



Q&A from MyDORGov Annual Refresher Webinar (May 21, 2025)

1. Does a deputy clerk/treasurer file under a clerk or is there some other request label used?

Deputies must request access to file on behalf of the clerk or clerk/treasurer, whichever office is in their municipality. Since the deputy clerk/treasurer would like to file forms, they should specify "all access" when they submit their request.

2. Can you suggest a webinar that reviews how the Municipal Financial Report (MFR) is used? It would help me when I am coding the general ledger numbers for each category. I know that some information is used for highway aids, but I would like to know how the other information is used to help me know how to code revenues and expenses.

We suggest visiting our [DOR Municipal Financial Report \(MFR\) Training Videos](#) web page. In addition to training videos, it also has links to common questions and form instructions. If you have further questions, contact us at lgs@wisconsin.gov.

3. I am a deputy county treasurer. To obtain access, do I need to request access from my county treasurer? Or do I need to request an office?

You need to request access from your county treasurer. On the "User Information" page, click "Request Access" and make your request by selecting the appropriate office, entering the district/company, and specifying the form and access type you are requesting. Click the green help symbol next to "Comments" for access type definitions. Once your request is approved, your access on behalf of the officeholder (in this case, your county treasurer) is listed in the "Your Access Summary" panel.

4. Our municipal clerk is retiring this fall, and I will be taking over filing some forms. Do I request access by requesting an office (won't hold the office, yet) or request access on behalf of? Then once I hold the office how do I change that to holding the office instead of just having access on behalf of?

Before the current clerk retires, click "Request Access" on the "user information" page so the outgoing clerk can grant you access. After the clerk retires and you hold the office, file an SL-302M within MyDORGov to update the clerk information. You do not need to complete an office request.

5. If I don't need to file a form, is it still listed on my "form filing" page?

Yes. Some forms are optional and only certain municipalities are required to file them. These optional forms include Room Tax Report (SL-304), Request for Chargeback of Rescinded or Refunded Taxes (PC-201), and Request for Sharing of Non-Manufacturing Omitted Property Tax (PC-205). If you're unsure if you need to file a form, contact us at lgs@wisconsin.gov to confirm.

6. When I view a pending request for access, I am only seeing, "select forms requester can file on your behalf" and do not see options for giving "view-only access" to the forms.

The view, edit and all access options were not available at the time of this webinar. We were providing you with a preview. However, this MyDORGov enhancement is now available. If you have questions, contact us at lgs@wisconsin.gov.

7. How do I remove the person (officeholder) who granted access and change it to me, because that person left the officeholder position?

On the user information page, click "Request Office" and select the appropriate office and provide your information. DOR will review and update the officeholder information you provided.

8. I am a town clerk and have to access all these boxes and forms, and I do not recall creating a MyDORGov account. Why do I need to be enrolled in this program?

If you are a municipal clerk, you need a MyDORGov account to file required forms with DOR. This webinar provides information on the system.

9. What should I do after I receive completed liquor and bartender applications after the board approves them?

DOR's State and Local Finance Division, which put on this webinar, handles property tax and assessment. For information regarding liquor and bartender applications, contact DOR's Division of Alcohol Beverages at DORalcohol@wisconsin.gov.

10. I am new to my clerk position. Do I create a new DOR login or do I use the one our past clerk used? We have a (.gov) email address that I inherited.

Log in to MyDORGov with the (.gov) email address. The system will identify the email your district is using, which is your profile email. It can be the same as the prior clerk's email address. If you use the same email address as the prior clerk, make sure to update your name, mailing address and phone number when you login. After you update your user profile, file Form SL-302 located within MyDORGov on the form filing page. Make sure to file this form once a year to confirm all your district officials' contact information is correct.

11. The town treasurer logged into my municipal clerk account on our shared computer and submitted Form CT under my name. Should the treasurer have submitted the report under her own name and not mine?

Yes. The treasurer should have replaced your name/information with hers in the preparer fields on the last page of the form. The preparer fields auto-fill based on what appears in the clerk account profile.

12. If something is wrong with the data in the form the treasurer filed for me (in question 11), am I responsible because she filed it under my name?

Our auditors will contact you if your name appears in the preparer section. If they reach out to you with questions, you can have them contact the treasurer to work with them on any needed amendments. Before future filings, make sure to grant "all access" to your treasurer so she can file on your behalf.

13. If I have access on behalf of an officeholder, how can I receive notifications without the officeholder having to forward them as an attachment by email?

If you only have "access on behalf of an officeholder" you won't see the notices the officeholder sees. The officeholder will need to continue forwarding them to you.