

Instructions for Wisconsin TeleFile – Sales and Use Tax Return

Use these instructions when you file your Wisconsin Sales and Use Tax return by phone. For detailed return instructions, see [Form S-114](#).

Steps to TeleFile

1. Complete the TeleFile worksheet using these instructions.
2. Call TeleFile. (608) 261-5340 (Madison)
(414) 227-3895 (Milwaukee)

Long distance charges may apply.
3. Use the completed worksheet to enter information during the call.
4. Confirm your entries.
5. Change incorrect entries before going to the next line. Otherwise, hang up to start over.
6. Write the calculated amounts in the shaded areas on the worksheet.
7. Follow the TeleFile voice instructions to file and pay.
8. Write your confirmation number on the worksheet.

General Instructions

1. If you have no entry for a line, enter zero.
2. Enter total amounts including cents, then press the # (pound) key. Do not enter decimal points. For negative numbers, press the * (star) key first.

Examples: Enter \$352.95 as 35295#
Enter \$353 as 35300#
Enter negative \$352.95 as *35295#
Enter negative \$353 as *35300#
Enter 0 as 0#
3. To STOP filing your return at any time, simply hang up. Your return will not be filed unless you confirm at the end of the call that you wish to file.
4. Keep your completed worksheet for your records.

Instructions for lines A through C

- Line A** Confirm your 15-digit tax account number is correct.
- Line B** Confirm the four-digit period end date entered. A two-digit month followed by a two-digit year. Quarterly filers use the last month of the quarter. Annual filers use December.

Example: January 2020 is entered as 0120.
- Line C** TeleFile calculates the due date based on the period covered.

Instructions for lines 1 through 25

- Line 1** Enter total sales. If you have no sales to report, enter "0".
- Lines 2 – 8** Enter subtractions from total sales for each line, if none enter "0."

Write the totals TeleFile calculates in the shaded boxes.
- Line 9** Enter the number of counties for which you report sales subject to county sales tax. If none enter "0" and go to line 13/14.
- Lines 9a – 11b** Enter the two-digit county code and the sales subject to county sales tax. Taxable counties and codes are listed in [Form S-114](#) and on our website (see [Tax Rates](#)).

If reporting more than one taxable county, enter each additional county code and the related sales subject to county sales tax.
- Lines 12a – 12b** Write the total TeleFile calculates in the shaded box.
- Lines 13/14 – 16** Write the totals TeleFile calculates in the shaded boxes.
- Lines 17a – 17b** Enter purchases subject to state use tax. If none, enter "0." Write the total TeleFile calculates in the shaded box.
- Line 18** Enter the number of counties you report purchases subject to county use tax. If none enter "0" and go to line 22.
- Lines 18a – 20b** Enter the two-digit county code and the purchases subject to county use tax. Taxable counties and codes are listed in [Form S-114](#) or on our website (see [Tax Rates](#)).

If reporting more than one taxable county, enter each county code and the related purchases subject to county use tax.
- Lines 21a – 25** Write the totals TeleFile calculates in the shaded boxes.

Your payment options ...

1. Direct Withdrawal – ACH Debit

To use the direct withdrawal option, you will need to provide the Wisconsin Department of Revenue (DOR) your bank account information, payment amount, and date for withdrawal from your account.

Facts you need to know:

- This transaction authorizes DOR's bank to request the funds from your bank account.
- If you file before the due date, you may choose the date your payment will process. Otherwise, the payment will process the next business day.
- Enter the payment amount when requested. You can pay the total due, make a partial payment, or call TeleFile and pay at a later date.

A direct withdrawal payment must be initiated by 4:00 PM CST of the due date to be timely.

If you do not pay by direct withdrawal, you can pay using one of the following payment options after you TeleFile.

2. ACH Credit

If you use the ACH Credit option, you authorize your financial institution to send funds to DOR. You must contact your financial institution for specific instructions. Your financial institution may charge a fee for this service. ACH Credit information is available at our [Payment Instructions for Financial Institutions](#) page.

3. Payment Voucher

Use the voucher attached to your TeleFile worksheet to pay by paper check or money order. Mail the voucher and payment, by the due date, to: Wisconsin Department of Revenue, PO Box 930208, Milwaukee WI 53293-0208.

Sample Check

James P. Taxpayer
Helen A. Taxpayer
16305 Main Ave. NW
Anytown, WI 99999-9999

Date _____

15-0000/0000

1234

Pay to the Order of _____ \$ _____

ANYTOWN BANK
Anytown, WI 00000

Routing number: 250250025
Account number: 2020203456

Do not include the check number

Memo _____

250250025 2020203456 1234

DOLLARS

NOTE: The routing and account numbers may be in different places on your check.

Need a pre-printed voucher?

- Print your own [voucher](#), or
- Request a voucher by telephone, email, or fax using the contact information below. Provide your name, tax account number, and the reporting period.

Note

TeleFile will not be available on Sundays from 5:00 AM to 9:00 AM, due to regular maintenance being performed during these times.

QUESTIONS?

Website: revenue.wi.gov

Email: DORBusinessTax@wisconsin.gov

Write: Wisconsin Department of Revenue
PO Box 8949
Madison WI 53708-8949

Call: (608) 266-2776

Fax: (608) 267-1030

Looking for sales and use tax information?

- Read the latest [Wisconsin Tax Bulletin](#).
- Sign up for [DOR E-News](#) to receive new sales and use tax information electronically