to prove residency.

Please continue to read on for more information.

OTHER PROOF FOR ESTABLISHING 5 YEARS OF CONTINUOUS WISCONSIN RESIDENCY

If there is contravening evidence then you will not be able to use a **WDVA 1805 VETERAN’S RESIDENCY AFFIDAVIT.** You will have to use other documentation to prove residency.

**QUESTION: HOW DO I PROVE THIS?**

We can accept one or more documents as proof of taking an affirmative action to establish residency and then maintain that Wisconsin residency for 5 continuous years. Combinations of the following documents can be used to prove this residency however all 5 years have to be covered with the submitted documents:

1) **SIGNED** photocopies of your State of Wisconsin income tax return for the year that you entered into that qualifying period of active duty service.

2) Photocopy of your Leave and Earning Statements [LES(s)] showing Wisconsin taxes were being taken out of your pay at the time of entry **(and in the case of a deceased veteran at the time of their death).**

3) Photocopy of a valid (Unexpired) WI driver’s license or I.D. Card issued after 2007.

4) Photocopy of WI resident hunting or fishing license.

5) State/County/Municipal voting record.

6) Recognition of “WI resident status for tuition purposes” at a UW or Wisconsin Technical College System institution.

7) DD 2058 State of Legal Residence form.

- OR –

Similar recognition of resident status by a unit of Wisconsin state, county or municipal government.

CONTINUE HERE: You may submit these forms and your award letter directly to:

Wisconsin Dept. of Veterans Affairs
Attn: Eligibility Unit-WI-PTC
201 W. Washington Ave.
P.O. Box 7843
Madison, WI 53707–7843.

Unless there has been a change in your status, you only need to request verification of your eligibility the first year you file for the Disabled Veterans and Unremarried Surviving Spouses Property Tax Credit.

If you qualify, the Wisconsin Department of Veterans Affairs will then send you a certification of your eligibility.

If you are certified to be eligible by the Wisconsin Department of Veterans Affairs, attach a photocopy of your property tax bill showing the amount paid during the year you are claiming the benefit and a photocopy of the certification received from the Wisconsin Department of Veterans Affairs along with your Wisconsin income tax return. **Note: Do not send in the original copy of your certification! Please keep this for your records in the event that you are audited. You do not need to send a copy of your certification in subsequent years.**

Even if you owe no income tax, you must still file a Wisconsin income tax return in order to receive a refund of the property taxes paid.

If you have an income tax liability, the full amount of the property taxes paid, minus the amount of income tax due, will be refunded to you.

If you are determined to be ineligible for certification for the tax credit, the Wisconsin Department of Veterans Affairs will inform you as to why you are unable to be certified and will provide you with
your rights to appeal the determination.

**Computing the Credit**

The credit is equal to the property taxes paid during the year on the veteran’s or unremarried surviving spouse’s principal dwelling and up to one acre of land in Wisconsin. The credit is based on real property taxes, exclusive of special assessments, delinquent interest, and charges for service. Property taxes that constitute a trade or business expense may not be included.

If the principal dwelling is sold during the taxable year, the property taxes for the seller and buyer shall be the amount of the tax prorated to each in the closing agreement pertaining to the sale. If not provided for in the closing agreement, the tax shall be prorated between the seller and buyer in proportion to months of ownership.

“Principal dwelling” means any dwelling and the land surrounding it that is reasonably necessary for use of the dwelling as a primary dwelling. It may include a part of a multi–dwelling or multi–purpose building and a part of the land upon which it is built that is used as the primary dwelling.

“Property taxes” includes monthly parking permit fees in respect to a principal dwelling collected under s.66.0435(3) (c).2

The credit **CAN** and must be claimed within 4 years of the unextended due date of the return.

The Property Tax Credit is administered by the Wisconsin Department of Revenue and Certification of Eligibility for the program is determined by the Wisconsin Department of Veterans Affairs (WDVA).

Questions in regards to eligibility determinations can be directed to the WDVA by calling the toll free number 1 800-Wis-Vets or (1-800-947-8387). All other questions should be directed to the Wisconsin Department of Revenue (608) 266-2486.

**Statutory Citations**

1 s. 71.07(6e) VETERAN AND SURVIVING SPOUSES PROPERTY TAX CREDIT. [http://www.legis.state.wi.us/RSB/STATS.HTML](http://www.legis.state.wi.us/RSB/STATS.HTML)

For veterans who own mobile homes that wish to claim the credit, please refer to the following statute:

2 s. 66.0435(3)(C)1. GENERAL MUNICIPALITY LAW. Subchapter IV: Regulation Manufactured and mobile home communities. [http://www.legis.state.wi.us/RSB/STATS.HTML](http://www.legis.state.wi.us/RSB/STATS.HTML)
FORM COMPLETION CHECKLIST

TO COMPLETE YOUR REQUEST FOR CERTIFICATION BE SURE YOU SUBMIT THE FOLLOWING ITEMS TO WDVA

Veteran or Unremarried Surviving Spouse of a Veteran:

☐ DD Form 214, Certificate of Release or Discharge from Active Duty (to include DD215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, if applicable)

☐ Copy of the death certificate (if the veteran is deceased) and casualty report if veteran died while on active duty.

☐ Copy of your original marriage certificate (if the veteran is deceased).

☐ Federal VA basic service-connected disability rating notification letter (Issued within the same year for which you are applying for benefits or issued within 12 months of your application for benefits). **Note: In the case of widow(er) claiming this benefit under the DIC expansion the “tax abatement letter” must be dated after January 1, 2015.**

☐ Completed Form WDVA 2097, Request for Certification for Wisconsin Veterans and Surviving Spouses Property Tax Credit.

☐ Completed Form WDVA 1805, Veterans Residency Affidavit (Included in this Brochure). If there is no contravening evidence and you are attempting to prove Wisconsin as your “Home Of Record” at time of entry into a qualifying period of service

-OR-

If applying for Certification for Property Tax Credit under the 5-years of continuous Wisconsin residency and there is no contravening evidence.

☐ Copies of other documentation when needed to prove residency
VETERAN'S RESIDENCY AFFIDAVIT

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

The provision of your social security number is voluntary. Failure to provide your social security number may result in an information processing delay.

Note: Affidavits with cross-outs, write-overs, white-out, correction tape, or any other correction material cannot be accepted. If an error is made you will need to complete a new form. You must submit the original, signed, and notarized document. Faxes, scans, or photocopies of this completed form cannot be accepted.

Eligibility for State of Wisconsin benefits offered under Ch. 45
Sections 45.02(2)(a-c) Wis. Stats., require an eligible veteran to either have been a resident of Wisconsin at the time of entry into active service or to have been a Wisconsin resident for any consecutive 12-month period after entry or reentry into service.

Veterans and Surviving Spouses Property Tax Credit
Section 71.07(6e)(a)3.b., Wis. Stats., requires an eligible veteran to either have been a resident of Wisconsin at the time of entry into active service or the national guard or reserve component of the U.S. armed forces or to have a consecutive 5-year period of Wisconsin residence after entry into that service.

Wisconsin G.I. Bill
Section 36.37(3p)(a)1r. and Section 38.24(8)(a)1r., Wis. Stats., require an eligible veteran to either have been a resident of Wisconsin at the time of entry into active service or to have been a Wisconsin resident for at least 5 consecutive years immediately preceding the beginning of any semester or session for which the person registers at a participating institution.

Veteran's Name: _____________________________________________________________

Current Address: ____________________________________________________________

Street Address

Apt. Unit #

City State Zip Code

Phone Number: __________________________

E-mail Address: ________________________________

Veteran's Social Security Number: ______________________

Part 1

Veteran's State of Legal Residency at Time of Entry Into Active Service

and Date of Entry Into Active Service:

State of Legal Residency Date of Entry

Veteran's Address at Time of Entry Into Active Service:

Street Address

Apt. Unit #

City State Zip Code
Part 2

Complete Part 2 only if veteran was not a legal resident of Wisconsin at time of entry into active service.

Eligibility for state of Wisconsin benefits offered under Ch. 45
Sections 45.02(2)(a-c) Wis. Stats., require an eligible veteran to either have been a resident of Wisconsin at the time of entry into active service or to have been a Wisconsin resident for any consecutive 12-month period after entry or reentry into service.

Veterans and Surviving Spouses Property Tax Credit
Section 71.07(6e)(a)3.b., Wis. Stats., requires an eligible veteran to either have been a resident of Wisconsin at the time of entry into active service or the national guard or reserve component of the U.S. armed forces or to have a consecutive 5-year period of Wisconsin residence after entry into that service.

Wisconsin G.I. Bill
Section 36.37(3p)(a)1r. and Section 38.24(8)(a)1r., Wis. Stats., require an eligible veteran to either have been a resident of Wisconsin at the time of entry into active service or to have been a Wisconsin resident for at least 5 consecutive years immediately preceding the beginning of any semester or session for which the person registers at a participating institution.

Address 1:

Street Address

Apt. Unit #

City State Zip Code

Years Resided:
From: Month Year
To: Month Year

Address 2:

Street Address

Apt. Unit #

City State Zip Code

Years Resided:
From: Month Year
To: Month Year

Address 3:

Street Address

Apt. Unit #

City State Zip Code

Years Resided:
From: Month Year
To: Month Year

Address 4:

Street Address

Apt. Unit #

City State Zip Code

Years Resided:
From: Month Year
To: Month Year

(Attach additional pages if needed)
Under penalties of law, I declare that the information on this form and all attachments are true, correct, and complete to the best of my knowledge and belief.

Signature ____________________________________________ Date __________________________

STATE OF WISCONSIN )
County of ___________________________ )

On __________________________, before me, a Notary Public, appeared ___________________________
who proved to me to be the person whose name is subscribed in this document and acknowledged to me that he/she
executed the same in his/her official capacity and that his/her signature on the instrument the person executed the
instrument.

Subscribed and sworn to before me this __________________________ day of __________________________, 20 __________

________________________________________
Notary Public

My Commission Expires:

For WDVA Use Only

<table>
<thead>
<tr>
<th>Acceptable Original?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviewed By: __________________________ Date: __________________________
WIDOW'S REQUEST FOR “TAX ABATEMENT LETTER” FROM FEDERAL VA MILWAUKEE REGIONAL OFFICE TO OBTAIN THE WISCONSIN DISABLED VETERANS AND UNREMARRIED SURVIVING SPOUSES PROPERTY TAX CREDIT

Veteran’s Name______________________________

VA File #______________ Social Security Number    ###-##-####

I, _________________________ [Print] (UN-REMARRIED SURVIVING SPOUSE), AM REQUESTING A COPY OF THE "RATING DECISION" OR OTHER VERIFICATION TO DETERMINE ELIGIBILITY FOR THE WI VETERANS AND SURVIVING SPOUSE PROPERTY TAX CREDIT.

I AM FAXING THIS REQUEST TO (414) 902-9449 ATTENTION "PUBLIC CONTACT TEAM" AT THE VA REGIONAL OFFICE IN MILWAUKEE, WI. (CHECK ONE)

☐ I AM REQUESTING THIS INFORMATION AS THE UNREMARRIED WIDOW(ER) OF THE VETERAN. I NEED TO KNOW VETERAN'S VA RATING AT THE TIME OF HIS/HER DEATH.

OR IF VETERAN WAS NOT RATED AT 100% SCD OR HAD AN INDIVIDUAL UNEMPLOYABILITY RATING THAT IS SINGLE OR COMBINED RATING OF 100%. THIS RATING REFLECTS ONE OR MORE CONDITIONS RECOGNIZED UNDER 38 USC 1114 OR 38 USC 1134 AT THE TIME OF DEATH THEN-

☐ I NEED A LETTER CONFIRMING THAT I, SPOUSE OF THE NAMED VETERAN, FOLLOWING THE DEATH OF MY VETERAN BEGAN TO RECEIVE, AND CONTINUE TO RECEIVE, UNINTERRUPTED DEPENDENCY AND INDEMNITY COMPENSATION, AS DEFINED IN 38 USC 101 (14) AND THE EFFECTIVE DATE OF THIS AWARD.

IF I SHOULD BECOME INELIGIBLE TO RECEIVE DIC UNDER 38 USC 101(14) I AM RESPONSIBLE FOR NOTIFYING THE WISCONSIN DEPARTMENT OF VETERANS AFFAIRS AND WISCONSIN DEPARTMENT OF REVENUE.

PLEASE SEND A COPY TO THE AGENCY IN THE CHECKED BOX BELOW:

☐ FAX TO WISCONSIN DEPARTMENT OF VETERANS AFFAIRS ATTENTION: "ELIGIBILITY SECTION WI PTC" AT (608) 264-6089.

☐ WIDOW(ER) AT ADDRESS BELOW OR

☐ MY CVSO'S OFFICE AT ADDRESS BELOW.

CVSO ADDRESS:

Signature: ________________________________ Date Signed: ______________

Address: ________________________________

Daytime Phone Number: ______________ Evening Phone Number: ______________

Page 9
VETERAN’S REQUEST FOR “TAX ABATEMENT LETTER” FROM FEDERAL VA MILWAUKEE REGIONAL OFFICE TO OBTAIN THE WISCONSIN DISABLED VETERANS AND UNREMMARRIED SURVIVING SPOUSES PROPERTY TAX CREDIT

Veteran’s Name__________________________________________________________

VA File # ___________________________ Social Security Number _______ ###-##-####

THE VETERAN LISTED ABOVE IS FAXING THIS REQUEST TO (414) 902-9449 ATTENTION “PUBLIC CONTACT TEAM” AT THE VA REGIONAL OFFICE IN MILWAUKEE, WI. I AM REQUESTING A LETTER CERTIFYING WHETHER I AM CURRENTLY/ OR HAVE BEEN ENTITLED TO A SCHEDULAR 100% EVALUATION OR TOTAL EVALUATION BASED ON INDIVIDUAL UNEMPLOYABILITY (IU) UNDER 38 USC 1114 or 38 USC 1134. ENTITLEMENT TO A TEMPORARY 100% EVALUATION UNDER 38 CFR 4.28, 4.29, or 4.30 DOES not QUALIFY UNDER 38 USC 1114 or 38 USC 1134 AND SHOULD NOT BE INCLUDED IN THE RESPONSE.

PLEASE INCLUDE THE FOLLOWING IN YOUR RESPONSE:

EFFECTIVE DATE VETERAN WAS FIRST RATED 100% OR GRANTED IU, AND

STATEMENT AS TO WHETHER VETERAN CURRENTLY HOLDS A RATING OF 100% or IU.

IF VETERAN IS NOT CURRENTLY ENTITLED TO A 100% EVALUATION OR IU, DATES THE VETERAN WAS PREVIOUSLY ENTITLED TO THESE BENEFITS.

IF MY FEDERAL VA SERVICE CONNECTED DISABILITY RATING WOULD BE REDUCED FROM 100% SCHEDULER OR 100% UNDER 38 USC 1114 OR 38 USC 1134. I AM RESPONSIBLE FOR NOTIFYING THE WISCONSIN DEPARTMENT OF VETERANS AFFAIRS AND WISCONSIN DEPARTMENT OF REVENUE.

PLEASE SEND A COPY TO THE AGENCY IN THE CHECKED BOX BELOW:

☐ FAX TO WISCONSIN DEPARTMENT OF VETERANS AFFAIRS ATTENTION: "ELIGIBILITY UNIT WI PTC" at (608) 264-6089.

☐ VETERAN AT ADDRESS BELOW OR

☐ MY CVSO’S OFFICE AT ADDRESS BELOW.

CVSO ADDRESS:

Signature: _______________________________ Date Signed: __________________

Address: ________________________________________________________________

Daytime Phone Number: _______________ Evening Phone Number: ______________
REQUEST FOR CERTIFICATION FOR WISCONSIN DISABLED VETERANS AND UNREMARRIED SURVIVING SPOUSES PROPERTY TAX CREDIT

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

The provision of your social security number is voluntary. Failure to provide your social security number may result in an information processing delay.

Instructions: All those requesting certification for veterans property tax credit must complete this form in full and attach required documentation as follows: 1) DD Form 214, Certificate of Release or Discharge from Active Duty; 2) certified death certificate (if the veteran is deceased); 3) certified marriage certificate (if the veteran is deceased); 4) Federal VA basic service-connected disability rating notification letter. 5) Original copy of Form WDVA 1805 VETERANS’S RESIDENCY AFFIDAVIT if needed to establish Wisconsin was your “Home of Record” or to establish a 5 year continuous residency. Mail this application and the appropriate supporting documents to: Wisconsin Dept. of Veterans Affairs, Attn: Wisconsin Veterans Property Tax Credit, 201 W. Washington Ave., P.O. Box 7843, Madison, WI 53707-7843.

Requester Name (Print)

Date of Birth

Address

Social Security Number

City, State, Zip Code

Telephone Number

Email Address

I am requesting certification for Veterans Property Tax Credit based on my status as:

☐ Veteran (myself)

OR

☐ Unremarried Surviving Spouse of 100% SCD veteran

☐ Unremarried Surviving Spouse continuing to receive Federal VA Dependency and Indemnity Compensation (DIC) as defined in 38 USC 101 (14).

I am the unremarried surviving spouse of:

Full Name of Veteran

Veteran’s Social Security Number

Veteran’s Date of Birth

Veteran’s Date of Death

Under penalty of law, I attest by my signature that all of the information I have provided on this and related documents is true and complete to the best of my knowledge. I agree to inform WDVA of any change in the circumstances upon which this application is based.

Signature

Date

WDVA 2097 (02/17)

You can access the most recent version of this form from the WDVA website at http://dva.state.wi.us/Pages/newsmedia/WDVAToolkit.aspx