

# Checking an Account's Filing Status in My Tax Account

You can check an account's status (whether it's been filed or has an extension) using one of the below methods.

## 1. Submissions

- Log in to My Tax Account
- Choose a customer from your accounts
- When in the account, select **More...** under the account's name and address
- Select **Submissions**, then **Search Submissions**

The screenshot shows the account details for 'WI MANUFACTURING OPERATIONS INC.' with address 'ONE MAIN ST, MENASHA WI 53713'. Below the account name is a navigation bar with 'Favorites', 'Summary', 'Action Center' (with a red '4' notification), 'Settings', and 'More...'. The 'More...' option is highlighted with a red box. To the right, a dropdown menu is open, showing 'Payments and Returns' and 'Submissions' (with a download icon and 'Search Submissions' link). The 'Submissions' option is also highlighted with a red box.

- Under **Submissions**, you can view the customer accounts and see whether a return was already submitted or an account has an extended due date. You can also see the date an account was extended or submitted.

Submissions <span style="float: right;">Filter</span>					
Date	Title	Account	Account ID		Period
01-Mar-2024	Extension to File	Manufacturing Real Estate	237-000	-008	31-Dec-2024
01-Mar-2024	Extension to File	Manufacturing Real Estate	237-000	-010	31-Dec-2024
01-Mar-2024	Extension to File	Manufacturing Real Estate	237-000	-009	31-Dec-2024

## 2. Action Center

From the MTA home page, select **Action Center**.

- When there is an approaching deadline, an alert appears in a red circle next to **Action Center**. Here, there are **24** items that need attention.
- Click **Action Center** to view the accounts

The screenshot shows the navigation bar with 'All', 'Favorites', 'Recent', and 'Action Center' (with a red '24' notification badge). The 'Action Center' option is highlighted with a red box.

The screenshot shows two alerts in the Action Center. Each alert is for 'Manufacturing Real Estate' and states 'Manufacturing Real Estate Return for 31-Dec-2024 needs to be filed'. The first alert is for account ID 54448 and the second is for account ID MARATHON WI 54448. Both alerts include a 'File Return' link and a close button (X).

- c. From your account list, select a customer with an alert. You can also see which accounts need attention.
- d. Click the account to see what needs attention

**WI MANUFACTURING OPERATIONS INC.** 5

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ONE MAIN ST MARATHON WI 53713

**Manufacturing Real Estate**

Action Center Items 5

**20 Manufacturing Real Estate accounts**

[View Accounts](#)

- e. You can view the alerts by the specific accounts. If the account has an alert, click the red circle to view the message.

5-010	<span style="color: red; font-weight: bold;">1</span>
5-011	<span style="color: red; font-weight: bold;">1</span>
5-012	
5-013	<span style="color: red; font-weight: bold;">1</span>
5-014	<span style="color: red; font-weight: bold;">1</span>
5-015	<span style="color: red; font-weight: bold;">1</span>

- f. If you don't see an alert next to an account, that account does not need attention

**Manufacturing Real Estate**

**20 Manufacturing Real Estate accounts**

[View Accounts](#)

▼ 237-0000	-010
▼ 237-0000	-011
▼ 237-0000	-012
▼ 237-0000	-013
▼ 237-0000	-014