

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

General Account Questions

1. I'm in *My Tax Account* and can't see my manufacturing accounts. Why not?
2. Can multiple users access an account at the same time?
3. Can I download the pre-filled M-Form more than once?
4. I have a new location for my property. How do I report the new location?
5. I purchased a real estate parcel that is used for manufacturing. What should I do?
6. My property sold. What are my filing requirements? Do I need to let someone know?
7. I am no longer in business. What are my filing requirements? Do I need to let someone know?
8. How do I add a new account to my authorized accounts list?
9. I recently added a new account. Why doesn't it show up on my authorized account list?
10. How can I get a copy of last year's return?
11. My firm is trying to electronically file an M-L Form for a new leasing company. The leasing company does not have a State ID number. What should I do?

1. I'm in *My Tax Account* and can't see my manufacturing accounts. Why not?

- *My Tax Account* is a separate system. You must be in the [Manufacturing Assessment System](#) to view and access your accounts.
- Once you are in the Manufacturing Assessment System you can log into the Web Access Management System (WAMS) using your User ID and Password
- You can also access the [Manufacturing Assessment System](#) from our [Electronic filing \(e-filing\) Manufacturing M-Forms page](#)

2. Can multiple users access an account at the same time?

No. Only one authorized user can access an account at a time. If the account is already open and in use, other authorized users are "locked" out of the account.

- The "Authorized Accounts" page lists accounts you are authorized to access
- If an account is already open by another authorized user, the State ID # is black and is not underlined. Hover over the ID number to see which other authorized user is in the account.

3. Can I download the pre-filled M-Form more than once?

- Yes. If you are an authorized user, you can download the pre-filled M-Form
- A list of downloaded M-Forms is available on the "Account History" page until the form is filed
- Although multiple authorized users may download a form, once a downloaded form is submitted, the other saved forms cannot be filed. This prevents multiple users from accidentally overwriting each other's work.

4. I have a new location for my property. How do I report the new location?

Contact a Wisconsin Department of Revenue (DOR) appraiser at the [Manufacturing & Utility Bureau District Office](#) in your area. Explain the property location changes to the appraiser. He or she will inform you of your filing requirements.

5. I purchased a real estate parcel that is used for manufacturing. What should I do?

Contact the [Manufacturing & Utility Bureau District Office](#) in your area. Explain the property status changes to the appraiser. He or she will inform you of your filing requirements.

6. My property sold. What are my filing requirements? Do I need to let someone know?

- Yes. You need to inform DOR that you sold your property.
- **Electronic filers** – must log into the Manufacturing Assessment System. On the Account History page for the property that sold, select "Record Sale," answer the questions and save.
- **Paper filers** – must print and complete the "Sale Information" schedule and send it to the [Manufacturing & Utility Bureau District Office](#) in your area

- You can also contact the [Manufacturing & Utility Bureau District Office](#) in your area to discuss the status of your account

7. I'm no longer in business. What are my filing requirements? Do I need to let someone know?

- Yes. You must inform DOR that you are no longer in business.
- Contact the [Manufacturing & Utility Bureau District Office](#)

8. How do I add a new account to my authorized accounts list?

To add a new account, you must submit an authorization request to DOR.

9. I recently added a new account. Why doesn't it show up on my authorized account list?

After submitting a signed electronic authorization request for a new account, it may take up to 24 hours for DOR to process the authorization request.

10. How can I get a copy of last year's return?

If you are an authorized account user, go to the "Account History" page and follow the instructions to print prior e-filed returns.

11. My firm is trying to electronically file an M-L Form for a new leasing company. The leasing company does not have a State ID number. What should I do?

For the first year you must file a [paper M-L Form](#). This allows DOR's Manufacturing staff to audit the return and determine future filing requirements.

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

Last updated January 15, 2015