

**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
100153	Holders - Common Questions

State of Wisconsin
Department of Revenue

Holders

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. When are holder reports and payments due?
2. What happens if I do not file a timely report?
3. What can I use to prepare my holder report?
4. Where can I get help for preparing my holder report?
5. Can I file my holder report online via UPEXchange?
6. What are my options for submitting payment for my holder report?
7. Do I need to mail documentation to the department after I file my holder report?
8. How do I file a negative report?

1. When are holder reports and payments due?

All holder reports and payments are due by November 1 for the filing period ending June 30.

2. What happens if I do not file a timely report?

Interest may be assessed for late filed reports and payments, unless an extension has been approved. You can request an extension prior to November 1, by submitting [Form UCP-135](#), *Holder Request for 60-Day Extension of Due Date for Holder Report*, to the department.

3. What can I use to prepare my holder report?

Holder reports must be submitted electronically, we no longer accept CD or paper submissions. You can also use [My Tax Account](#) to manually key your report, or attach a standard NAUPA Report file prepared with commercial software such as UPEXchange or HRSPRO. Please see our "[Options for Holder Reporting](#)" page for links to the commercial software, spreadsheet template, and My Tax Account link.

4. Where can I get help for preparing my holder report?

[Publication 82](#), *Unclaimed Property Holder Report Guide*, and the instructional [videos](#) are good references for completing holder reports. You can also call us at (608) 264-4594 or email DORWIHolderReports@wisconsin.gov.

5. Can I file my holder report online via UPEXchange?

Yes.

6. What are my options for submitting payment for my holder report?

Payments may be made via My Tax Account using ACH Debit or by submitting a check payable to:

Wisconsin Department of Revenue
PO Box 8982
Madison, WI 53708-8982

7. Do I need to mail documentation to the department after I file my holder report?

No paper documents are needed and no notary verification is required. All paper documents received will be destroyed.

8. How do I file a negative report?

Financial institutions, utility companies, and life insurance companies with a physical presence in Wisconsin must file a holder report even if no unclaimed property is reported. These are known as negative reports. A negative report can be easily filed using the manual filing option in [My Tax Account](#).

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of December 5, 2019: Sections 19.36, 177.17 and 177.34, Wis. Stats., and sec. Tax 1.12, Wis. Adm. Code.

Laws enacted and in effect after December 5, 2019, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to December 5, 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:

WISCONSIN DEPARTMENT OF REVENUE

Unclaimed Property Section

PO Box 8982

Madison, WI 53708-8982

Phone: (608) 264-4594

Email additional questions to DORWIHolderReports@wisconsin.gov

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

Guidance Document Number: 100153

December 5, 2019

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