

Instructions for Wisconsin TeleFile – Sales and Use Tax Return

Before filing, read the latest “Sales and Use Tax Report” at <http://www.revenue.wi.gov/ise/sales/index.html>. These reports contain information that could affect the filing of your sales and use tax return. To obtain e-mail alerts of new Sales and Use Tax Reports and other important sales and use tax information, sign up for the Department of Revenue’s sales and use tax Electronic Mailing list at <http://www.revenue.wi.gov/html/lists.html>. Use these instructions when you file your Wisconsin Sales and Use Tax return by phone. Specific step-by-step instructions for completing a sales tax return can be found in the “Instructions for Wisconsin Sales and Use Tax Return”, Form S-114. Form S-114 is available at www.revenue.wi.gov/forms/sales/s-114.pdf.

Steps to TeleFile

1. Complete the TeleFile Worksheet using these instructions.
2. Call TeleFile. (608) 261-5340 (Madison)
(414) 227-3895 (Milwaukee)
Long distance charges will apply, if applicable.
3. Use the completed worksheet as a reference during the call to enter sales and use tax information.
4. Listen when TeleFile asks you to confirm your entries as correct.
5. Change incorrect entries before going to the next line. Otherwise you will need to hang up and start over.
6. Write the calculated amounts in the shaded areas on the worksheet when TeleFile tells them to you.
7. Follow the TeleFile voice instructions to pay, submit and file.
8. Write your confirmation number on the worksheet.
9. Make your payment on time, if any tax is due.

General Instructions

1. Complete the TeleFile worksheet before making the call.
2. If you have no entry for a line, enter zero.
3. Enter total amounts including cents, then press the # (pound) key. Do not enter decimal points. For negative numbers, press the * (star) key first.
Examples: Enter \$352.95 as 35295#
Enter \$353 as 35300#
Enter negative \$352.95 as *35295#
Enter negative \$353 as *35300#
Enter 0 as 0#
4. To STOP filing your return at any time, simply hang up. Your return will not be filed unless you confirm at the end of the call that you wish to file.
5. Keep your completed worksheet for your records.

Instructions for lines A through D

- Line A** Confirm your 15-digit tax account number is correct.
- Line B** Confirm or enter Period End Date as 4-digits. A 2-digit month followed by a 2-digit year. Quarterly filers use the last month of the quarter. Annual filers use December.
Example: January 2009 is entered as 0109.
- Line C** Have you requested an extension? Check “Yes” or “No”.
- Line D** Write in the calculated due date, if blank. TeleFile calculates the Due date based on the period covered.

Instructions for lines 1 through 29

- Line 1** Enter total sales, if you have no sales to report, enter “0”.
- Lines 2 – 8** Enter subtractions from total sales for each line, if none enter “0.”
Listen for the totals TeleFile calculates and write them in the shaded boxes.
- Line 9** Enter the number of counties for which you report sales subject to county sales tax. If none enter “0” and go to line 13.
- Lines 9a – 11b** Enter the 2-digit county code and the sales subject to county sales tax. Taxable counties and codes are listed in Form S-114, Sales and Use Tax Instructions, and in Publication 201.
If reporting more than 3 taxable counties, make yourself a list of each additional county code and the related sales subject to county sales tax.
- Lines 12a – 12b** Listen for the totals TeleFile calculates. Write these amounts in the shaded boxes.
- Lines 13 – 13b** Enter Baseball stadium district taxable sales. If none, enter “0.” Listen for the total TeleFile calculates and write this amount in the shaded box.
- Lines 14 – 14b** Enter Football stadium district taxable sales. If none, enter “0.” Listen for the total TeleFile calculates and write this amount in the shaded box.
- Lines 15/16 – 18** Listen for the totals TeleFile calculates and write them in the shaded box.
- Lines 19a – 19b** Enter Purchases subject to state use tax. If none enter “0.” Listen for the total TeleFile calculates and write it in the shaded box.
- Line 20** Enter the number of counties you report purchases subject to county use tax. If none enter “0” and go to line 24.
- Lines 20a – 22b** Enter the 2-digit county code and the purchases subject to county use tax. A list of taxable counties and codes is in the instructions (Form S-114) or Publication 201.
If reporting more than 3 taxable counties, make yourself a list of each county code and the related purchases subject to county use tax.
- Lines 23a – 23b** Listen for the total TeleFile calculates and write these amounts in the shaded boxes.
- Lines 24 – 24b** Enter Baseball stadium district taxable purchases. If none, enter “0.” Listen for the total TeleFile calculates and write this amount in the shaded box.
- Lines 25a – 25b** Enter Football stadium district taxable purchases. If none, enter “0.” Listen for the total and write this amount in the shaded boxes.
- Lines 26-29** Listen for the total TeleFile calculates and write the amounts in the shaded boxes.

Your payment options ...

1. Direct Withdrawal

The direct withdrawal payment option is only available during the call in which you file your return. To use the direct withdrawal option, you will need to provide the Wisconsin Department of Revenue (DOR) with your bank account information and authorize DOR to make an electronic withdrawal from your account.

Facts you need to know:

- This transaction authorizes DOR to transfer the specified payment amount from your bank account.
- If you file before the due date, you may choose to “warehouse” the payment, which means that your payment will not be initiated until the due date. Otherwise, the direct withdrawal will be processed the next business day.
- You can pay the total amount due or pay a partial payment.
- Enter the payment amount when requested.

The latest you can initiate a direct withdrawal payment and still have it be treated as timely is by 4:00 PM CT on the due date.

If you choose not to use the direct withdrawal payment option when you file your return, you can make a payment by itself using one of the following other payment options after you TeleFile.

2. EFT (Electronic Funds Transfer) – ACH Credit

If you are registered for the ACH Credit option, you authorize your financial institution to initiate the funds transfer. You must contact your financial institution for its specific instructions. You are responsible to instruct your financial institution to initiate each payment on your behalf.

You will need to contact your financial institution to determine their requirements for timely payment.

3. Credit Card

To pay by credit card, call Official Payments Corporation at 1-800-2PAY-TAX (1-800-272-9829). Or go to <http://www.revenue.wi.gov/faqs/crcard.html>.

Official Payments Corporation charges the taxpayer a convenience fee of \$1.00 for payments less than \$40.00 or 2.5% of the payment amount for payments greater than \$40.00. The Wisconsin Department of Revenue does not receive any portion of the fee.

Sample Check

James P. Taxpayer
Helen A. Taxpayer
16305 Main Ave. NW
Anytown, WI 99999-9999

Date _____

Pay to the Order of _____ \$ _____

1234
15-0000/0000

ANYTOWN BANK
Anytown, WI 00000

Routing number: 250250025
Account number: 2020203456

Memo _____

Do not include the check number

1234

NOTE: The routing and account numbers may be in different places on your check.

4. Payment Voucher

Use the enclosed payment voucher if you choose to make your TeleFile payment by paper check or money order. If not using a preprinted voucher, fill in all of the requested information. Mail the completed voucher and your payment, by the due date, to: Wisconsin Department of Revenue, PO Box 930208, Milwaukee WI 53293-0208.

Need a pre-printed voucher? Request one by:

- Telephone at 1-608-266-2776
- Fax (608) 267-1030
- E-mail to sales10@revenue.wi.gov.

You will need to provide your real name, tax account number, and the period being reported when requesting a preprinted voucher.

Or print your own voucher at <https://ww2.revenue.wi.gov/Tele-IP/application>

ANY QUESTIONS?

Web site: www.revenue.wi.gov

E-mail: sales10@revenue.wi.gov

Write: Wisconsin Department of Revenue, PO Box 8949, Madison WI 53708-8949

Call: (608) 266-2776

Fax: (608) 267-1030

Notes

TeleFile will not be available on Sundays from 5:00 AM to 9:00 AM, due to regular maintenance being performed during these times.