

**WISCONSIN DEPARTMENT OF REVENUE
DIVISION OF INCOME, SALES, AND EXCISE TAX**

NOTICE OF PROPOSED GUIDANCE DOCUMENTS

Pursuant to sec. 227.112, Wis. Stats., the Wisconsin Department of Revenue, Division of Income, Sales, and Excise Taxes hereby seeks comment on the proposed guidance document listed in the table below.

SUBMITTING PUBLIC COMMENTS

Public comments on proposed or adopted guidance documents may be submitted online at: <https://www.revenue.wi.gov/Pages/contactUs/proposed-Guidance.aspx>.

DEADLINE FOR SUBMISSION

The period for public comment for proposed guidance documents ends 21 days after publication in the Administrative Register, unless the Governor approves a shorter commenting period.

Document Number	Document Title
100149	File Transmission of Employers Annual Reconciliation of Wisconsin Income Tax Withheld From Wages (Form WT-7) – Common Questions

State of Wisconsin
Department of Revenue

File Transmission of Employers Annual Reconciliation of Wisconsin Income Tax Withheld From Wages (Form WT-7)

This is a proposed guidance document. The document has been submitted to the Legislative Reference Bureau for publication in the Administrative Register for public comment as provided by sec. 227.112(1), Wis. Stats.

1. What is Form WT-7 file transmission?
2. How do I get started?
3. How do I make a payment?
4. How do I file timely?
5. How do I change a filed return?

1. **What is Form WT-7 file transmission?**

It is a secure process developed by the Department of Revenue (DOR) for employers and/or their representatives to transmit their Employers Annual Reconciliation of Wisconsin Income Tax Withheld from Wages (Form WT-7) data to DOR via an electronic file over the Internet.

2. **How do I get started?**

Carefully review the information and instructions on our website.

3. **How do I make a payment?**

All payments must be made by electronic funds transfer (EFT). Methods available:

- o Include your bank and payment information in the XML document.
- o ACH Credit (contact your financial institution).
- o Pay online through My Tax Account.

4. **How do I file timely?**

- o Transmit returns without EFT payment by 11 PM on the due date.
- o Transmit returns with EFT payment by 4 PM CST at least one business day prior to the due date.
- o If the due date falls on a weekend or bank holiday, the due date is extended to the next business day.

5. **How do I change a filed return?**

Electronic returns cannot be recalled or intercepted in process after transmission. Changes to any entries after a return has been acknowledged must be retransmitted as an amended return. Check the Amended Return Indicator in the Return Header.

Please email DORDeveloperRelations@wisconsin.gov for further information. List XML Withholding WT-7 in the subject line.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of November 4, 2019: Sections 71.65, 71.80 and 73.03(1), Wis. Stats., and sec. Tax 1.12, Wis. Adm. Code.

Laws enacted and in effect after November 4, 2019, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to November 4, 2019, that is contrary to the information in this document is superseded by this document, pursuant to sec. 73.16(2)(a), Wis. Stats.

FOR QUESTIONS OR COMMENTS CONTACT:

MS 5-77

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Email additional questions to DORBusinessTax@wisconsin.gov

Guidance Document Certification: <https://www.revenue.wi.gov/Pages/Certification-Statement.aspx>

Guidance Document Number: 100149

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