

Electronically Filing the Municipal Financial Report (MFR) Forms

General: These forms were updated to allow a user to save the form to their PC or some other storage device, and to allow the user to submit the form electronically. A user can download this form and complete it off-line except for step 4, and to submit the form.

1. Review the instructions for the form to be filed.
2. To begin filing, click on the applicable form link on the DOR webpage at:
<https://www.revenue.wi.gov/pages/form/govmfr-home.aspx>
3. Read the instruction on the first page of the form, then click the "Start Filing" button located below instruction number 5 to begin.
4. **This step for Form C only** - Once you have entered the information in the boxes to identify the municipality, click on the "Verify" button. The county and municipality code boxes should populate with your county municipal code. If correct these numbers are correct, continue through the form.
5. Tab to the contact and preparer's fields and enter applicable data.
6. Tab through the document entering all applicable data.
7. The form contains "Identify" buttons. These are fields that can normally be expanded to allow additional lines of detail. To add a line for detail related to that line click on the button. To add another line, click on the button. To delete a detail line added in error, click on the X to the right of the line.
8. Read the Signature Statement at the end of the file and select "Yes" or "No".
9. To submit the document to DOR, press the "Submit Return" at the end of the document.
10. The document can not be submitted with errors. Errors will be listed in the error message box located below the "Submit Return" button.
11. Correct errors and submit.
12. Form F-65 from the U. S. Census Bureau should be scanned and attached to this Financial Report Form prior to submitting the form, or it can be mailed to DOR in the envelope provided.