

# eLevy User Guide

For Financial Institutions



DOR Contact Information for eLevy Questions:

(608) 327-0477

[DORFinancialRecordMatching@revenue.wi.gov](mailto:DORFinancialRecordMatching@revenue.wi.gov)

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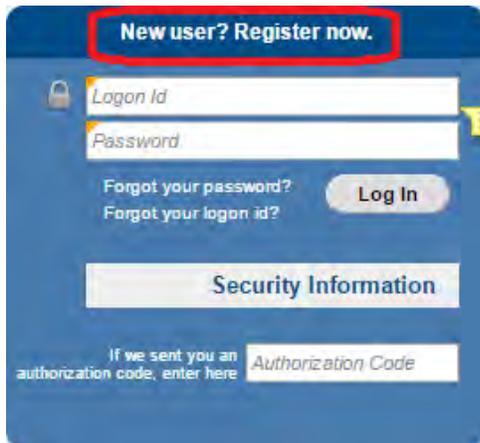
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# Registration & Accessing your Bank Levy Account

## New User Registration

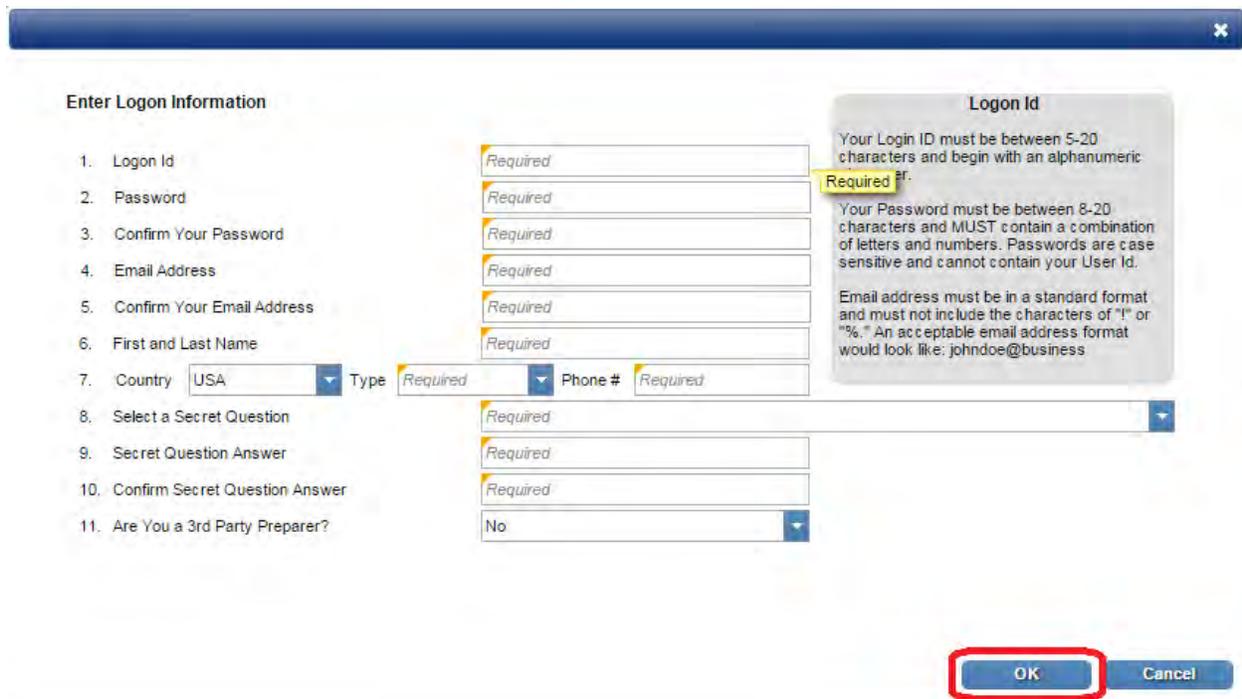
All new users for the Department of Revenue's (DOR) **My Tax Account** system must register for a unique user name and password. Shared registrations are not allowed for security purposes. If you are already registered, please skip to [Accessing eLevy](#).

1. Go to <https://tap.revenue.wi.gov> and click **New user? Register Now**.



The screenshot shows the top portion of a web registration page. At the top, a blue banner contains the text "New user? Register now." which is enclosed in a red rectangular box. Below the banner are two input fields labeled "Logon Id" and "Password". To the right of the "Password" field is a yellow tooltip with the text "Required". Below these fields are two links: "Forgot your password?" and "Forgot your logon id?". A "Log In" button is positioned to the right of these links. Below the links is a section titled "Security Information" with a sub-section "If we sent you an authorization code, enter here" and an "Authorization Code" input field.

2. Click **Step 1: Enter Logon Info** and complete the logon information. Select **No** for question 11. This question does not apply for levy processors. Click **OK** when complete.



The screenshot displays a "Enter Logon Information" form within a blue window. The form contains 11 numbered items, each with a corresponding input field or dropdown menu. Items 1 through 6 are text input fields, all marked as "Required". Item 7 consists of a "Country" dropdown menu (set to "USA"), a "Type" dropdown menu (marked "Required"), and a "Phone #" input field (marked "Required"). Item 8 is a "Select a Secret Question" dropdown menu (marked "Required"). Items 9 and 10 are "Secret Question Answer" and "Confirm Secret Question Answer" input fields, both marked "Required". Item 11 is a dropdown menu with "No" selected. To the right of the form is a "Logon Id" tooltip box containing instructions: "Your Login ID must be between 5-20 characters and begin with an alphanumeric character." (marked "Required"), "Your Password must be between 8-20 characters and MUST contain a combination of letters and numbers. Passwords are case sensitive and cannot contain your User Id.", and "Email address must be in a standard format and must not include the characters of '!' or '%.' An acceptable email address format would look like: johndoe@business". At the bottom right of the form, the "OK" button is highlighted with a red rectangular box, and a "Cancel" button is located next to it.

3. Click **Step 2: Authenticate Customer Information** and enter your financial institution's Federal Employer Identification Number (FEIN). Click **OK** when complete.

My Tax Account has two levels of access: Master and Account Manager. The first user to complete an access request for a business automatically receives 'Master' access. All other users who request access for the business will receive 'Account Manager' access. The 'Master' can manage access for all 'Account Managers'.

**Customer Access Request**  
Complete the fields below to request access

1. Select Id Type
2. Enter Id Number
3. Enter Customer Last or Business Name
4. Enter Customer Zip Code

**OK** Cancel

4. Click **Submit** to complete your registration. **Do NOT** complete **Step 3: Add Access to Accounts**.

Wisconsin Department of Revenue  
**Revenue**  
About My Tax Account

Menu  
Home  
Back  
**Submit**  
Cancel

If you need to register your business for a seller's permit, withholding tax number or other tax permit, click Cancel in the left panel. Go to the department's website at [www.revenue.wi.gov](http://www.revenue.wi.gov), select the Businesses tab and choose "Register a business for Wisconsin tax." You may sign up to use My Tax Account while registering your business or after you register your business.

**Summary**

Welcome to My Tax Account Registration

**Step 1: Enter Logon Info**

Logon Id: elevyuserguide  
Email: dorfinancialrecordmatching@revenue.wi.g  
3rd Party Preparer: No

**Step 2: Authenticate Customer Information**

Id Type: Federal Employer ID Number  
Id: [REDACTED]

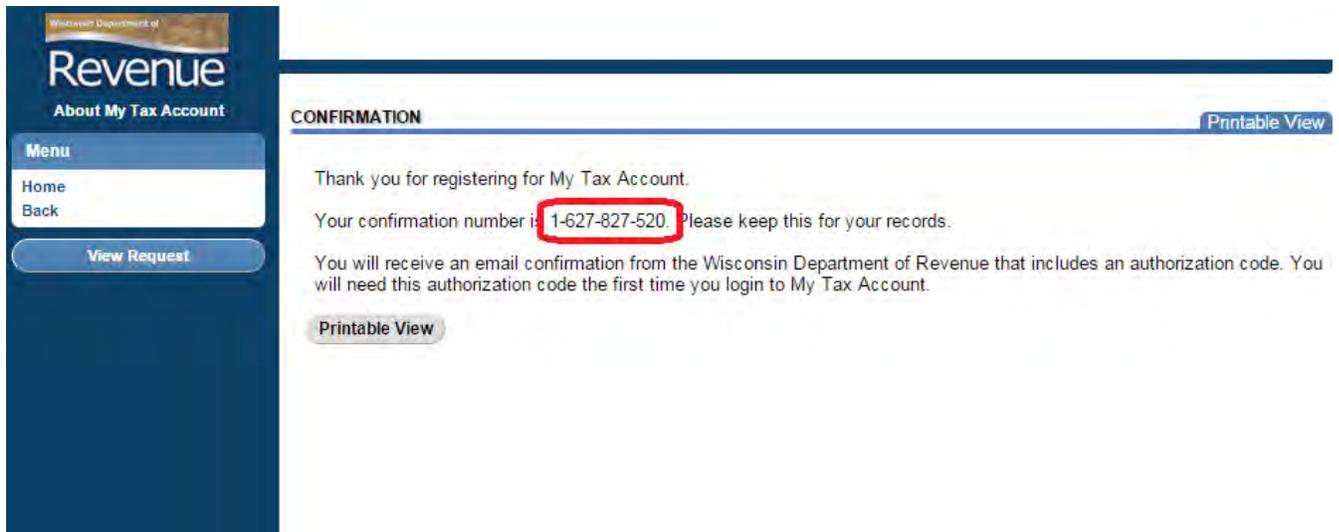
➔ **Step 3: Add Access to Accounts (Optional)**

➔ Click on the Submit button to complete request.

**Step 3**  
Skip Step 3 if:  
- Third Party Preparer  
- Registering for Utility Tax  
- Real Estate Transfer Fee  
- Wage Attachment Payments  
- TRIP agency access  
- SDC agency access

Note: To register for Wage Attachment payments or TRIP agency access log into My Tax Account and click on Add Access to an Account.

5. Click **Agree** on the pop up disclosure. A confirmation screen displays.



6. We will send an authorization code to your email address. You must enter this code the first time you log on to **My Tax Account**. If you do not receive this email, contact us at 608-327-0477.



7. An employee with sufficient authority at your financial institution must submit an **eLevy User Access Form** to authorize your access to view eLevy data. This form is available at <https://www.revenue.wi.gov/businesses/e-levy/> and includes instructions on how to return it to DOR for processing. DOR staff will notify you by email once access is granted.

## Accessing eLevy

1. Go to <https://tap.revenue.wi.gov> and log on with your Logon ID and password. Only your first logon requires an authorization code (see [New User Registration](#)).



2. The **My Tax Account** customer level page displays. The **Bank Levy** account displays under **My Accounts**. If you do not see your Bank Levy account, contact us at (608) 327-0477 or email us at [DORFinancialRecordMatching@revenue.wi.gov](mailto:DORFinancialRecordMatching@revenue.wi.gov).



Account Id	Account Type	Name	Frequency	Address	Balance
993-0123012301-08	Bank Levy	THE PIGGY BANK		2135 RIMROCK RD MADISON	0.00

Tabs available from the customer level:

- **Accounts:** Accounts for which you have access to view or make requests.
- **Requests:** Requests you make through the *My Tax Account* portal. View details by clicking on the request number.
- **Notices:** Communications from DOR, such as planned system outages or training webinars.
- **Mail:** Letters sent from DOR to your financial institution electronically.

### I WANT TO...

This box displays on most screens and contains a menu of available options. Only the *View my Profile* option on the customer level page applies to levy processors. Here you may update your contact information, password, security questions, and saved payment accounts. Master users are able to view a list of all users and edit their access.

- Click on the blue Account ID to open your Bank Levy account.
- The Bank Levy account level page displays.

The screenshot shows the 'Bank Levy' account page for 'THE PIGGY BANK'. The page is divided into several sections:

- Navigation:** 'Menu' (Home, Back) and 'Log Off'.
- Account Information:** Federal Employer ID Number: 99-8765432, Name: THE PIGGY BANK, None: 993-0123012301-08, Payment Source: My Bank Account.
- Actions:** 'I WANT TO...' section with links: 'Make Bank Levy Payments', 'Update Levy Response', 'Send Bank Levy Inquiry'.
- Request Management:** Tabs for 'Requests<sup>2</sup>', 'Activity', 'Notices<sup>0</sup>', and 'Mail<sup>12,247</sup>'. A sub-tab 'Waiting to be Processed<sup>2</sup>' is active, with a search bar and 'All Bank Levy Requests' link.
- Table of Requests:**

Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status
1-040-040-040	05-Feb-2016	993-0123012301-08	Bank Levy	05-Feb-2016	Collection Payment for \$648.61	In Process
0-416-416-416	05-Feb-2016	993-0123012301-08	Bank Levy	05-Feb-2016	Collection Payment for \$6,030.24	In Process

**Payment source:** Click on the blue *My Bank Account* link to add or change your default payment source for levy payments.

Tabs available from the account level:

- **Requests:** Requests you make through the Bank Levy account to make a levy payment or provide a no funds levy response. View details on each request by clicking on the request number. Pending requests display under the **Waiting to be Processed** sub-tab.
- **Activity:** Not currently used for Bank Levy processing.
- **Notices:** Communications from DOR.
- **Mail:** View PDF copies of levy letters. Click the Letter ID to open.
  - Note: Letters display in the Mail tab only for financial institutions that choose to receive mail electronically. To enroll in electronic delivery, complete an **Electronic Delivery Authorization** form, available at <https://www.revenue.wi.gov/businesses/e-levy/>.

#### I WANT TO...

- **Make Bank Levy Payments:** To remit captured funds.
- **Update Levy Response:** No fund responses (no account found, account closed, no funds available, dormant account, or protected/exempt funds).
- **Send Bank Levy Inquiry:** Send a secure message to us with general questions about levy processing or questions about how to process a specific levy.

# Processing Levy Orders

## Making No Funds Levy Responses

1. Logon to **My Tax Account** and open the Bank Levy account.
2. In the **I WANT TO...** section, click on **Update Levy Response**.

BANK LEVY		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID Numbe	99-8765432	Name	THE PIGGY BANK	Make Bank Levy Payments
None	993-0123012301-08			<b>Update Levy Response</b>
Payment Source	My Bank Account			Send Bank Levy Inquiry

3. A list of active levies displays. Continuous levies have a checkmark in the continuous column. If you need assistance with how to process a continuous levy, please call (609) 327-0477 or email [DORFinancialRecordMatching@revenue.wi.gov](mailto:DORFinancialRecordMatching@revenue.wi.gov).

If you are not submitting a payment, enter the status of the levy for each debtor and letter ID combination. The key at the top of the page shows available response options:

For each debtor listed below, check the box that best fits the individual's levy status:

- NF: Account exists, but not enough funds
- NA: No account found
- DA: Account has minimal funds, but no activity/ dormant
- PE: Only protected or exempt funds
- AC: Account closed, (enter closed date)

If the levy is continuous, update the status once per month.

If you are unable to select a response (the box is slightly shaded), then the levy is closed. If you have questions on why you are not able to respond to a levy, please call (608) 327-0477 or email [DORFinancialRecordMatching@revenue.wi.gov](mailto:DORFinancialRecordMatching@revenue.wi.gov).

Revenue Department  
About My Tax Account

Preparer Information | Levy Status

For each debtor listed below, check the box that best fits the individual's levy status:

- NF: Account exists, but not enough funds
- NA: No account found
- DA: Account has minimal funds, but no activity/ dormant
- PE: Only protected or exempt funds
- AC: Account closed, (enter closed date)

Levy Processing User Guide

**Bank Levy Status**

Issued Date	Primary Debtor	Id	Secondary Debtor	Id	Letter Id	Continuous	Levy Amount	NF	NA	DA	PE	AC	Closed Date
15-Mar-2016	DARTH VADER	7258			L1755068280	<input checked="" type="checkbox"/>	42,963.31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01-Apr-2016	OBI-WAN KENOBI	6667			L2026751840	<input checked="" type="checkbox"/>	981.40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11-Apr-2016	HAN SOLO	4913			L0496317280	<input checked="" type="checkbox"/>	46,750.81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11-Apr-2016	PADME AMIDALA	2093			L0193992544	<input checked="" type="checkbox"/>	13,865.24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-Feb-2015
02-May-2016	ANAKIN SKYWALKER	1836			L1489880928	<input checked="" type="checkbox"/>	1,563.07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03-May-2016	LEIA ORGANA	6759			L0893010016	<input checked="" type="checkbox"/>	2,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04-May-2016	BOBA FETT	5883			L0675003232	<input checked="" type="checkbox"/>	2,336.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-May-2016	POE DAMERON	6118			L1682569776	<input checked="" type="checkbox"/>	4,609.76	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. When you are done entering levy responses, click the **Submit** button in the left sidebar.

You may also save your request and submit later by selecting **Save and Finish Later** or save your request and continue working on it by selecting **Save and Continue**. Selecting **Cancel** deletes your request.

If you **Save and Finish Later**, see [Viewing and Changing Requests](#) to complete any requests you have saved.

5. You will receive a confirmation number after you submit a request. If you do not receive a confirmation number, review your request for errors.

**CONFIRMATION**

[Printable View](#)

Your Levy Status Change(s) has been submitted.  
You may want to print a copy for your records.

Your Levy Status Change(s) confirmation number is **1-081-470-272**

Request For: THE PIGGY BANK  
Bank Levy  
993-0123012301-08

Submitted Date: 11-Feb-2016 at 01:12:13 PM

[Printable View](#)

## Making Levy Responses with Funds

1. Logon to **My Tax Account** and open the Bank Levy account.
2. In the **I WANT TO...** section, click on **Make a Bank Levy Payment**.

BANK LEVY		NAMES AND ADDRESSES		I WANT TO...
Federal Employer ID Numbe	99-8765432	Name	THE PIGGY BANK	<b>Make Bank Levy Payments</b>
None	993-0123012301-08			Update Levy Response
Payment Source	My Bank Account			Send Bank Levy Inquiry

3. A list of active levies displays. Continuous (ongoing) levies have a checkmark in the continuous column; otherwise the levy is a non-continuous (one-time) levy.

To remit funds, type the amount you are sending in the **Levy Proceeds** box for each levy. You may enter any amount between \$0.01 and the full amount of the levy. You are not required to send levy payments if less than \$20.00 is available for capture, and may respond "NF" under the **Update Levy Response** page instead.

If you are unable to enter an amount in the Levy Proceeds column (the box is slightly shaded), then the levy is closed. If you have questions on why you are not able to remit funds, please call (608) 327-0477 or email [DORFinancialRecordMatching@revenue.wi.gov](mailto:DORFinancialRecordMatching@revenue.wi.gov).

**Payment**

Bank Account Type: Checking, Routing Number: 1122334455, Account Number: \*\*\*\*6789  
THE PIGGY BANK

**CHOOSE PAYMENT SOURCE**

Source Name	Account Type	Bank Name	Routing Number	Account Number
<input checked="" type="radio"/> Default: My Bank Account	Checking	THE PIGGY BANK	1122334455	****6789
<input type="radio"/> New payment source				

2 Rows

Payment Effective Date (mm/dd/yyyy): 11-Feb-2016  
Total Levy Payment: 5,242.72  
Email Address: DORFinancialRecordMatchin  
Phone Number: (608) 327-0477

Confirm Total from Levy Payment box and check here

**DEBTOR LIST**

Primary Debtor	Id	Secondary Debtor	Id	Letter Id	Continuous	Levy Amount	Levy Proceeds	Issued Date	Due Date	Amended
JAR JAR BINKS	2861			L1802883712	<input type="checkbox"/>	201.48	201.48	08-Jan-2016	07-Feb-2016	19-Jan-2016
KYLO REN	3386			L0275301232	<input type="checkbox"/>	3,608.01	0.00	20-Jan-2016	19-Feb-2016	
FN-2187	3802			L0215756736	<input type="checkbox"/>	1,588.09	0.00	25-Aug-2015	24-Sep-2015	08-Dec-2015
JANGO FETT	6932			L1509944912	<input type="checkbox"/>	6,000.00	4,567.25	11-Jan-2016	10-Feb-2016	20-Jan-2016
MILLENNIUM FALCON INC	3132			L1921548752	<input type="checkbox"/>	215.00	215.00	28-Jan-2016	27-Feb-2016	
SHEEV PALPATINE	2573			L0913081664	<input type="checkbox"/>	739.03	0.00	03-Dec-2015	02-Jan-2016	
SHAAK TI	3334			L0889901456	<input type="checkbox"/>	313.62	0.00	13-Jan-2016	12-Feb-2016	
CHEWIE'S TRAVEL	5628			L0815434976	<input type="checkbox"/>	511.11	258.99	20-Jan-2016	19-Feb-2016	
KIT FISTO	9405			L1326196848	<input type="checkbox"/>	9,679.41	0.00	14-Jan-2016	13-Feb-2016	
LANDO CALRISSIAN	3698			L1732570240	<input checked="" type="checkbox"/>	21,252.67	0.00	19-Nov-2015	19-Dec-2015	

- Indicate your payment source. If you have a saved payment account, click the button next to that account. Otherwise, choose the type of account and enter the routing and account number. All payments must originate from US-based accounts.

Also indicate the payment effective date. The date defaults to the current processing day. You may schedule a future payment, however we strongly advise against it. Many levy orders are amended or released during the hold period.

Review the total amount of the payment, and check the box to confirm the total.

Payment

Bank Account Type	Routing Number	Account Number
Checking	1122334455	****6789
THE PIGGY BANK		

**CHOOSE PAYMENT SOURCE** Filter

Source Name	Account Type	Bank Name	Routing Number	Account Number
<input checked="" type="radio"/> Default: My Bank Account	Checking	THE PIGGY BANK	1122334455	****6789
<input type="radio"/> New payment source				

2 Rows

Payment Effective Date (mm/dd/yyyy)	11-Feb-2016	Email Address	DORFinancialRecordMatchin	If your phone number or email address has changed, go to View My Profile on your home page and update your information.
Total Levy Payment	5,242.72	Phone Number	(608) 327-0477	

Confirm Total from Levy Payment box and check here

- Click the **Submit** button on the left sidebar. Selecting **Cancel** deletes your request.

You will receive a confirmation number along with payment information after you submit a payment. If you do not receive a confirmation number, review your request for errors.

**CONFIRMATION**
Printable View

Your Levy Payment has been submitted.  
You may want to print a copy for your records.

Your Levy Payment confirmation number is 0-544-599-360

Request For:	THE PIGGY BANK
	Bank Levy
	993-0123012301-08
Payment Amount:	\$5,242.72
Payment Date:	11-Feb-2016
Submitted Date:	11-Feb-2016 at 01:23:14 PM

Review your payment source account to confirm this transaction. It may take up to five business days to post.

**ERROR?** While a payment is pending, you may cancel the payment and make a new one.

Printable View

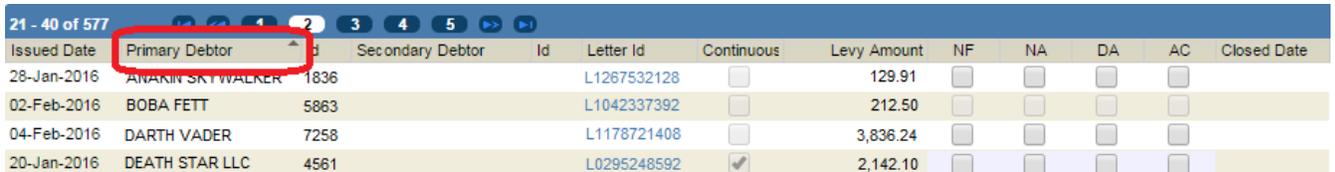
# Other Features of eLevy

## Searching for a Specific Levy

### 1. Sort by Column

eLevy defaults levy orders from oldest to newest. You can change the sort order by clicking on the heading of any column. For example, clicking on the Primary Debtor column will sort the list by debtor name from A to Z.

Clicking twice on a column header will reverse the order.



The screenshot shows a table with columns: Issued Date, Primary Debtor, Secondary Debtor, Id, Letter Id, Continuous, Levy Amount, NF, NA, DA, AC, and Closed Date. The 'Primary Debtor' column header is highlighted with a red box. The table contains four rows of data with names like ANAKIN SKYWALKER, BOBA FETT, DARTH VADER, and DEATH STAR LLC.

Issued Date	Primary Debtor	Secondary Debtor	Id	Letter Id	Continuous	Levy Amount	NF	NA	DA	AC	Closed Date
28-Jan-2016	ANAKIN SKYWALKER	1836		L1267532128	<input type="checkbox"/>	129.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02-Feb-2016	BOBA FETT	5863		L1042337392	<input type="checkbox"/>	212.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04-Feb-2016	DARTH VADER	7258		L1178721408	<input type="checkbox"/>	3,836.24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20-Jan-2016	DEATH STAR LLC	4561		L0295248592	<input checked="" type="checkbox"/>	2,142.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

You may find it useful to sort by due date or issued date while inputting responses or payments:

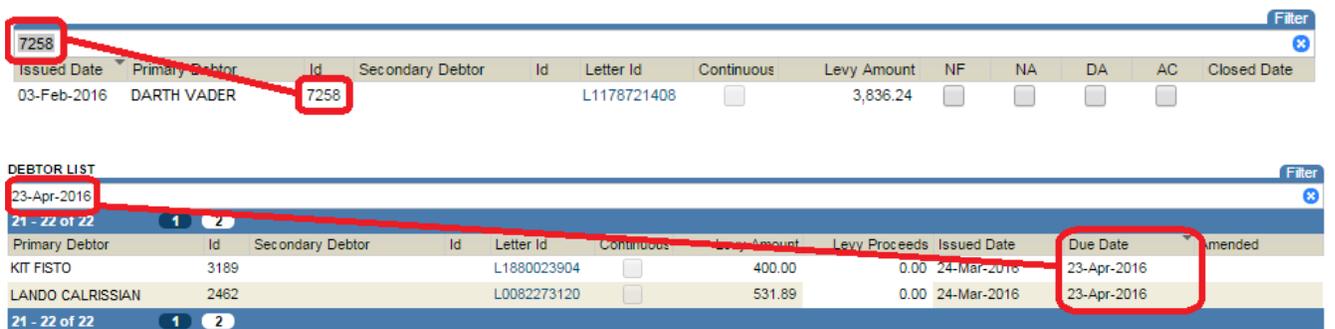


The screenshot shows a 'DEBTOR LIST' table with columns: Primary Debtor, Id, Secondary Debtor, Id, Letter Id, Continuous, Levy Amount, Levy Proceeds, Issued Date, Due Date, and Amended. The 'Due Date' column header is highlighted with a red box. The table contains five rows of data with names like JAR JAR BINKS, KYLO REN, FN-2187, JANGO FETT, and MILLENNIUM FALCON INC.

Primary Debtor	Id	Secondary Debtor	Id	Letter Id	Continuous	Levy Amount	Levy Proceeds	Issued Date	Due Date	Amended
JAR JAR BINKS	2861			L1802883712	<input checked="" type="checkbox"/>	3,836.24	0.00	25-Aug-2015	24-Sep-2015	
KYLO REN	3386			L0275301232	<input type="checkbox"/>	135.00	0.00	03-Dec-2015	02-Jan-2016	
FN-2187	3802			L0215756736	<input type="checkbox"/>	2,632.82	0.00	13-Jan-2016	12-Feb-2016	19-Jan-2016
JANGO FETT	6932			L1509944912	<input type="checkbox"/>	175.00	0.00	20-Jan-2016	19-Feb-2016	
MILLENNIUM FALCON INC	3132			L1921548752	<input type="checkbox"/>	129.91	0.00	28-Jan-2016	27-Feb-2016	

### 2. Filter Tab

Click on the **Filter** tab to open a search box. You can search for any criteria (name, last 4 digits of SSN, Letter ID, due date, etc.). The list of accounts now displays only the results containing the search criteria. You can close the filter by clicking on the **X** in the far right side of the search box.



The first screenshot shows a search box with '7258' entered. A red box highlights the search input, and another red box highlights the '7258' value in the 'Primary Debtor' column of the table below. The second screenshot shows the filtered results. A red box highlights the date '23-Apr-2016' in the 'Due Date' column of the table.

Issued Date	Primary Debtor	Id	Secondary Debtor	Id	Letter Id	Continuous	Levy Amount	NF	NA	DA	AC	Closed Date
03-Feb-2016	DARTH VADER	7258			L1178721408	<input type="checkbox"/>	3,836.24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Primary Debtor	Id	Secondary Debtor	Id	Letter Id	Continuous	Levy Amount	Levy Proceeds	Issued Date	Due Date	Amended
KIT FISTO	3189			L1880023904	<input type="checkbox"/>	400.00	0.00	24-Mar-2016	23-Apr-2016	
LANDO CALRISSIAN	2462			L0082273120	<input type="checkbox"/>	531.89	0.00	24-Mar-2016	23-Apr-2016	

## Viewing and Changing Requests

The **Requests** tab on the Bank Levy account level allows you to view all requests made through eLevy. You can check the status of a request, make changes to requests that are *Pending* or *Incomplete*, or review processed requests.

Requests process at 4:00pm daily. Until that time, submitted requests are considered *pending* and can be changed or withdrawn (deleted).

Requests saved to complete later are considered *not filed* and can be reopened at any time to finish.

To edit a submitted request that is still pending or has not been filed:

1. To make changes to a request you submitted, but is still pending, click **Requests** then **Waiting to be Processed**. Click the confirmation number to open the request and make changes.

Requests<sup>4</sup> Activity Notices<sup>0</sup> Mail<sup>3,704</sup>

Incomplete<sup>1</sup> Waiting to be Processed<sup>3</sup> Search All Bank Levy Requests

REQUESTS WAITING TO BE PROCESSED Filter

Confirmation #	Submitted	Account Id	Account Type	Period	Title	Status
0-544-599-360	11-Feb-2016	993-0123012301-08	Bank Levy	11-Feb-2016	Collection Payment for \$1,669.97	Pending
1-081-470-272	11-Feb-2016	993-0123012301-08	Bank Levy		Bank Levy Status Update	In Process

If you saved a request to complete later, click **Requests** then **Incomplete**. Click the confirmation number to open the request and make changes.

Requests<sup>4</sup> Activity Notices<sup>0</sup> Mail<sup>12,247</sup>

Incomplete<sup>1</sup> Waiting to be Processed<sup>3</sup> Search All Bank Levy Requests

INCOMPLETE REQUESTS Filter

Confirmation #	Created	Account Id	Account Type	Period	Title	Status
0-530-115-904	11-Feb-2016	993-0123012301-08	Bank Levy		Bank Levy Status Update	Not Filed

2. Request details display. You can either **Withdraw** the request to delete it entirely, or **Change** it to modify or add information.

REQUEST INFORMATION Withdraw Change

Status	: Not Filed	Saved	: 11-Feb-2016 14:29:56
Logon	: piggybankprocessor	Saved By	: piggybankprocessor
Federal Employer ID Number	: 99-8765432		
Name	: THE PIGGY BANK		
Bank Levy	: 993-0123012301-08		

## Submitting an Inquiry

Bank Levy Inquiry is a tool that allows you to communicate with department staff safely and securely. Similar to email, you enter a subject line and comments in a text box, then submit. If you have questions related to a specific levy, you may include details such as a complete SSN and name, and know the data is secure.

1. On the eLevy homepage, click **Send Bank Levy Inquiry** in the **I WANT TO...** section.

BANK LEVY	NAMES AND ADDRESSES	I WANT TO...
Federal Employer ID Numbe 99-8765432	Name THE PIGGY BANK	<a href="#">Make Bank Levy Payments</a>
None 993-0123012301-08		<a href="#">Update Levy Response</a>
Payment Source My Bank Account		<a href="#">Send Bank Levy Inquiry</a>

2. Fill in a subject and a message. If you are asking about a specific levy, please include identifying information about that levy for department staff to reference. Click **Send Message** on the left when complete.

Revenue  
About My Tax Account

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Send Message

Cancel

Send Notice

SEND NOTICE

Message Type Bank Levy Inquiry

Accounts 993-0123012301-08 - Bank Levy

Subject Question on protected funds

Sheev Palpatine has an open levy. He is receiving Galactic Republic Pension direct deposits. Are those funds subject to the levy order?

Thanks!

3. DOR reviews and responds to inquiries within two business days. Responses display in the **Notices** tab at the Bank Levy account level. Click the blue subject link to view the response.

Revenue  
About My Tax Account

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Requests<sup>4</sup> Activity Notices<sup>1</sup> Mail<sup>3,704</sup>

Unread<sup>1</sup> Inbox

INBOX

Posted	Read	Subject	Account Id	Account Type	Period	Urgent	Attach
12-Feb-2016	<input type="checkbox"/>	<a href="#">RE: Question on protected fun</a>	93-0123012301-08	Bank Levy		<input type="checkbox"/>	<a href="#">Mark As Read</a> <a href="#">Delete</a>

## Electronic Delivery of Levy Correspondence

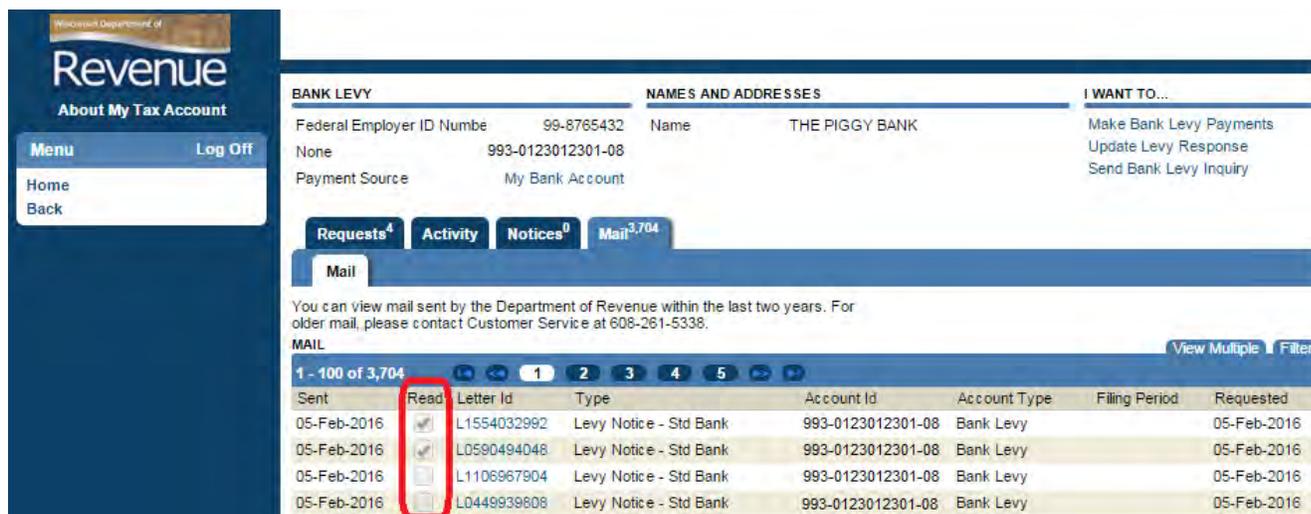
We offer the option for financial institutions to receive all levy correspondence electronically through their Bank Levy account. With electronic delivery, levy letters are saved to your Bank Levy account as PDF files each night, and can be viewed in the **Mail** tab. An email is sent to alert you to review new levies or changes to levy orders.

To enroll in electronic delivery, complete and return an **Electronic Delivery Authorization** form, available at <https://www.revenue.wi.gov/businesses/e-levy/>

To view levy mail in **My Tax Account**:

1. Open your Bank Levy account and click the **Mail** tab. Click a Letter ID to open a specific letter. You can choose to print or save the PDF file. To view and print *My Tax Account* documents, you must have a current version of [Adobe Reader](#).

A checkmark displays in the Read column when any user views a letter.



The screenshot shows the 'My Tax Account' interface for a Bank Levy account. The 'Mail' tab is selected, displaying a list of levy notices. The 'Read' column shows checkmarks for the first two notices, indicating they have been viewed. A red box highlights the 'Read' column header and the checkmarks for the first two rows.

BANK LEVY		NAMES AND ADDRESSES		I WANT TO...	
Federal Employer ID Numbe	99-8765432	Name	THE PIGGY BANK	Make Bank Levy Payments	
None	993-0123012301-08			Update Levy Response	
Payment Source	My Bank Account			Send Bank Levy Inquiry	

Requests <sup>4</sup>		Activity	Notices <sup>0</sup>	Mail <sup>3,704</sup>			
Mail							
You can view mail sent by the Department of Revenue within the last two years. For older mail, please contact Customer Service at 608-261-5338.							
MAIL							
1 - 100 of 3,704							
Sent	Read	Letter Id	Type	Account Id	Account Type	Filing Period	Requested
05-Feb-2016	<input checked="" type="checkbox"/>	L1554032992	Levy Notice - Std Bank	993-0123012301-08	Bank Levy		05-Feb-2016
05-Feb-2016	<input checked="" type="checkbox"/>	L0590494048	Levy Notice - Std Bank	993-0123012301-08	Bank Levy		05-Feb-2016
05-Feb-2016	<input type="checkbox"/>	L1106967904	Levy Notice - Std Bank	993-0123012301-08	Bank Levy		05-Feb-2016
05-Feb-2016	<input type="checkbox"/>	L0449939608	Levy Notice - Std Bank	993-0123012301-08	Bank Levy		05-Feb-2016

## Contact/Questions

We are always happy to help. Our contact information is:

Phone: (608) 327-0477  
Email: [DORFinancialRecordMatching@revenue.wi.gov](mailto:DORFinancialRecordMatching@revenue.wi.gov)  
Fax: (608) 223-6541  
Mail: Financial Record Matching & Levy Unit  
Wisconsin Department of Revenue  
PO Box 8901  
Madison, WI 53708-8901