

MY *tax* ACCOUNT

Training Webinar for New Users Outline

TOPICS COVERED BY THIS WEBINAR

- **My Tax Account Logon**

- ✓ Registering for *My Tax Account*
- ✓ Unlocking an Account
- ✓ Resetting a password
- ✓ Security

- **Profile Information**

- ✓ Updating bank account information
- ✓ Updating contact and security information
- ✓ Managing accesses to your account

- **Requests and Notices**

- ✓ Printing a Seller's Permit
- ✓ Printing a Business Tax Registration Certificate
- ✓ Viewing and Printing Documents
- ✓ Adding or Closing Accounts
- ✓ Requesting an extension
- ✓ Appealing a Notice

- **File and Pay**

- ✓ WT-6 Withholding Tax Deposit
- ✓ WT-7 Withholding Annual Reconciliation
- ✓ W-2's with WT-7
- ✓ ST-12 Sales and Use Tax Return
- ✓ Making Payments
- ✓ Amending returns
- ✓ Saving a Return and Submitting once saved

- **Webinar Information**

- ✓ After registering, you will receive an email on how to access the webinar
- ✓ This webinar is compatible with PC or Mac computers
- ✓ You will not need a microphone
- ✓ We will answer questions live during the webinar
- ✓ A video playback will be available shortly after the Webinar at revenue.wi.gov/training/index.html