

Troubleshooting Download, Form, & Submission Issues for Manufacturing M-Forms

A. Accessing M-Forms

1. You must use **WAMS** to enter the Manufacturing Assessment System (MAS)

- a. Go to the Wisconsin Department of Revenue (DOR) [Manufacturing web page](#)
- b. Click "E-File/amend M-Form" in the "Online Services" box
- c. Enter your WAMS ID and password, then click **Login**
 - If you receive *Error code 404*, make sure you are using the "E-File/amend M-Form" link from the [DOR Manufacturing page](#) and not one you previously bookmarked
 - You cannot login under My Tax Account



WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

WARNING: This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties.

Login

2. If you don't remember your WAMS ID or password

- a. Visit on.wisconsin.gov
- b. Choose "Account Recovery"
- c. Follow the instructions to recover your information

B. Requirements to download M-Forms

1. My form will not download

There are minimum requirements for downloading forms

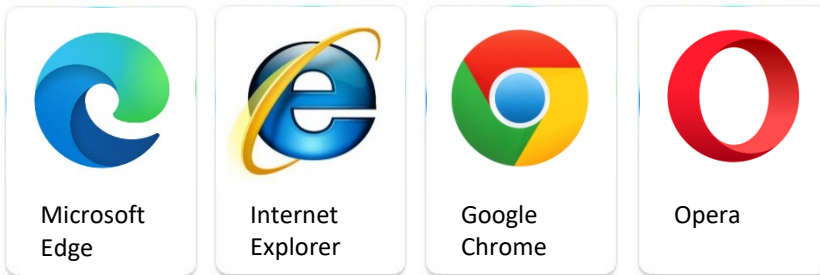
- a. Browser must be at or a higher version than:
 - Internet Explorer (IE) 8.0
 - Chrome 11.0
 - Microsoft Edge
 - Opera 11.0
- b. Your settings must support Secure Sockets Layer (SSL) 128-bit encryption
- c. Cookies must be allowed, and JavaScript must be turned on
- d. You must have the most recent version of Adobe Reader installed. Enable the plugin if necessary. The forms will not work with any other PDF reader (e.g., Nitro Reader, Foxit Reader, Expert PDF Reader, or Slim PDF).
- e. Make sure your firewall or anti-virus software is not blocking the new tab from opening

Note:

- The forms will work on an Apple computer with Adobe Reader installed, but will not work on an iPad or iPhone
- If you cannot do any of the above yourself, contact your company's Help Desk or Technical Support

C. Getting to the M-Forms

1. These are the supported web browsers



2. I see a "Please Wait" message

a. From the MAS home page:

- 1) Click the account you would like to access
- 2) Go to your "Account History" page and click "Form Downloaded" in the "Filing History" box

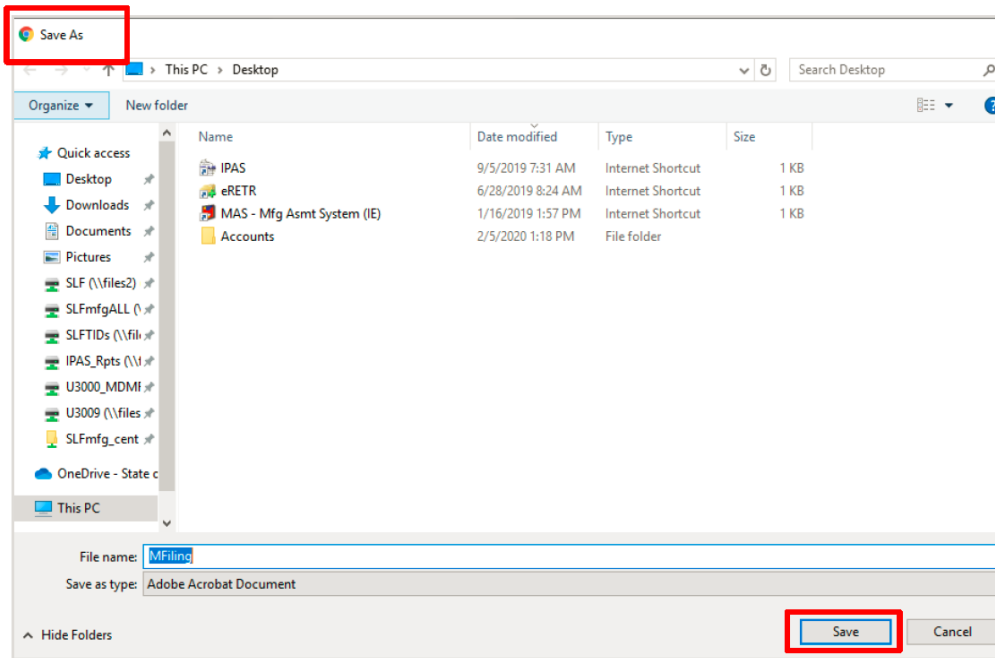
The screenshot shows the "ACCOUNT HISTORY" page. At the top right, it says "ACCOUNT HISTORY". Below that are buttons for "Quit", "Help", "Back", and "Refresh". The page displays account information: "State Id", "Name:", "Local Number:", and "Account #:". There are two main sections: "Mailing Address" and "Situs Addresses (1)". The "Filing History" section is highlighted with a red border. It contains several buttons and their descriptions: "Request Extension" (Request extension for the April extension deadline), "Record Sale" (Record sale of property to another owner. The owner of record as of January 1 is required to file.), "Print Filed Return" (Print filed return or select appropriate year from the list below. Note: If the button is grayed out, click "Refresh" above.), "Download Form" (Download time is affected by amount of data and speed connection. If you have issues downloading or filing the form, review our [troubleshooting guide](#)), "Change Company Info" (Update Company's name/address. Changes do not appear immediately in the system), and "Req Auth User Remove" (Request removal of an authorized user. Changes do not appear immediately in the system.). Below these buttons, it shows "Filing Year: 2020" and "Filing Type" with a red box around the "Form Downloaded" link. Below that, it shows "Filing Year: 2019" and "Filing Type" with links for "Completed Audit" and "Timely Filed Electronic return".

b. After clicking "Form Downloaded," the "Return PDF download record" page appears

- 1) Right-click "Direct form Link"
- 2) Select "Save link as..."

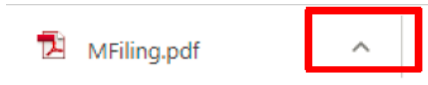
The screenshot shows the "Return PDF download record" page. At the top right, it says "Return PDF download record". Below that are buttons for "Back". The page displays a message: "For draft returns the only information we retain is the history of PDF down...". There is a table with columns "User" and "Time". The first row shows "0 Tim Johnson" and "2020-05-02 11:1...". A red box highlights the "Direct form Link" in the table. A red arrow points from this link to a context menu that appears over the table. The context menu has options: "Open link in new tab", "Open link in new window", "Open link in incognito window", "Save link as..." (highlighted with a red box), and "Copy link address".

c. In the "Save As" window, choose a location to save the form, then click "Save"

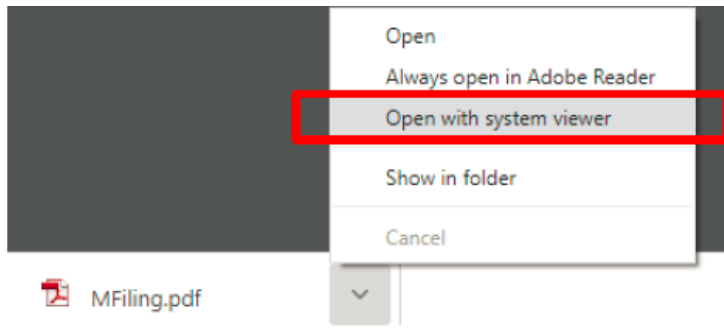


d. After saving the form, it appears in the bottom of your screen in the download bar

1) Click the Up Arrow icon next to the document to view a dropdown menu



2) In the dropdown, select "Open with system viewer." You may need to select "Allow" if you are asked to "Trust wi.gov." It may take up to 15 seconds to open. The form opens in Adobe Reader (see [PDF Viewer Requirements](#)).



3) Your form is now open and ready to complete/file

FORM M-P

Important - Before you start filing:
1. Save the form to your computer folder or desktop.
2. Go back to the "Account History" page. Either select:
- "Quit" to exit the Manufacturing Assessment System or
- "Back" to go to the "Authorized Accounter" page.
3. Reopen the form you saved to your computer and begin entering information.
4. As you enter information, save your form periodically.
5. When you are done, select "Submit" to file your form.

Assessment date as of: January 1, 2021
Due date: March 1, 2021

Wisconsin Manufacturing Personal Property Return 2021

*****Notice regarding changes for 2021 M-P Filing due to 2017 Wis. Act 59*****

- Machinery, tools and patterns exemption, created in sec. 70.11(27), Wis. Stats., does not apply to DOR assessed manufacturing personal property. Only locally assessed (commercial) machinery, tools and patterns are exempt.
- Computerized equipment exempt under Sec. 70.11(39) and 70.11(39m), Wis. Stats., is now reported on Schedule YP, Line 9. Review the filing instructions for more information.

Instructions

1. Use this form to report only personal property classified as manufacturing by the Wisconsin Department of Revenue (DOR).
2. Select the schedules for this return – check or uncheck the boxes below to add or remove schedules.
3. Since some schedules are required, they are already selected for you and cannot be removed (A, P, S, Y-P). If you filed a schedule last year, you must continue to file that schedule until the declared value is zero.
4. Use the scroll bar or arrow keys to navigate through each page; use tab key to move to the next field.
5. Complete the appropriate schedules. **Note:** if you are a first time filer, you must also attach an asset list if you did not already submit one.
6. After you complete your return, review for accuracy and verify it is true, correct and complete. When you are ready to file, select "Submit Return" on the last page.
7. A recently added schedule can be deleted by unchecking the corresponding box below. **Note:** not all schedules can be deleted (see Item 3 above).

Schedule A <input checked="" type="checkbox"/>	Schedule P <input checked="" type="checkbox"/>
Manufacturing Personal Property Return	Physical Location / Former schedules LI & LB
Schedule Y-P <input checked="" type="checkbox"/>	Schedule S <input checked="" type="checkbox"/>
Personal Property Return	Taxable Supplies and Expensed Assets
Schedule B <input checked="" type="checkbox"/>	Schedule F <input checked="" type="checkbox"/>
Boats and Watercraft	Furniture, Fixtures and Office Equipment
Schedule M <input checked="" type="checkbox"/>	Schedule O <input checked="" type="checkbox"/>
Machinery, Tools, Patterns and Shop Equipment	Other Property Not on Previous Schedules
Schedule N <input checked="" type="checkbox"/>	Schedule L <input checked="" type="checkbox"/>
Boilers Assessed as Personal Property	Leased (and Rented or Loaned) Items
Schedule D <input checked="" type="checkbox"/>	
Copiers, Telephone Systems and Equipment	

Revision: 125952
Revision Date: 2020-11-04
Form: Form_MP_2021

Watch for these symbols

When these appear in the form, use the mouse and hover over the symbol to view the message.

- Help is available for the field. Hover over the symbol for more information.
- There is an error in the field. View the message and fix the error. You must fix all errors before you can submit the form.
- There is a warning or caution about the field. Review what you entered.

Other Help:

- [Instruction Booklet](#)
- [Attaching a file](#)

3. I clicked "Download Form" and there was a flash, but no form. My "Account History" page now says "Form Downloaded" but I still can't find the form

Your anti-virus software may be blocking the download from opening page. See [2b.\) "After clicking Form Downloaded"](#) for details.

4. Whenever I try to save the M-Form, the system wants a new name

Your Adobe Reader may be working in "Protected Mode."

In Adobe Reader:

- Open the "Edit" dropdown
- Select "Preferences"
- In the new window, under "Categories," select "Security (Enhanced)"
- Uncheck "Enable Protected Mode at Startup"
- Click "OK"

D. Submitting the Form

1. I can't submit the M-Form, even though there are no errors

There are settings in Adobe Reader that can block access to communicate back through the internet to the Department of Revenue.

In Adobe Reader:

- Open the "Edit" dropdown
- Select "Preferences"
- In the new window, under "Categories," select "Trust Manager"
- Select "Change Settings"
- Type in **wi.gov** into the "Host Name" field, then select "Allow"
- Click "OK"