

Electronically file (e-file) Manufacturing Forms (M-Forms) Common Questions

E-filing M-Forms

1. What is electronic filing (e-filing)?
2. Why should I e-file my M-Form and what is required?
3. Is there a fee to e-file with the manufacturing assessment system?
4. Where do I find the electronic M-Forms?
5. How do I know which M-Form to file?
6. How do I start to e-file my M-Form?
7. How do I add a schedule to the form?
8. How do I submit the Fixed Asset List?
9. While completing my M-Form, I answered some questions incorrectly. Can I change my answers?
10. Can I view and print my return before filing it with DOR?
11. Should I print, sign and send my return to DOR as a backup?
12. Can I e-file an amended return?

1. What is electronic filing (e-filing)?

E-filing is submitting tax returns to the Manufacturing Assessment System electronically over the Internet.

2. Why should I e-file my M-Form and what is required?

Reasons to e-file:

- You can prepare, save, file, view and print returns and assessments
- It's free and available 24 hours a day, seven days a week
- Previous year's data is carried over and automatically filled (auto-filled) into the current form
- It's more accurate since the system checks for errors
- Provides immediate confirmation that the Wisconsin Department of Revenue (DOR) received your return

Requirements:

- You must [register](#) for a Web Access Management System (WAMS) User ID
- Submit an [authorization request](#) to DOR requesting account access

3. Is there a fee to e-file with the manufacturing assessment system?

No. This system is free and available to all taxpayers and tax preparers.

4. Where do I find the electronic M- Forms?

The M-Forms are located on our [Manufacturing Forms](#) page.

5. How do I know which M-Form to file?

- **M-P Form** –if your business is classified as Manufacturing for property tax purposes, use this form to report personal property
- **M-R Form** –if DOR determined the real estate parcel(s) where your business is located is classified as Manufacturing for property tax purposes, use this form to report real estate accounts
- **M-L Form** –if you are a leasing company, use this form to report leased equipment located at a manufacturing company

6. How do I start to e-file my M-Form?

- Go to our [Manufacturers](#) page and review the M-Form information
- If you are already authorized to e-file the account:
 - Log into the [Manufacturing Assessment System](#) using your WAMS User ID and password
 - To choose the account you wish to access from "Authorized Accounts," click the blue State ID #
 - On the "Account History" page, verify the information shown and select "Download Form"
 - Save the form, enter your data and submit the return

Navigation tip - Do not use back browser button.

To navigate through the Manufacturing Assessment System, use the (gray) buttons within the application instead of your browser's "forward" and "back" buttons.

7. How do I add a schedule to the form?

The available schedules are listed on the first page of each M-Form. Check the box next to the schedule you would like to add.

8. How do I submit the Fixed Asset List?

See attachment [instructions](#).

9. While completing my M-Form, I answered some questions incorrectly. Can I change my answers?

- **Before submitting your return** – you can make changes to your return, but changing an answer to one question may impact another
- **After submitting your return** –you can no longer change your answers to your original return. However you can file an [amended return](#).

10. Can I view and print my return before filing it with DOR?

Yes. The form is an Adobe PDF that you will download and save to your computer. You can view and print it at any time.

11. Should I print, sign and send my return to DOR as a backup?

- **No.** If you e-file your return **do not send** DOR a copy
- Once you successfully submit your return, a confirmation number is created for your records
- You can view the current status of your account on both the "Authorized Accounts" and "Accounts History" pages

12. Can I e-file an amended return?

Yes. If you e-filed the original return, you can also e-file your amended return.

- On the "Account History" page under "Filing History," select "Amend Filed Return." Make your changes and click "Submit."
- After you file your amended return, the account status on both the "Authorized Accounts" and "Accounts History" pages will change to Amended

For more information, contact the [DOR Manufacturing & Utility Bureau District Office](#) in your area.

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