

Electronically File Your Wisconsin Business Tax Returns

(All links below are available at revenue.wi.gov under *New Business Information* at *Starting a Business*)

The Wisconsin Department of Revenue (DOR) offers three electronic filing options: *My Tax Account*, File Transmission, and TeleFile. Certain filers are now required to file their tax returns electronically (secs. Tax 11.01 and 2.04, Wis. Adm. Code; see revenue.wi.gov/Pages/OnlineServices/rule.aspx). We encourage you to use one of the three electronic filing options listed below even if you are not required to file electronically. E-filing is free, accurate, and secure.

DOR's Three Electronic Filing Options

1. *My Tax Account*

My Tax Account is our free online business tax system that allows you to view your account status, file and amend returns, make payments, and update your account information. It is simple, secure, and available 24 hours a day, seven days a week.

My Tax Account allows you to file original or amended tax returns and make payments for the following tax types:

- Sales and Use Taxes
- Withholding Tax
- Baseball Stadium District Taxes
- Local Exposition Taxes
- Premier Resort Area Tax
- Rental Vehicle Fee
- Dry Cleaning Fee
- Police and Fire Protection Fee

You can view and print copies of notices and correspondence you received, request extensions to file a return, and request a payment plan. You may also authorize your tax professional to manage your account.

To register, visit: tap.revenue.wi.gov.

2. File Transmission

File Transmission is a secure process that allows you to upload your tax returns in an electronic file over the Internet.

The File Transmission process is intended for users with technical expertise or access to software that creates XML files. It allows you to work offline until you are ready to submit securely over the Internet. You may also use file transmission to send Electronic Funds Transfer payments.

For more information, visit: revenue.wi.gov/Pages/OnlineServices/file-home.aspx

3. TeleFile

TeleFile allows you to file and pay a sales and use or withholding tax return using a touch tone phone. TeleFile allows you to keep your tax account current without mailing a paper return.

Visit Sales and Use Tax TeleFile: revenue.wi.gov/Pages/OnlineServices/e-sales.aspx

Visit Withholding Tax TeleFile: revenue.wi.gov/Pages/FAQS/ise-whtelefile.aspx

E-filing Waivers

We realize that electronic filing may not be possible in some situations. Administrative rules grant the Secretary of Revenue authority to waive the e-filing requirement if it causes an undue hardship for you or your business.

To request a waiver, complete Form EFT-102: revenue.wi.gov/DORforms/eft-102f.pdf. Include a clear explanation why the electronic filing requirement causes you an undue hardship.

Mail completed form to: Wisconsin Department of Revenue
PO Box 8949
Madison WI 53708-8949

Questions?

If you have questions about electronic filing, please contact at DORBusinessTax@wisconsin.gov or (608) 266-2776.

Sales and Use Tax and Withholding Tax Resources

(All links below are available at revenue.wi.gov under *New Business Information* at *Starting a Business*)

Stay Informed! You should be aware of changes in the tax laws, new interpretations, and court cases which may affect how you calculate and file your returns. The Department of Revenue offers a variety of helpful resources. Here are a few to get you started.

- The Department of Revenue’s website, revenue.wi.gov, is the first place you should look for tax help. You will find numerous ways to keep informed of changing tax laws, obtain necessary tax forms to conduct your business, and conveniently file your returns.
- **“Your Privileges And Obligations As A Seller”** are explained in Form S-203, which can be found at revenue.wi.gov/DORforms/s-203.pdf.

Electronic Mailing Lists

Subscribe to one or several electronic mailing lists offered by the Department of Revenue. You will receive information and updates specific to the email list you subscribed to. To sign up for an email list, visit revenue.wi.gov/Pages/HTML/lists.aspx.

Wisconsin Tax Bulletins

The *Wisconsin Tax Bulletin* is a quarterly publication that includes information about taxes administered by the Department of Revenue, including sales and use, income, franchise, and excise taxes. You will find information about new tax laws, interpretations of existing laws, and information about filing returns. It also provides summaries of major Wisconsin tax cases decided by the Wisconsin Tax Appeals Commission and the courts. To view the *Wisconsin Tax Bulletins*, visit revenue.wi.gov/Pages/ISE/wtb-Home.aspx.

Tax Publications and Forms

Publications and forms for all tax types are available on the department’s website. Some publications are specific to an industry type or common tax issue.

Publications – To view a complete list of publications, visit revenue.wi.gov/Pages/HTML/taxpubs.aspx.

- **Publication 201**, *Wisconsin Sales and Use Tax Information*: revenue.wi.gov/DOR%20Publications/pb201.pdf
- **Publication 229**, *Brackets for Collecting Wisconsin Sales or Use Tax on Retail Sales*: revenue.wi.gov/DOR%20Publications/pb229.pdf
- **Publication W-166**, *Wisconsin Employer’s Withholding Tax Guide*: revenue.wi.gov/DOR%20Publications/pb166.pdf

Forms – To view a complete list of forms, visit revenue.wi.gov/Pages/HTML/formpub.aspx.

- **Form S-211**, *Sales and Use Tax Exemption Certificate*: revenue.wi.gov/DORforms/s-211f.pdf
- **Form S-211-SST**, *Streamlined Sales and Use Tax Exemption Certificate (WI)*: revenue.wi.gov/DORforms/exemptcertf.pdf
- **Form W-204 (WT-4)**, *Employee’s Wisconsin Withholding Exemption Certificate/New Hire Reporting*: revenue.wi.gov/DORforms/w-204f.pdf

Sales and Use Tax Assistance

To view a complete list of sales and use tax topics, visit revenue.wi.gov//Pages/SalesAndUse/Home.aspx.

Withholding Tax Assistance

To view a complete list of withholding tax topics, visit revenue.wi.gov/Pages/Withholding/home.aspx.