

# WITHHOLDING TAX UPDATE

99-1

DECEMBER 1999

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## **NEW WITHHOLDING TAX RATES BEGIN JULY 1, 2000**

The current withholding tax rates will continue through June 30, 2000. On July 1, 2000, new withholding tax rates begin. Updated withholding tax tables will be published to reflect the lower withholding tax rates. A new Wisconsin Employer's Withholding Tax Guide will be mailed to all registered employers several weeks prior to July 1, 2000.

## **ADMINISTRATIVE RULE REQUIRES ELECTRONIC FUNDS TRANSFER FOR LARGER TAX PAYMENTS**

Administrative Rule 1.12 requires the use of Electronic Funds Transfer (EFT) for larger tax payments. This includes withholding taxes when required deposits in the prior calendar year were \$10,000 or more. Taxpayers required to pay by EFT will be notified by the department and will have 90 days to register for the EFT program and begin making EFT payments.

The EFT method is available now on a voluntary basis. To receive EFT information, send your request to: Forms Request Office, PO Box 8903, Madison, WI 53708-8903.

## **MAILING DATES FOR COUPON BOOKLETS**

The Withholding Tax Deposit Coupon Booklets for the year 2000 will be mailed early in 2000. Semi-monthly filers should receive their booklet by January 26<sup>th</sup>. Monthly and quarterly filers should receive their booklet by February 8<sup>th</sup>. If these dates have passed and you have not received your coupon booklet, please call the department at (608) 266-2776 to order a replacement.

Please retain your 1999 coupon booklet until you receive your new one. There are two blank coupons that can be used if you do not receive your year 2000

booklet in time to make the first deposit. (NOTE: Employers using EFT as of November 1999 will not receive a coupon booklet for the year 2000.)

## **WORKING FAMILIES TAX CREDIT CERTIFICATES MUST BE RENEWED**

Employers that have employees who have given them a Certificate of Exemption from Wisconsin Withholding for 1999 because of the Working Families Tax Credit (Form WT-4B), should note that the certificates will expire on December 31, 1999. To be exempt from withholding tax in the year 2000, employees must file a new certificate with their employer. To obtain a supply of this exemption certificate, call (608) 266-1961.

## **BUSINESS TAX REGISTRATION RENEWAL**

A Business Tax Registration Renewal fee of \$10 applies to anyone who has a permit or certificate that is covered by the Business Tax Registration provisions. This renewal fee went into effect January 1, 1998 and is due every two years. This renewal fee applies to employer's who are registered for a Wisconsin Employer Registration Certificate for the purpose of withholding Wisconsin state income tax from employees wages. Prior to January 1, 1998, there was no renewal fee for employers registered for withholding.

The department will notify employers when their renewal fee is due. If you have questions about the Business Tax Registration Fee and Renewal Fee, please contact the department by one of the following means:

Telephone: (608) 266-2776

E-mail: sales10@dor.state.wi.us

Letter: Wisconsin Department of Revenue  
PO Box 8902  
Madison, WI 53708-8902

## JOINT EFFORT BY DEPARTMENT OF REVENUE AND DEPARTMENT OF WORKFORCE DEVELOPMENT CONTINUES

This mailing includes a copy of the Employee's Wisconsin Withholding Tax Exemption Certificate/New Hire Reporting Form (Form WT-4). The Department of Workforce Development has requested that employer's use this version of Form WT-4 to capture the "Date of Hire" information in the upper right of the form.

To order a supply of Form WT-4, contact the Forms Order Line at (608) 266-1961.

### REMINDERS

- Do not write on WT-6 Withholding Tax Deposit Coupons. This slows down processing of your return. Use the Information Correction Form in your WT-6 coupon booklet or send correspondence to: Wisconsin Department of Revenue, PO Box 8902, Madison, WI 53708-8902
- Employers filing wage and tax statements (W-2's) on magnetic media must still file a paper WT-7, Employers Annual Reconciliation of Wisconsin Income Tax Withheld from Wages.
- Use the preprinted WT-6 Withholding Tax Deposit forms issued by the department whenever you file. If a preparer files for you, provide the preprinted WT-6 forms to your preparer.
- EFT filers should not file a paper WT-6 Withholding Tax Deposit coupon.
- Removing a Power of Attorney or Payroll Service from a withholding tax account requires a written request from an owner, partner or officer.

## WHERE TO DIRECT QUESTIONS

General Withholding Questions	(608) 266-2776 Wisconsin Department of Revenue PO Box 8902 Madison WI 53708-8902 sales10@dor.state.wi.us
Magnetic Media Only	(608) 267-3327 Wisconsin Department of Revenue PO Box 8903 Madison WI 53708-8903
TDD	(608) 267-1049
Electronic Funds Transfer	(608) 264-9918 Wisconsin Department of Revenue PO Box 8977 Madison WI 53708-8977

## MAILING ADDRESS FOR REPORTING FORMS (WT-6, WT-7, Magnetic Media):

Deposit Reports (Form WT-6)	Wisconsin Department of Revenue Box 93931 Milwaukee WI 53293-0931
Annual Reconciliation & W-2s in balance (Form WT-7 and W-2's)	Wisconsin Department of Revenue PO Box 8920 Madison WI 53708-8920
Annual Reconciliation & W-2s amount due or overpayment (Form WT-7 and W-2's)	Wisconsin Department of Revenue PO Box 8981 Madison, WI 53708-8981
Magnetic Media and Annual Reconciliation (Form WT-7 and W-2's)	Wisconsin Department of Revenue PO Box 8903 Madison WI 53708-8903