

Form WT-6 Instructions

General Instructions

Each employer who withholds Wisconsin income tax is required to remit the amount withheld via the withholding deposit report (Form WT-6) or the annual reconciliation (Form WT-7), according to the employer's assigned filing frequency.

The filing frequency assigned to you by the department will be one of the following: annual, quarterly, monthly, or semi-monthly.

Note: If your filing frequency is annual, you do not have to file Form WT-6. For more information about the annual reconciliation, see [Form WT-7 Instructions](#).

How to File Form WT-6

Form WT-6 must be filed electronically. Electronic filing options include: [My Tax Account](#), [Telefile](#), or [e-File Transmission](#). When you file electronically, be sure to:

- Enter your 15-digit Wisconsin tax number. You can look up your number [here](#).
- Fill in the year.
- Select the filing frequency assigned to you.
- Fill in the period covered by the report. If your filing frequency is quarterly, choose the last month of the quarter (i.e., March, June, September, December).

Note: If the requirement to file electronically causes undue hardship, you may request an electronic filing waiver by filing [Form EFT-102, Electronic Filing or Electronic Payment Waiver Request](#). If your request is approved, the department will send you instructions that you must use to mail the related withholding payment.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of September 24, 2021: sec. 71.65(3), [Wis. Stats.](#), and secs. Tax 1.10, 1.12(4)(a)2., and 1.12(9), [Wis. Adm. Code](#).