

Checking an Account's Filing Status in My Tax Account

You can check an account's status (whether it's been filed or has an extension) using one of the below methods.

1. Submissions

- Log in to My Tax Account
- Choose a customer from your accounts
- When in the account, select **More...** under the account's name and address
- Select **Submissions**, then **Search Submissions**

The screenshot shows the account profile for ACME CORPORATION. The navigation menu includes Favorites, Summary, Action Center, Settings, and More... A green arrow points from the 'More...' menu to the 'Submissions' option in the main content area. The 'Submissions' section includes a 'Search Submissions' link.

- Under **Submissions**, you can view the customer accounts and see if a return was already submitted or an account has an extended due date. You can also see the date an account was extended or submitted.

Submissions						Filter
Date	Title	Account	Account ID		Period	
03-Feb-2023	Extension to File	Manufacturing Real Estate	237-000	-010	31-Dec-2023	
03-Feb-2023	Extension to File	Manufacturing Personal Property	238-000	-011	31-Dec-2023	
03-Feb-2023	Extension to File	Manufacturing Personal Property	238-000	-012	31-Dec-2023	

2. Action Center

From the MTA home page, select **Action Center**

- When there is an approaching deadline, an alert appears in a red circle next to **Action Center**. Here, there are **59** accounts that need attention.
- Click **Action Center** to view the accounts

The navigation bar shows 'Select a Customer', 'Favorites', and 'Action Center' with a red circle containing the number 59 next to it.

The Action Center displays two alerts for accounts that need attention. Each alert includes the account name, ID, address, and filing frequency, along with a message that the return submission hasn't been submitted and a 'View Submission' link.

Account Name	Account ID	Address	Filing Frequency	Alert Message
Manufacturing Personal Property	00-0000000	ABC Widgets 100 Main St Deerlaken, WI 55443	Annual	Personal Property Return submission hasn't been submitted. You started a submission but haven't submitted it. Submissions may be expired if not submitted. View Submission
Manufacturing Real Estate	00-0000000	ABC Widgets 100 Main St Deerlaken, WI 55443	Annual	Real Estate Return submission hasn't been submitted. You started a submission but haven't submitted it. Submissions may be expired if not submitted. View Submission

- c. From your account list, select a customer with an alert. You can also see which accounts need attention.
- d. Click the account to see the alerts

UMBRELLA CORPORATION 1

11-1111111

One Main St, Deerlaken, WI 55555

Manufacturing Personal Property

Action Center Items 5

5 Manufacturing Personal Property accounts > View Accounts

- e. You can view the alerts by the specific accounts. If the account has an alert, click the red circle to view the message.

-007 1
-008 1
-009 1
-010 1
-011 1

- f. If you don't see an alert next to an account, that account does not need attention

Manufacturing Personal Property

3 Manufacturing Personal Property accounts

> View Accounts

Manufacturing Real Estate

5 Manufacturing Real Estate accounts

> View Accounts

2-015

2-016

2-017