Attachments

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1. What are Attachments?

Attachments are additional information/documents the Wisconsin Department of Revenue (DOR) may request when you file your Manufacturing Forms (M-Forms).

2. Do I need an Attachment?

When you e-file, only certain schedules and/or questions need additional information (ex: appraisal, sketch, asset listing or other document).

3. **How do I make the additional information/documents ready to use as an attachment?**

- **If you have an electronic copy of your document**
  o Save the document in one of the following acceptable file formats: PDF, TIF, JPG, BMP, Microsoft Word or Excel

- **If you do not have an electronic version of your document**
  o Create an electronic file by scanning the document
  o Save the scanned document in one of the following acceptable formats: PDF, TIF, JPG, BMP, Microsoft Word or Excel

4. **How do I attach my additional information/documents when I e-file?**

   In Adobe Reader:

   - Click the " " symbol

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     1. Click "Add Attachment"
     2. Locate your document in the "Add Files" window that appears
     3. Double click the file you would like to attach

   - If you successfully attached the file, it will appear at the top of the attachment window (shown below left). You may now submit your return.
   - Repeat this process if you have more than one document to attach

   If the "Add" button does not work, do the following:
   1. Right-click on your document
   2. Select "Save Target As" to save to the document to your desktop or another folder
   3. Re-open your saved document
   4. Attach document to your return

5. **Is there a size limit for an attachment?**

   Yes. DOR cannot receive more than 16 MB of data attached to a single e-filed return.

   - 16MB maximum is the total combined size for all attachments
   - Large attachments can take a long time to electronically submit and can be disrupted
   - If a disruption happens and you do not get your confirmation number, you must submit your return again
   - **Note:** It is best to use a PDF file format since it generally is smaller in size

6. **My attachment is too large to send electronically. Can I still e-file?**
   - Yes. Remove the attachment from your M-form and submit the return without the attachment
   - After you electronically file your M-Form, submit your documents by fax, mail and/or email to the Manufacturing & Utility Bureau District Office in your area.

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