

## Q&A from January 9, 2024 MTA Webinar for Manufacturers

Below are the Wisconsin Department of Revenue (DOR) responses to questions from the January 9, 2024, My Tax Account (MTA) Webinar for Manufacturers.

**1. What should I do if I forget my MTA username?**

- Select "Forgot username or password" on the login page, then click the "Forgot your username?" link. Enter your profile email address to retrieve your username.
- Your username will be sent to your profile email address. If you no longer have access to the email address in your profile, contact MTA customer service at (608) 261-5338.

**2. What if I forget my MTA password?**

If you are a current user and forgot your password, select "Forgot username or password?" on the login page and enter your username and profile email to reset the password.

**3. Can multiple users access an account?**

- Yes, however, each user must create their own MTA username and password to have access to manufacturing accounts. You cannot share your username and password with other users due to security reasons.
- Note: MTA customer service will not provide assistance if you are trying to log into someone else's MTA profile for the business entity

**4. What should I do if I am logged in to MTA and do not see my accounts on the home page?**

- You need to add the appropriate accounts:
  - Select "Manage My Profile" from the home page, then select "More..."
  - Click "Add Access to an Account" and select "Business Accounts"
  - Enter the required information and submit – the tax accounts will now be listed on your home page
- If you are a third-party preparer and you do not have access to your clients' accounts:
  - Select "Manage My Profile" from the home page
  - Click "More..." and select "Add Access to a Third-Party Account"
  - Enter the required information – the accounts will now be listed on your home page

**5. Can My Tax Account be set up for an individual to file a Wisconsin Manufacturing Real Estate Return?**

Yes. Use your social security number (instead of a federal employer identification number) and follow the [registration steps](#) for a business owner/employee/property owner account.

**6. Do I need to set up a separate MTA account for each entity that files an M-R form? For example, does each separate LLC owned by the same owner that files its own M-R form need a separate MTA account?**

No, the owner can create one login under one of their entities and then obtain third-party access to their other entities under the same login. This way, the owner can access all their entities with just one username and password.

**7. Is there another way to gain third-party access to an account if the "Request Third-Party Information" tab doesn't work?**

If the tab is not working properly, contact MTA customer service at (608) 261-5338.

**8. I have a new location for my property. How do I report the new location?**

Contact the Wisconsin Department of Revenue (DOR) [Manufacturing & Utility Bureau District Office](#) in your area. After you explain the property location changes, they will inform you of your filing requirements.

**9. How do you add a new company for MTA and close out an old company that no longer owns a manufacturing property?**

- **Add an account**
  - Select "Manage my Profile"
  - Click "More..." then select an option under "Request Additional Access"
- **Close an account** – contact the [district office](#) in your area

- 10. What should I do if I stopped doing business in September 2023 and am just retiring and junking my printing equipment?**  
Contact the [district office](#) in your area and inform them of this business change. They may ask for additional information to close your account.
- 11. Is there a filing requirement for Wisconsin Manufacturing M-P forms after the new law change?**  
No. Since personal property is exempt under 2023 Act 12, you are no longer required to file an M-P form. All personal property accounts have been deactivated. Note: You must still file an M-R form for real estate accounts.
- 12. Just to confirm, the M-P forms are no longer required, but M-R forms are required for 2024 and going forward?**  
Correct, personal property accounts are deactivated and no longer require an M-P form filing. M-R forms are still required.
- 13. What is a good resource to learn about the 2023 exemption rule changes for personal property?**  
Review our informational document located at [revenue.wi.gov/Documents/2023-Act12-PersonalPropertyExemption.pdf](https://revenue.wi.gov/Documents/2023-Act12-PersonalPropertyExemption.pdf).
- 14. Do manufacturers renting their facility still need to file the M-P form?**  
No. If you rent your facility, there is no longer a filing requirement since personal property is exempt under 2023 Act 12; however, the real estate owner must file an M-R form for real estate accounts.
- 15. For 2024, we only need to file the manufacturing real estate – not personal property returns – correct? When I look at my MTA clients with the returns, the personal property accounts are closed.**  
Yes, that is correct. Personal property accounts are deactivated and no longer require an M-P form filing; however, the M-R form for real estate accounts is still required.
- 16. Since we are no longer required to file an M-P form, how/where should we report leasehold improvements?**  
The real estate owner should report all real estate costs (owner and/or tenant) associated with the real estate parcel on the M-R form.
- 17. Is there a button within the MTA form that I can click to enter the same information as last year?**  
No, you must review and answer all the questions to generate the appropriate schedules to file.
- 18. Is there a way to print a draft?**  
Yes. Go to the account and locate the return you'd like to print. Click "File/View Return." The print option is in the upper right corner of the page.
- 19. Does the print submission button print a copy of the total return you are filing?**  
Yes, it includes all schedules generated by answering the questions on Schedule A.
- 20. What if the 2024 return doesn't show up as an option for me?**  
If you do not see 2024 as an option, the forms are not live. The 2024 forms will be available in MTA during the week of January 22, 2024.
- 21. When I login to MTA and view M-R accounts, some have the December 31, 2024 available to file and some do not. Why is this?**  
The 2024 manufacturing forms will be available during the week of January 22, 2024. Some DOR forms are on different schedules and are available at different times.
- 22. How can I access an existing account if I do not have the phone number associated with the account, which we used to receive the security code after entering the login details. Is there any way to get into the account?**  
If you are unable to recover your security code email or password reset link, contact MTA customer service at (608) 261-5338.

**23. If you answered a question incorrectly, is it easy to remove a schedule?**

Yes. Return to Schedule A and change your answer to the question that makes the schedule mandatory.

**24. Is there a due date for property sale?**

No, there is no assigned due date. Make sure to contact the [district office](#) in your area right away so they can determine if the property should still be classified as manufacturing for the current year.

**25. Is filing an M-R form required for any manufacturer claiming the manufacturing income tax credit?**

- Owners of a businesses classified as manufacturing by the Wisconsin Department of Revenue (DOR) may apply for the manufacturing income credit whether or not they own the real estate property they occupy
- Owners of real estate classified as manufacturing by DOR are required to submit the M-R form annually

**26. Will all leasehold improvements from Form M-P, Schedule LI be added to the respective M-R form?**

- If you previously reported building improvements on the M-P form, you **may** have received a letter from DOR indicating a real estate account was added to continue reporting those items
- **If you received a letter** – it contains information on the new account number and filing requirement using the M-R form
- **If you did not receive a letter** – the market value of the leasehold improvement (LHI) formerly reported by the tenant on Form M-P, Schedule LI, becomes part of the real estate owner's assessment

The real estate owner:

- Should not list items reported in the past by the tenant
- Should report annual updates (additions/deletions) by the owner and/or tenant

**27. Will this letter be in the MTA account where we can access it for our clients?**

Yes. This letter can be found in MTA. Click the "More..." tab, then "View Letters."

**28. Will the prior year leasehold improvements from the M-P form prefill in the current year M-R form, where we can just add/change information as needed?**

No. Assets previously reported on the M-P form are not automatically transferred to the M-R form. The real estate owner must enter changes to the real estate that occurred during 2023, on the M-R form. Prior year's changes should not be reported.

**29. What type of support attachments should I add? Are attachments required?**

Attach documents such as a building sketch or additional information related to schedule additions. Certain schedules require attachments (ex: R-1); other attachments are voluntary.

**30. Does remodeling of an office space into an assembly area need to be recorded as an addition?**

Remodeling of an office space should not be reported as an addition. Report that type of remodeling on the Form M-R, Schedule R-2–Remodeling.

**31. Does DOR need a copy of an appraisal if it was NOT sold, just refinanced?**

It is not required, but is helpful information for valuing your property.

**32. Is the county register of deeds document number something new?**

Yes. If you have a building on leased land, you need the number from the register of deeds to have the building assessed separately from the land.