



WISCONSIN DEPARTMENT OF REVENUE
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State of Wisconsin • DEPARTMENT OF REVENUE

REGISTRATION UNIT
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January 30, 2012

Letter ID:

Business Tax Registration Greeting Letter

Type of Tax Account	Tax Account Number	Beginning Effective Date	Filing Frequency
Withholding Tax	<input type="text"/>	1/1/2012	Quarterly

The Wisconsin Department of Revenue has received your Application for Business Tax Registration and welcomes you as a registrant. The account number(s) assigned to you as a Wisconsin business registrant are referenced above and also on the enclosed Registration Certificate. The enclosed Registration Certificate identifies all permits, licenses, or certificates you hold with the Department of Revenue. This certificate confirms that you are registered with the department for those tax types. **PLEASE RETAIN THIS CERTIFICATE AS PROOF OF REGISTRATION.** If you hold an alcoholic beverage authorization, you must display your certificate at all times on the premises of the business location shown on your certificate. This certificate is not transferable.

Please review the information on your certificate to ensure correctness. It is important that you notify us of any change in ownership of your business, name, address, or if you discontinue or sell your business. When you contact us about these changes, please include the following information:

1. Account number(s) that are impacted by the change.
2. Legal/Real name of your business.
3. Business name(s).
4. Federal Employer Identification Number (FEIN), if you have one.
5. Type of change being made.
6. Effective date of the change.

If you need to obtain a business tax form or set of instructions quickly, visit our web site at www.revenue.wi.gov. You will find most forms and instructions are available for printing or downloading. Please feel free to contact us with any questions or comments you may have by using the e-mail address, mailing address, or telephone number listed in the letterhead.

WITHHOLDING TAX

Your withholding tax account has been assigned a quarterly filing basis. The beginning effective date for filing reports is listed on the first page of this letter.

You must file a Deposit Report for each reporting period and an Employer's Annual Reconciliation of Tax Withheld from Wages (Form WT-7) each year, whether or not any taxes were withheld during the period covered. Taxes withheld each quarter must be reported and deposited on or before the last day of the month following the last month of the quarter. Example: Taxes withheld for the January through March quarter must be reported and deposited on or before April 30th. Failure to timely file will result in the department issuing an estimate of tax.

As a quarterly filer you are required to electronically file (e-file) your Form WT-7 per Wisconsin Administrative Rules (Rule Tax 2.04(2)(de)). For additional information regarding e-filing, please see the department's web site at <http://www.revenue.wi.gov/html/with.html>. Until you can begin filing electronically you may use the department's on-line fill-in form on our web site at <http://www.revenue.wi.gov/forms/with/index.html>.

If you believe the requirement to file electronically causes an undue hardship for your business, you may request a waiver. Requests must be made in writing using the department's Electronic Filing or Electronic Payment Waiver Request (Form EFT-102) which is found on our web site at <http://www.revenue.wi.gov/html/formpub.html> under the heading labeled 'Tax Return Information'.

Many questions about withholding can be answered by reading the Wisconsin Employer's Withholding Tax Guide (Publication W-166) online at <http://www.revenue.wi.gov>.

MY TAX ACCOUNT - ONLINE FILING/PAYING FOR BUSINESS TAXES

My Tax Account is the free on line business tax service that allows businesses to access their accounts with the Department of Revenue in order to view current account status, file and amend returns, make payments and manage and update account information. It's simple, secure and available 24 hours a day, seven days a week. You can register for My Tax Account at www.revenue.wi.gov.

Sincerely,

Registration Unit