

STANDARD ABBREVIATIONS FOR COMMON WORDS

WORD OR PHRASE	ABBREVIATION TO USE
And	&
Association	ASSN
Attorney	ATTY
Company	CO
Corporations	CORP
Deceased	DEC
Department	DEPT
Federal Association	FA
Federal Savings Bank	FSB
Incorporated	INC
Limited	LTD
Limited Liability Company	LLC
Mount*	MT*
Number	#
National Association	NA
Outlot	OL
Saint*	ST
Savings Association	SA
United States	USA
United States of America	USA
Wisconsin*	WIS*

*Exceptions: (1) Mount, Saint and Wisconsin - use full name for new plats to keep them in the correct alpha order;
 (2) Use WI for street address

STANDARD TITLES FOR GOVERNMENT AGENCIES

(Name of Municipality), (City, Village, Town, County, State) OF

1. Example: MADISON, CITY OF
2. DANE, COUNTY OF

Bureau, Division, Section (...or whatever) **never use**

COMMUNITY DEVELOPMENT AUTHORITY

DANE COUNTY CLERK (TREASURER, etc.) (*exception: SHERIFF OF DANE COUNTY*)

DANE COUNTY DEPT SOCIAL SERVICES (nka DANE COUNTY HUMAN SERVICES)

DANE COUNTY HIGHWAY & TRANSPORTATION DEPT

Dept Workforce Development **use** WIS DEPT WORKFORCE DEVELOPMENT
MADISON HOUSING AUTHORITY
MADISON LANDMARKS COMMISSION
SECRETARY OF HOUSING & URBAN DEVELOPMENT
SHERIFF OF DANE COUNTY
SMALL BUSINESS ADMINISTRATION (instead of US SMALL BUSINESS)
STATE HISTORICAL SOCIETY OF WIS
UNIVERSITY OF WIS FOUNDATION
USA AGRICULTURAL STABILIZATION & CONSERVATION SERVICE
USA DEPT AG
USA DEPT AG COMMODITY CREDIT CORP
USA DEPT AG RURAL HOUSING SERVICE
USA DEPT HOUSING & URBAN DEVELOPMENT
USA FHA DEPT AG
USA FISH & WILDLIFE SERVICE DEPT INTERIOR
USA INTERNAL REVENUE SERVICE
USA RURAL ELECTRIFICATION ADMINISTRATION
USDA NATURAL RESOURCES CONSERVATION SERVICE
US BANKRUPTCY COURT WESTERN DISTRICT OF WIS
US DISTRICT COURT WESTERN DISTRICT OF WIS
US MARSHALL FOR WESTERN DISTRICT OF WIS
US SECRETARY TREASURY DISTRICT OF MILWAUKEE
US SMALL BUSINESS – do not use; use this instead: SMALL BUSINESS ADMINISTRATION
VETERANS AFFAIRS BY ADMINISTRATOR
VETERANS AFFAIRS BY SECRETARY
WHEDA – **also key as** WIS HOUSING & ECONOMIC DEVELOPMENT AUTHORITY
WIS DEPT AGRICULTURE TRADE & CONSUMER PROTECTION
WIS DEPT HEALTH & SOCIAL SERVICES (nka WIS DEPT HEALTH & FAMILY SERVICES)
WIS DEPT NATURAL RESOURCES
WIS DEPT REVENUE
WIS DEPT TRANSPORTATION
WIS DEPT VETERANS AFFAIRS
WIS DEPT WORKFORCE DEVELOPMENT
WIS HOUSING & ECONOMIC DEVELOPMENT AUTHORITY

SCHOOL DISTRICTS - EXAMPLES

JOINT SCHOOL DISTRICT #1 VILLAGE OF MARSHALL (or whatever)

DEERFIELD PUBLIC SCHOOLS

MADISON METROPOLITAN SCHOOL DISTRICT (may add "BOARD OF" at end if on document)

VERONA AREA SCHOOL DISTRICT

PRIVATE SECTOR ORGANIZATIONS

(NOTE: for banks, lenders, and credit union names, key them as they are given on the document; key at least the first two firm names given, making certain that the CURRENT grantor/grantee is keyed – this may mean that you must key a third firm name.)

AMERICAN LEGION POST 50-ELMER PETERSON (or whatever name)

BILL WEBER JR HOMES INC

DON SIMON HOMES INC

FOUR LAKES COUNCIL 415 (or whatever) BOY SCOUTS OF AMERICA

HEART O WIS BROADCASTERS INC

JOSEPH WAYNE CORP

MICHAEL F SIMON BUILDERS INC

MERS -also key as MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC– *exception to rule*

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC

OSCAR MAYER CREDIT UNION

PHI DELTA THETA WIS CHAPTER HOUSE ASSN

PRINCETON CUSTOM HOMES INC

ST VINCENT DEPAUL SOCIETY DISTRICT COUNCIL OF MADISON INC

STATE BAR OF WIS

STATE MEDICAL SOCIETY OF WIS

VFW POST 7591-DONALD & GALEN DAY (or whatever)

WIS CONFERENCE TRUSTEES OF UNITED METHODIST CHURCH INC

WIS EDUCATION ASSN