

**Part 1 – Pass-Through Entity Information**

Pass-Through Entity name			ID number	
Current address				Daytime phone number (   )   -
City	State	Zip code	Email address (optional)	

**Part 2 – Pass-Through Entity Representative**

Describe action (*check one*)

- Appointing the representative named below  
*(Complete Parts 3, 4, and 5)*
- Revoking authority of the representative named below  
*(Complete Parts 3 and 4)*



**Part 3 – Pass-Through Entity Representative Information**

Representative's name (individual, entity or firm)		
Email address		Phone number (   )   -
Mailing address		Apt. no.
City	State	Zip code

**Part 4 – Signature of Person Authorized to Appoint or Revoke Pass-Through Entity Representative**

*The undersigned declares under penalties of law that:*

*I am duly authorized by the pass-through entity identified in Part 1 to appoint or revoke the designation of the pass-through entity representative in Part 3. I understand a photocopy, faxed copy, and/or electronic copy of this form has the same authority as the signed original.*

Signature	Title	Date
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**Part 5 – Signature of Pass-Through Entity Representative Being Appointed in Part 3**

*The undersigned declares under penalties of law that:*

*I am duly authorized as the pass-through entity representative to perform the duties in sec. 71.80(26), Wis. Stats. I understand a photocopy, faxed copy, and/or electronic copy of this form has the same authority as the signed original.*

Signature	Title	Date
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**Note:** All notices that are automatically generated by the department's computer system (e.g. Notice of Amount Due or Notice of Refund/Offset) will be sent only to the taxpayer. Representatives may access copies of most notices through My Tax Account, if the taxpayer authorizes online access to the representative. If the representative does not have access through My Tax Account, they must request copies from the department employee they are working with, or request copies of taxpayer records at <https://www.revenue.wi.gov/Pages/FAQS/ise-request.aspx>.