



Electronically Transmitting Confidential Taxpayer Information

Fact Sheet 5100

revenue.wi.gov

The Department of Revenue (the department) uses several secure methods to electronically exchange confidential taxpayer information with taxpayers and their representatives. Do not send tax returns using one of these methods unless a department employee directs you to. See [Electronic Filing - Basic Information](#) on the department's website for more information.

My Case Manager (MCM) Secure Messaging

Exchange messages and files securely using My Case Manager (MCM) Secure Messaging through the department's My Tax Account (MTA) application. Users must be registered for MTA to use MCM Secure Messaging. See instructions for using MCM Secure Messaging in [Publication 701, My Case Manager User Guide](#).

Secure File Transfer

Exchange information using one of the department's secure file transfer services. Taxpayers and their representatives can find [instructions for sending or receiving secure files during an audit](#) and [general instructions for transferring confidential files](#) on the department's website.

Cisco Registered Envelope Service (Encrypted Email)

Exchange emails with attachments using Cisco Registered Envelope Service (encrypted email). See [instructions for using encrypted email](#) on the department's website. If you experience problems receiving emails, contact your IT staff or internet service provider so they can adjust your spam filter settings. Visit [Cisco's Registered Envelope Service Help](#) site for more information.

DocuSign

Sign and send documents to the department electronically using DocuSign. Ask a department employee if you can use this method for your purposes. See [Using DocuSign: Recipient Instructions](#) on the department's website for more information.

Unsecured Transfer of Confidential Information

The department strongly encourages using one of the secure methods above to exchange confidential taxpayer information. Taxpayers and their representatives who want to exchange information using non-secure methods (such as Dropbox or regular email) will be asked to sign a waiver. The waiver must be completed, signed, and sent to the department electronically using DocuSign.

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