



e-Levy User Guide

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Registration & Accessing your e-Levy Account

New User Registration

All new users for the Department of Revenue's (DOR) **My Tax Account** system must register for a unique username and password. Shared registrations are not allowed for security purposes. If you are already registered, please skip to [Accessing e-Levy](#). **You must have a username before we can grant e-Levy access.**

1. Go to <https://tap.revenue.wi.gov> and click **New? Create new username**



The image shows a login interface with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Log in' button. Underneath the button, there is a link that says 'Forgot username or password?'. At the bottom of the interface, there is a link that says 'New? Create new username', which is highlighted with a red rectangular border.

2. Complete the first section, **Enter Profile Information**, with your desired username, password, and contact information. Select **No** for "Are You a Third Party Preparer?" This question does not apply for levy processors. Click **Next** when complete.

Enter Profile Information

Username	<input type="text" value="elevyuserguide"/>	Your username must be between 5-20 characters and begin with an alphanumeric character.
Password	<input type="password" value="....."/>	Passwords cannot be reused
Confirm Password	<input type="password" value="....."/>	Minimum 8 characters
Secret Question *	<input type="text" value="Required"/>	Passwords must contain both letters and numbers
Secret Answer *	<input type="password" value="....."/>	Passwords must contain both uppercase and lowercase letters
Confirm Secret Answer *	<input type="password" value="....."/>	Passwords must contain at least one special character
Profile Email Address	<input type="text" value="DORFinancialRecordMatching@wisconsin.gov"/>	Your email address must be in a standard format and must not include the characters of "!" or "%". An acceptable email address format example: johndoe@business.com.
Confirm Email Address	<input type="text" value="DORFinancialRecordMatching@wisconsin.gov"/>	
First and Last Name	<input type="text" value="ELEVY USERGUIDE"/>	
Phone Country	<input type="text" value="USA"/>	
Phone Type	<input type="text" value="Business Phone"/>	
Phone Number	<input type="text" value="(608) 327-0477"/>	
Are You a Third Party Preparer?	<input checked="" type="radio"/> No <input type="radio"/> Yes	

3. Click **Next** to continue and enter the **Customer Information** with your business' Federal Employer Identification Number (FEIN), name, and zip code. Click **Next** when complete.

Customer Information

My Tax Account has Three levels of access: Master, Administrator, and Account Manager. The first user to complete an access request will automatically receive Master access. All subsequent users who request access will initially receive Account Manager access. The Master is able to manage access for all Account Managers. Additionally, the Master is able to promote Account Managers to Administrator access which will allow the logon to manage Account Managers as well.

ID Type

Federal Employer ID Number

Federal Employer ID Number

Customer Last or Business Name

THE PIGGY BANK

Customer Zip Code

53713

4. **If you will only be processing levies, choose "Yes" for "Are you an active business customer?"**
Click **Next**.

New Registration

Customer Type

Are you an active business customer?

Select "No" if you are one of the following:

- Registering for an individual income tax or homestead credit account
- An individual registering your collection amount
- Setting up a wage attachment account

If you are a closed business and would like to reactivate, call customer service 7:45 am - 4:30pm, Monday - Friday (608) 266-2776.

5. **DO NOT ENTER ANYTHING.** Click **Submit**.

New Registration

Account Access

Register for one tax type, for example: Withholding tax

If you are an agency registering for a Statewide Debt Collection (SDC) or Tax Refund Intercept Program (TRIP) account, do not enter any information on this screen. Select "Submit", then contact us as DORAgencyCollections@wisconsin.gov to complete your registration.

The Master logon may limit access to specific tax account types.

Tax Account Type

Total Tax Due From Prior Return or Deposit Report

0.00

OR

Letter ID

6. Click **OK** on the pop-up acknowledgement to verify your understanding that usernames cannot be shared.

Confirmation

Each My Tax Account user is required to hold their own username and password. Do not share your My Tax Account username with anyone including a co-worker.

To complete My Tax Account registration, click "OK".

A confirmation screen will display. Click **OK** to go back to the login screen.

Confirmation

Thank you for registering for My Tax Account.

Your confirmation number is **0-843-710-464**. Please keep this for your records.

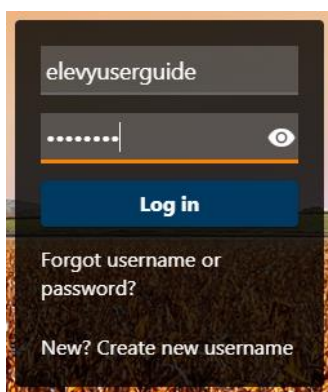
You will receive an email confirmation from the Wisconsin Department of Revenue that includes an authorization code. You will need this authorization code the first time you login to My Tax Account.

[Printable View](#)

[View Submission](#)

[OK](#)

7. Login using your new credentials.



8. The first time you login, you will be given the different options for two-factor authentication. We highly recommend you use two-factor authentication. Choose your desired type of two-factor notification, enter the appropriate information, and click **Confirm** to continue and enter your account.

Protect your My Tax Account profile with two-step verification

Use two-step verification to protect your My Tax Account profile. Once set up, you will receive a unique security code to verify your identity each time you log in.

Authentication App Use an authentication app, such as Google Authenticator, to get security codes. Set Up	Text Message Receive security codes by text message. Add/Change Phone Message and data rates may apply. To stop receiving SMS messages, remove your number above.	Email Receive security codes by email. Add/Change Email
--	---	--

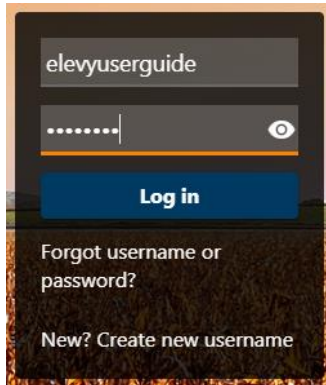
Don't want to use two-step verification? [Disable](#)

[Cancel](#) [Confirm](#)

9. **STOP.** You will not have e-Levy account access until an employee with enough authority at your business submits an **e-Levy User Access Form** authorizing your access to view e-Levy data. This form is available at <https://www.revenue.wi.gov/Pages/Businesses/E-Levy-home.aspx> and includes instructions on how to return it to us for processing. DOR staff will notify you by email once access is granted.

Accessing e-Levy

1. Go to <https://tap.revenue.wi.gov> and log on with your Logon ID and password. (see [New User Registration](#) if you need to create a username and password).



2. You may need to authenticate your session. The system will automatically send you a code by email, text, or ask you to review your authentication device. Additionally, you may check the box next to **Trust this device** to reduce how often you must enter a security code.

Once you have entered the code, click **Confirm**.

Verify Security Code

An email with your My Tax Account security code was sent to d*****@w*****.gov. If you don't see the message, check your spam folder for an email from DOR-DO-NOT-REPLY@wisconsin.gov.

Security Code

Trust this device

Didn't receive your code? Resend

[Cancel](#) [Confirm](#)

3. The **My Tax Account** customer level page displays. The **Levy** account displays automatically. If you do not see your Levy account, [contact us](#). An e-Levy User Access Form may be required or in process.

THE PIGGY BANK

2135 RIMROCK RD
MADISON WI 53713-1443

Welcome, ELEVVY USERGUIDE

You last logged in on Thursday, Jul 22, 2021 1:28:16 PM

[Manage My Profile](#)

[Summary](#) [Action Center](#) ¹ [Settings](#) [More...](#)

Levy 2135 RIMROCK RD MADISON WI 53713-1443 Filing Frequency: None	993-1020000000-02 Balance \$0.00	Send Levy Inquiry Update Levy Response Make Levy Payments Close Account
---	--	--

Tabs available:

- **Summary:** Default screen which shows account types user has access to and common actions taken on those account types
- **Action Center:** Unread letters and messages or required actions are highlighted
- **Settings:** Summary of user's accesses, mail delivery, and payment sources
 - **NOTE:** Users cannot elect to receive levy notices electronically through My Tax Account. Please [contact us](#) if you would like to receive levy notices electronically.
- **More...:** Payments and returns (for users with other types of access), letters, messages, submissions, names and addresses, and W2/1099 submissions

Processing Levy Orders

Making No Funds Levy Responses

1. Logon to **My Tax Account** and scroll to the levy account
2. Click **Update Levy Response**

THE PIGGY BANK
2135 RIMROCK RD
MADISON WI 53713-1443

Welcome, ELEVEY USERGUIDE
You last logged in on Thursday, Jul 22, 2021 1:28:16 PM
Manage My Profile

Summary Action Center **1** Settings More...

Levy
2135 RIMROCK RD
MADISON WI 53713-1443
Filing Frequency: None

993-1020000000-02
Balance
\$0.00

- > Send Levy Inquiry
- > **Update Levy Response**
- > Make Levy Payments
- > Close Account

3. A list of levies displays.

A key to describe the nonpayment responses is at the top left. Your user information shows under preparer information on the top right.

The debtor list shows the issued date of the levy, the primary (first listed on the notice) debtor's name, the last four digits of the primary debtor's SSN or FEIN, a box to remind you of an additional debtor, the letter ID of the levy notice (and a link to it if you receive levy notices electronically), a box to remind you if a levy is continuous or not, the levy amount, and boxes that can be checked with an appropriate levy response.

If the levy is continuous, place a hold on any funds owned by or due to the debtor, up to the full levy amount. Remit funds to DOR or update the reason for no funds once every 30 days. A certain number of consecutive no funds responses will release a continuous levy. We will send an updated notice after the response processes.

Update Levies

For each debtor listed below, check the box that best fits the individual's levy status:

NF: Account exists, but not enough funds

NA: No account found

DA: Account has minimal funds, but no activity/ dormant

PE: Only protected or exempt funds

AC: Account closed, (enter closed date)

If Add'l ID is checked you can view Levy notice to see secondary debtor/ID.

To submit, you must **update** the status for at least **one** debtor.

Preparer Information

Preparer Name : THE PIGGY BANK

Preparer Phone Number : (608) 327-0477

Preparer Email : dorfinancialrecordmatching@wisc

Debtor List

Export 

Issued Date	Primary Debtor	ID	Add'l ID	Letter ID	Continuous	Levy Amount	NF	NA	DA	PE	AC	Closed Date
05-Sep-2021	LUKE SKYWALKER	5555	<input type="checkbox"/>	L4848484848	<input type="checkbox"/>	3,482.37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05-Sep-2021	HAN SOLO	7777	<input type="checkbox"/>	L9292929292	<input type="checkbox"/>	6,085.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cancel

Save Draft

< Previous

Submit

If there will not be a payment, enter the response of the levy for the debtor and letter ID combination by checking the appropriate box.

If you are unable to select a response (the box is slightly shaded) the levy is closed. If you have questions on why you are not able to respond to a levy, please [contact us](#).

- When you are done entering levy responses, click **Submit** at the bottom of the screen.

You can save your progress at any time by clicking **Save Draft** at the bottom of the screen. The confirmation screen will give you the option to **Continue Editing** or **Finish Later**.

If you **Save Draft** and **Finish Later**, see [Viewing and Changing Requests](#) to complete and submit your request.

- You will receive a confirmation number after you submit a request. Requests are processed daily at approximately 4 p.m. CST. Requests submitted after this time will not process until the next business day.

Confirmation

✕

By clicking submit the following levies will be updated according to the information you have provided.

Cancel

OK

Making Levy Responses with Funds

1. Logon to **My Tax Account** and scroll to the levy account
2. Click **Make Levy Payments**

THE PIGGY BANK
2135 RIMROCK RD
MADISON WI 53713-1443

Welcome, ELEVY USERGUIDE
You last logged in on Thursday, Jul 22, 2021 1:28:16 PM
Manage My Profile

Summary Action Center ¹ Settings More...

Levy
2135 RIMROCK RD
MADISON WI 53713-1443
Filing Frequency: None

993-1020000000-02
Balance
\$0.00

- > Send Levy Inquiry
- > Update Levy Response
- > **Make Levy Payments**
- > Close Account

3. The funds responses page displays. The payment source is in the upper left, the payment date and amount confirmation displays in the upper right. A list of levies is towards the bottom.

The debtor list shows the primary debtor's (first listed on the notice) name, the last four digits of the primary debtor's SSN or FEIN, a box to remind you of an additional debtor, the letter ID of the levy notice (and a link to it if you receive levy notices electronically), a box to remind you if a levy is continuous or not, the levy amount, a place for you to enter levy proceeds, the issued date, the due date (when we expect a response), and a changed date which is used to alert you that the levy has been amended or released.

Continuous levies have a checkmark in the continuous column. Place a hold on any funds owned by or due to the debtor, up to the full levy amount, and remit them to us at least once every 30 days. We will send you an updated notice after the payment processes.

Payment

Payment Source

Type

Direct Debit

Bank Account Type *

- Checking
 General Ledger
 Savings

Routing Number *

Required

Populate Routing Number

Account Number *

Required

Confirm Account Number *

Required

Save this payment source for future use

No

Yes

Payment

Payment Date

22-Jul-2021



Amount *

Required

Confirm Amount *

Required

Email Address : dorfinancialrecordmatching@wisconsin.g

Phone Number : (608) 327-0477

If your phone number or email address has changed, go to "Manage My Profile" on your home page and update your information.

You must enter at least one amount below.

Debtor List

Export

Primary Debtor	ID	Add'l ID	Letter ID	Continuou:	Levy Amount	Levy Proceeds	Issued Date	Due Date	Changed
LUKE SKYWALKER	5555	<input type="checkbox"/>	L4848484848	<input type="checkbox"/>	3,482.37	0.00	05-Sep-20; 05-Oct-20;		
HAN SOLO	7777	<input type="checkbox"/>	L9292929292	<input type="checkbox"/>	6,085.28	0.00	05-Sep-20; 05-Oct-20;		

Notes:

You must authorize payment before 4:00 PM Central Time on the payment due date for timely payment.

If you are new to My Tax Account or have changed financial institutions and have fraud protection, you must provide your financial institution with the following department originator number for Levy: X000015200



Cancel

Submit

4. Choose your payment source. If you have a saved payment account, verify that **Default** is highlighted and the correct saved account is showing. Otherwise, click **New** and enter the type of account and the routing and account number. All payments must originate from US-based accounts.

Indicate the payment date. The date defaults to the current processing day. **DOR strongly advises against choosing a future payment date** because levy orders may be amended or released during the hold period.

To remit funds, type the amount you are sending in the **Levy Proceeds** box for each levy. You may enter any amount between \$0.01 and the full amount of the levy. You are not required to send levy payments if less than \$20 is available for capture and may respond "NF" under the **Update Levy Response** page instead.

If you are unable to enter an amount in the Levy Proceeds column, then the levy is closed. If you have questions on why you are not able to remit funds, please [contact us](#).

HAN SOLO	7777	<input type="checkbox"/>	L9292929292	<input type="checkbox"/>	6,085.28	658.75	05-Sep-20; 05-Oct-20;
----------	------	--------------------------	-------------	--------------------------	----------	--------	-----------------------

Type the total payment amount into the **Confirm Amount** box to confirm your total payment.

Payment

Payment Date
22-Sep-2021

Amount
658.75

Confirm Amount
658.75

5. Click the **Submit** button at the bottom of the page. Selecting **Cancel** deletes your request.

You will receive a confirmation number after you submit a payment. Requests are processed daily at approximately 4 p.m. CST.

Confirmation

Your Levy Payment has been submitted. Print a copy for your records.

Your confirmation number is **1-648-648-648**.

Request For: THE PIGGY BANK
Levy
993-1020000000-02

Payment Amount: \$658.75
Payment Date: 22-Jul-2021
Submitted Date: 22-Jul-2021 at 01:57:00 PM

Review your financial institution account to confirm this transaction. It may take up to five business days to post.

While a payment is pending, you may cancel the payment and make a new one.

[Printable View](#)

[OK](#)

Other Features of e-Levy

Searching for a Specific Levy

Sort by Column


e-Levy defaults levy orders from oldest to newest. You can change the sort order by clicking the heading of any column.

For example, clicking the Primary Debtor column header once will sort the list by debtor name from A to Z. Clicking on the column header twice will reverse the order Z to A.

Debtor List													Export
Issued Date	Primary Debtor	ID	Add'l ID	Letter ID	Continuous	Levy Amount	NF	NA	DA	PE	AC	Closed Date	
10-Sep-2021	CHEWBACCA	3333	<input type="checkbox"/>	L4848484848	<input type="checkbox"/>	3,639.44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-Sep-2021	HAN SOLO	7777	<input type="checkbox"/>	L7676767676	<input checked="" type="checkbox"/>	6,148.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-Sep-2021	LEIA ORGANA	2222	<input type="checkbox"/>	L3232323232	<input type="checkbox"/>	1,176.86	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-Sep-2021	LUKE SKYWALKER	5555	<input type="checkbox"/>	L0404040404	<input type="checkbox"/>	3,518.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-Sep-2021	OBI-WAN KENOBI	1111	<input type="checkbox"/>	L6060606060	<input type="checkbox"/>	5,091.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-Sep-2021	PADME AMIDALA	6666	<input type="checkbox"/>	L8888888888	<input type="checkbox"/>	5,091.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

You may also find it useful to sort by Issued Date while inputting responses or payments.

Filtering

Click the  to open a search box. You can search for any criteria (name, last four digits of SSN, letter ID, due date, etc.). The list of accounts now displays only the results containing the search criteria. You can close the filter by clicking the blue X in the right side of the search box.

Debtor List													Export
Issued Date	Primary Debtor	ID	Add'l ID	Letter ID	Continuous	Levy Amount	NF	NA	DA	PE	AC	Closed Date	
05-Sep-2021	HAN SOLO	7777	<input type="checkbox"/>	L9292929292	<input type="checkbox"/>	6,085.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Exporting

Click **Export** to download an XML file of submissions or debtor lists. XML files can be opened in Microsoft Excel for review.

Debtor List										Export
Primary Debtor	ID	Add'l ID	Letter ID	Continuou:	Levy Amount	Levy Proceeds	Issued Date	Due Date	Changed	

Viewing and Changing Submissions

You may **view** submissions made by you or any other user at your business for the account types you have authority to view.

To find submissions, click **More...** at the top of the customer level, then click **Search Submissions** under Submissions on the lower left.

The screenshot shows a navigation bar with the following items: Summary, Action Center, Settings, and **More...** (highlighted with a red box). Below the navigation bar is a search bar with the placeholder text "What are you looking for?". The main content area is divided into six panels:

- Payments and Returns**
 - > Request a Payment Plan
 - > Manage Payments and Returns
 - > View Payment Breakdown
 - > Pay Utility Fees
 - > Pay Real Estate Transfer Fees
- Letters**
 - > View Letters
- Messages**
 - > View Messages
- Submissions**
 - > **Search Submissions** (highlighted with a red box)
- Names and Addresses**
 - > Manage Names and Addresses
- W2/1099 Submissions**
 - > Enter W-2/1099 Information

The default view is **Processed** submissions. You may also view **Deleted** or **Rejected** submissions by choosing the appropriate option. You may also change the date range.

Submissions

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11-2233456

Submissions are things you have submitted online for processing. Common examples include returns and payments.

Submissions older than 12 months can be found using the search.

Processed Deleted Rejected

The search interface is titled "Search" and contains the following elements:

- A "Processed From" date field with the value "23-Dec-2020" and a calendar icon.
- A "Processed To" date field with a calendar icon.
- A blue "Search" button.

Additional tabs may be available if you have **Draft** or **Pending** submissions.

Draft Pending Processed Deleted Rejected

Draft submissions were saved to finish later. You can find them either through the **Action Center** or the **Submissions** screen described above. **Pending** submissions have been submitted but not yet processed and are only under the **Submissions** screen.

Filter

Levy

2135 RIMROCK RD
MADISON WI 53713-1443
Filing Frequency: None

submission hasn't been submitted

You started a submission but haven't submitted it. Submissions may be expired if not submitted.

[View Submission](#)

You can only change your own submissions, and only if they are drafts or pending. Requests process daily at approximately 4 p.m. CST.

To edit a draft or pending request, open the submission then click **Continue Editing**.

Account

Levy
993-1020032734-02
THE PIGGY BANK

Not Filed

Confirmation #
1-994-915-840
Saved 22-Jul-2021 15:39:59 by ELEVY USERGUIDE

[Continue Editing](#)

[Delete](#)

[Continue Editing](#)

Levy Updates

[Levy Status](#)

This will reopen the request so you may make the appropriate changes. Once you have made changes, click **Submit** at the bottom.

You may also choose **Delete** to delete the request instead.

Submitting an Inquiry

Levy Inquiry is a tool that allows you to communicate with department staff safely and securely. Similar to email, you enter a subject line and comments in a text box, then submit. If you have questions related to a specific levy, you may include details such as a complete SSN and name, and know the data is secure.

1. Logon to **My Tax Account** and scroll to the levy account
2. Click **Send Levy Inquiry**.

THE PIGGY BANK

2135 RIMROCK RD
MADISON WI 53713-1443

Welcome, ELEVY USERGUIDE

You last logged in on Thursday, Jul 22, 2021 1:28:16 PM

[Manage My Profile](#)

Levy

2135 RIMROCK RD
MADISON WI 53713-1443
Filing Frequency: None

993-1020000000-02

Balance
\$0.00

[Send Levy Inquiry](#)

[Update Levy Response](#)

[Make Levy Payments](#)

[Close Account](#)

3. Most often your request will be related to a levy issued to your business. Choose your business from the list, then click **Next**.

Message

Levy Inquiry

ELEVY USERGUIDE
dorfinancialrecordmatching@wisconsin.gov

Send a Message

Who is this message concerning?

Filter

This message doesn't concern a specific individual or business

THE PIGGY BANK - 11-2233456

Cancel

< Previous

Next >

- Compose your message as you would an email. You may also include attachments. Click **Submit** to send it to DOR. Please allow two business days for a response.

Message

Subject Request Electronic Delivery of Levy Notices

Message Hello!

How can we request electronic delivery of levy notices? We would like to start receiving them through [eLevy](#) instead of through the mail.

Thanks!
[eLevy Userguide](#)

Attachments

Add

Name	Description	Size (Kb)	Sent
------	-------------	-----------	------

There are no attachments.

Cancel

Save Draft

< Previous

Submit

- Responses can be found in the customer level's **Action Center**...

Summary **Action Center** ¹ Settings More...

Filter

THE PIGGY BANK

2135 RIMROCK RD
MADISON WI 53713-1443

You have an unread message

Messages sent to you may contain important information about your accounts.

[View Messages](#)

...or under **More...** and **View Messages**.

Summary Action Center ¹ Settings **More...**

Q What are you looking for?

Payments and Returns

- > Request a Payment Plan
- > Manage Payments and Returns
- > View Payment Breakdown
- > Pay Utility Fees
- > Pay Real Estate Transfer Fees

Letters

- > View Letters

Messages

- > **View Messages**

Submissions

- > Search Submissions

Names and Addresses

- > Manage Names and Addresses

W2/1099 Submissions

- > Enter W-2/1099 Information

6. The **Inbox** will display. Click the message's subject line to read our response.

Inbox Outbox Archived Search

Messages Archive All

Date	Subject	Account Type	Account ID	Period	
06-Sep-2021	RE: Request Electronic Delivery of Levy Notices	Levy	993-1020000000-02		Archive

7. Once you have read the response, you may either **Reply** or **Archive** the message.

Message Message > Reply > Archive

Levy
993-1020000000-02
THE PIGGY BANK

Notice

Message

From: Department of Revenue
To: ELEVY USERGUIDE (elevyuserguide)
Date: Monday 06-Sep-2021 13:44:16
Subject: RE: Request Electronic Delivery of Levy Notices

Please go to our website (<https://www.revenue.wi.gov/Pages/Businesses/E-Levy-home.aspx>) for the Electronic Delivery Authorization Form, which is on the lower left corner of the page.

You can also add electronic delivery whenever you submit a change to the users who have access to respond to levies for your business on the eLevy User Access Form.

Electronic Delivery of Levy Correspondence

We offer the option to receive all levy correspondence electronically through My Tax Account. With electronic delivery, new levy letters are uploaded as PDF files each night instead of coming to you by postal mail. An email is sent to alert you to review new levies or changes to levy orders.

To enroll in electronic delivery, complete and return an **Electronic Delivery Authorization** form, available at <https://www.revenue.wi.gov/Pages/Businesses/E-Levy-home.aspx>

NOTE: Users cannot elect to receive levy notices electronically through My Tax Account. Please [contact us](#) if you would like to receive levy notices electronically.

To view new levy mail in **My Tax Account**:

1. Logon to **My Tax Account** and click either **Action Center** then **View Letters...**

Summary **Action Center** Settings More...

Filter

THE PIGGY BANK
2135 RIMROCK RD
MADISON WI 53713-1443

6 unread letters ×
Letters sent to you may contain important information about your accounts.

View Letters

2. ...or **More...** then **View Letters**.

Summary Action Center Settings **More...**

Q What are you looking for?

Payments and Returns
> Request a Payment Plan
> Manage Payments and Returns
> View Payment Breakdown
> Pay Utility Fees
> Pay Real Estate Transfer Fees

Letters
> **View Letters**

Messages
> View Messages

3. Unread letters will be in bold. Read letters will not. Click on the letter type to open a specific letter.

NOTE: Letters will show as unread for any user who has not read it. If you know another user has reviewed a levy, you may archive it.

Letters Letters older than 12 months can be found using the search.

THE PIGGY BANK
11-2233456

Inbox Archived Search

Mail Archive All

Sent	Type	Letter ID	Account	Account ID	Period	
10-Sep-2021	Levy Notice - Std Bank	L9999999999	Levy	993-1020000000-02		Archive
10-Sep-2021	Levy Notice - Std Bank	L4848484848	Levy	993-1020000000-02		Archive

4. Archived letters may be viewed under the **Archived** tab, while you may also **Search** for a specific letter by date range, or **Filter** for a letter ID.

Mail

Archive All

L2828282828

Sent	Type	Letter ID	Account	Account ID	Period	
10-Sep-2021	Levy Notice - Std Bank	L2828282828	Levy	993-1020000000-02		Archive

- 5. You can choose to print or save the PDF file. To view and print My Tax Account documents, you must have a current version of [Adobe Reader](#).
- 6. Letters are also available on both the Update Levy Response and Make Levy Payments screens but will return you to the home page if you open them there.

Contact/Questions

We are always happy to help. Our contact information is:

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Email: DORFinancialRecordMatching@wisconsin.gov
Fax: (608) 223-6541
Mail: Financial Record Matching & Levy Unit
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