Wisconsin
Department of Revenue

Wage Attachment User Guide
For Employers

Last Update: 6/6/2011

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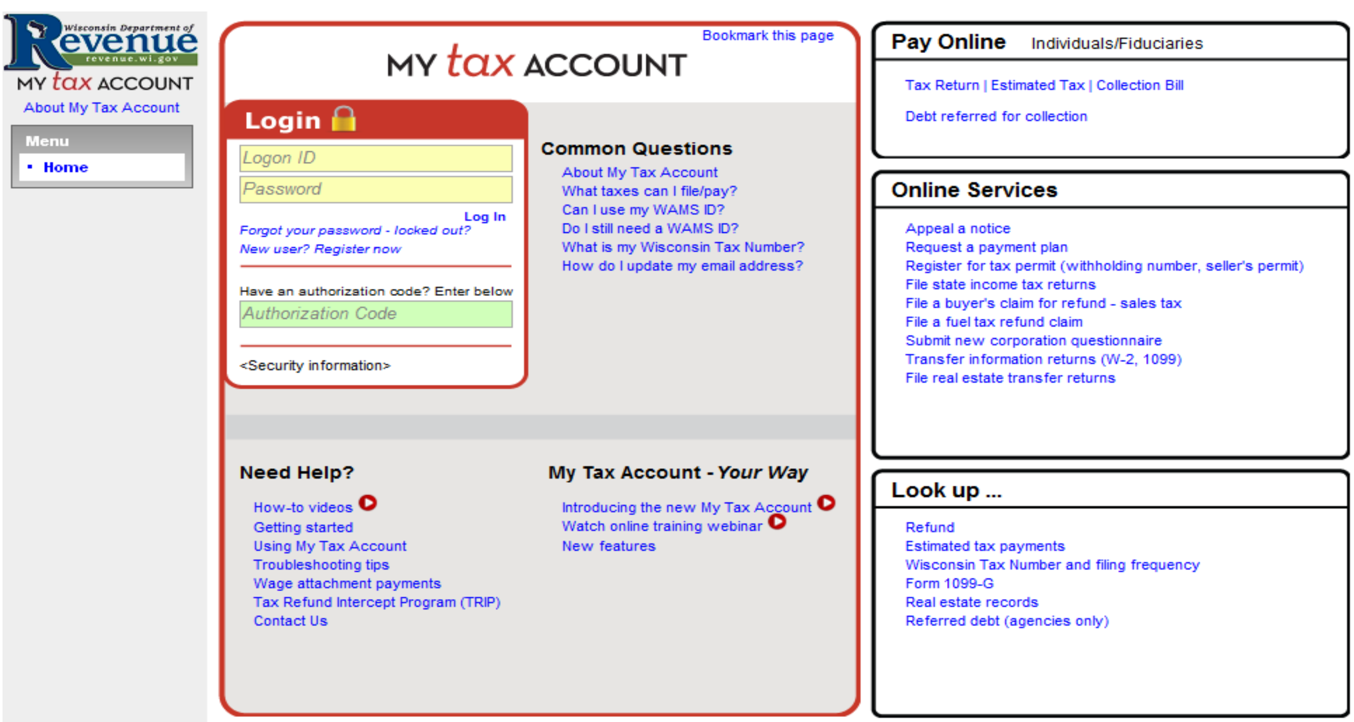
New User Registration Process (Business owner, employer user)

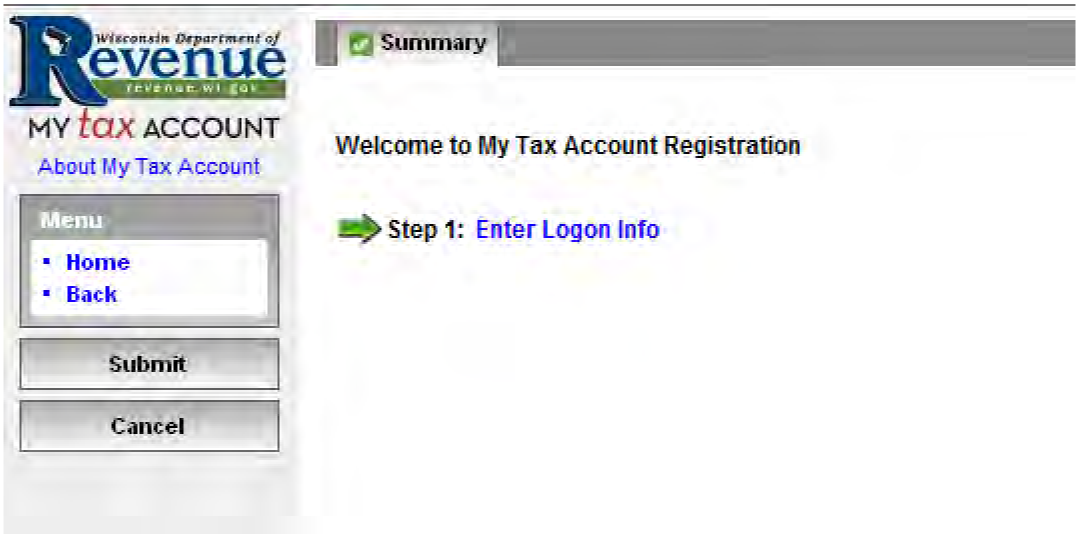
Open the Revenue Home page and click on the My Tax Account Logon button.

www.revenue.wi.gov

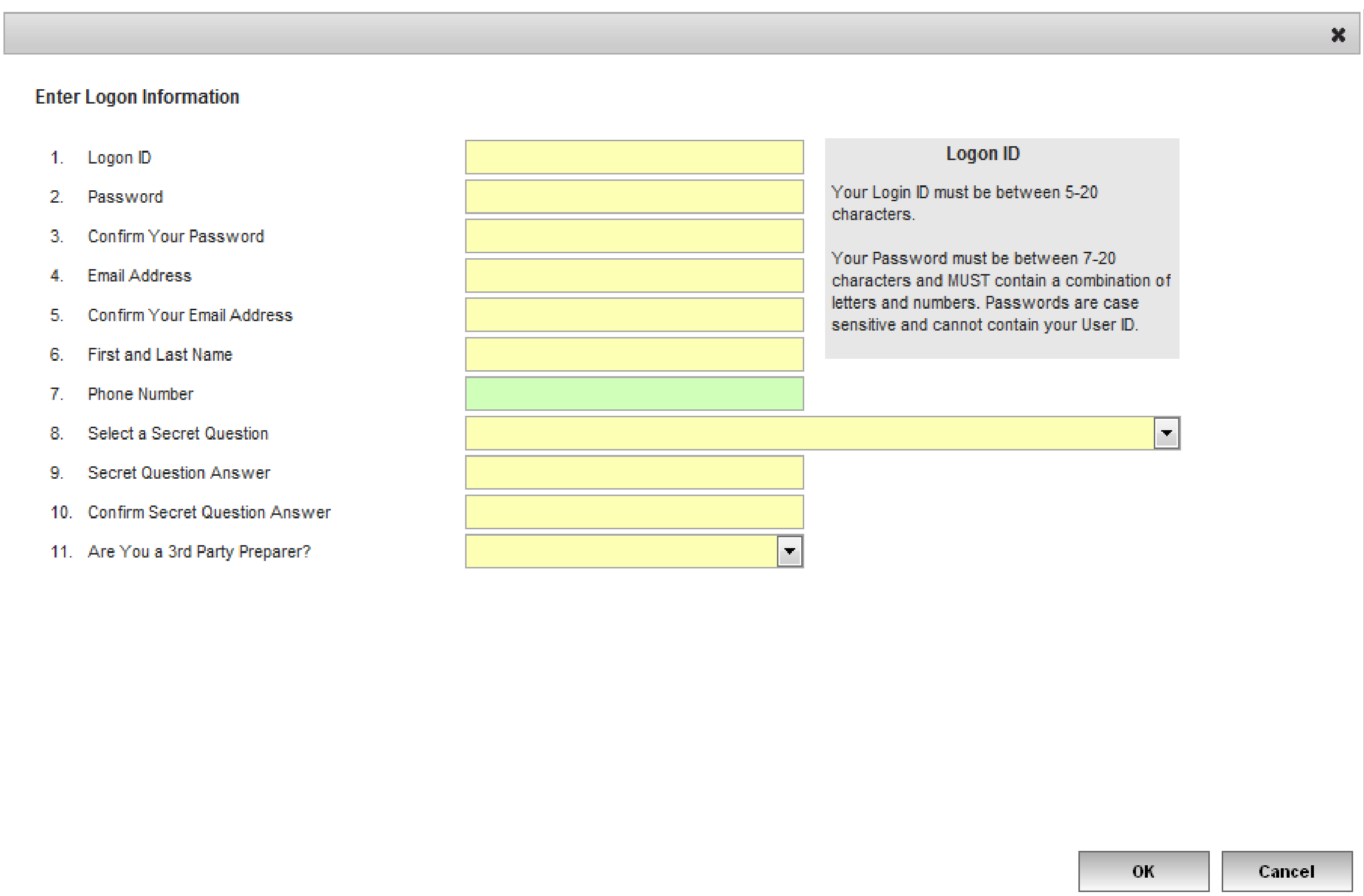
Click on the *New user? Register now* link. NOTE: The following instructions are for the employer user. If you are a third party provider, go to the third party provider registration section for your registration instructions.



Click on the *Enter Logon Info* link.

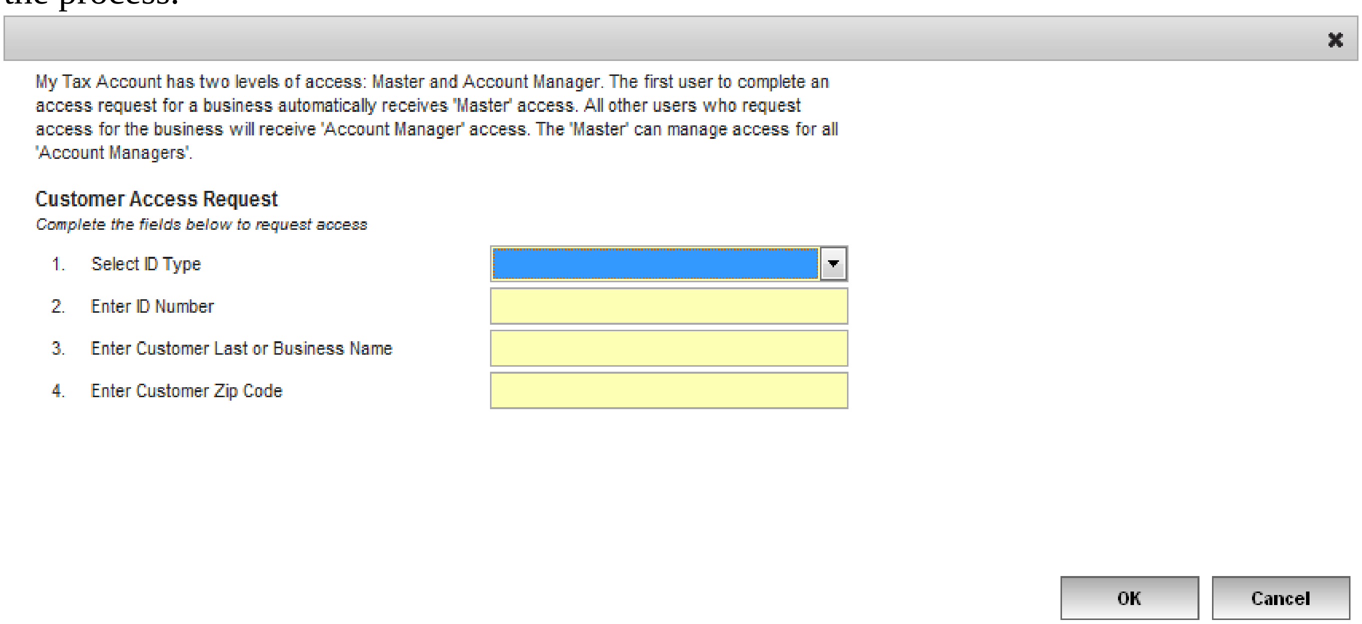


Enter the information in the required (yellow) fields. This information is your personal login information. Click on *OK* when completed.



Click on the *Authenticate Customer Information* link to authenticate your user profile to the entity you represent.

Enter the required information for the entity you represent. If you are a third party provider do not enter your client's information. You will associate your profile to your client later in the process.



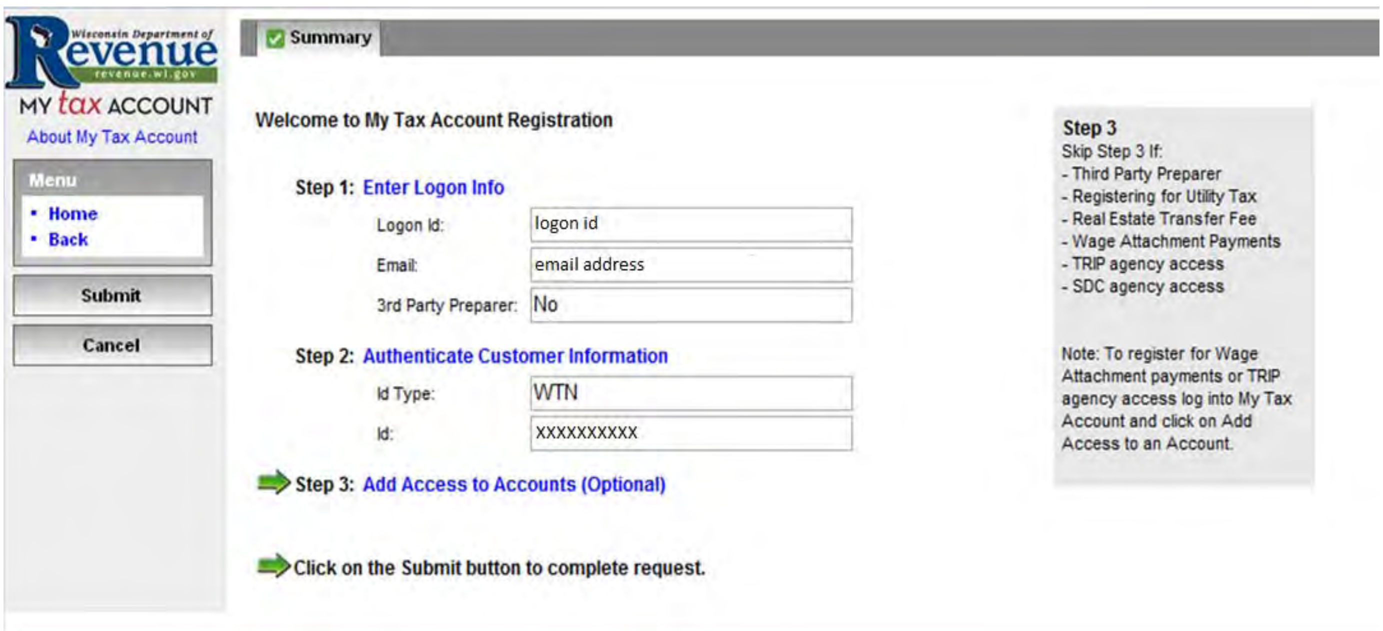
Select the ID type and enter the ID Number. ID Type options include:

- Federal Employer Identification Number (FEIN, EIN)
- Social Security Number (SSN)
- Wisconsin Taxpayer Number (WTN)

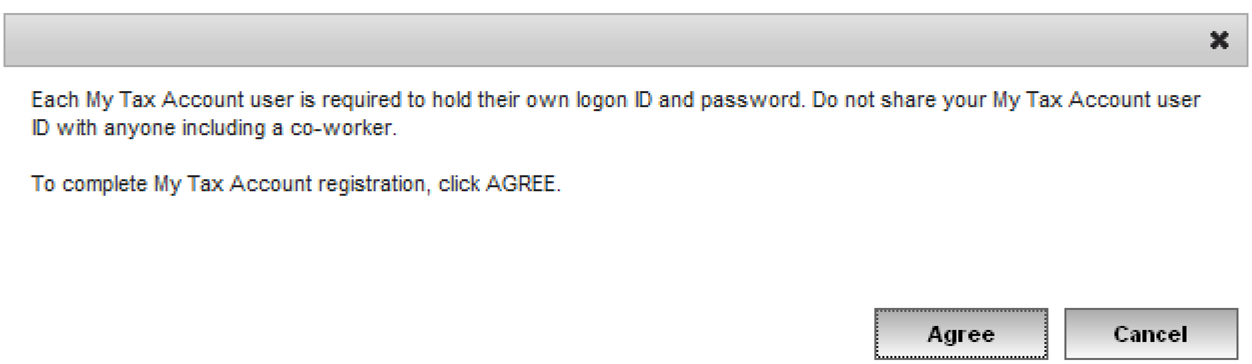
Enter the Business Name as the full legal name to authenticate. Consult the Notice of Wage Attachment letter for the name.

> **Note to Third Parties:** If you are a third party provider representing a client, you must first register under the third party business. Later in the process you will add access to your client's accounts using the Add 3rd Party Account Access link.
> **Note to Business with Subsidiaries:** If you are an employee of a business that has subsidiaries, register under the parent company first. Later in the process you will be able to add access to the other subsidiary units using the Add 3rd Party Account Access link.

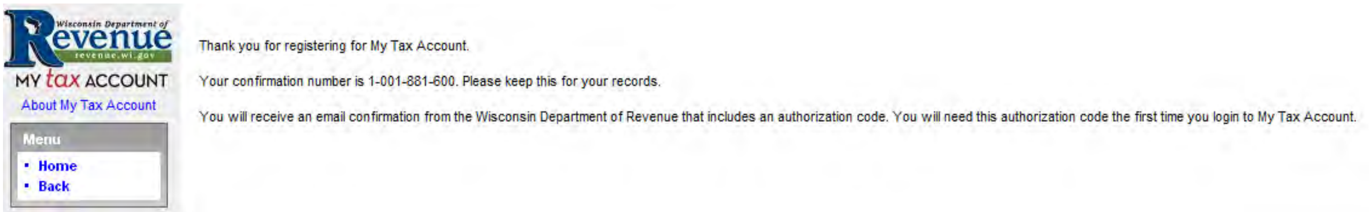
Skip step 3 by clicking on the submit button. Step 3 is only used for adding access to business tax accounts.



Read the notice and click Agree to complete your registration to My Tax Account.



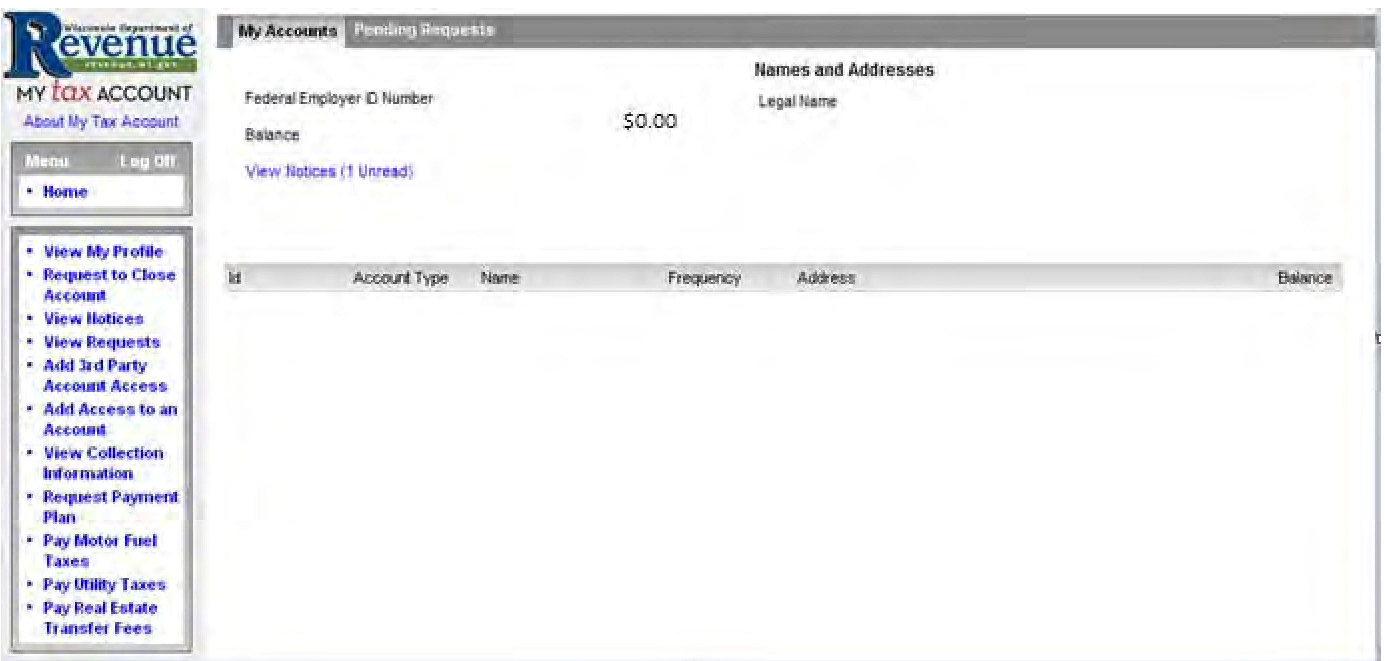
You will receive a confirmation email to the email address you provided that will include an authorization code. That authorization code is required to associate your profile to the wage attachment account and complete the registration process. You may go back to the My Tax Account login page by using the Home link.



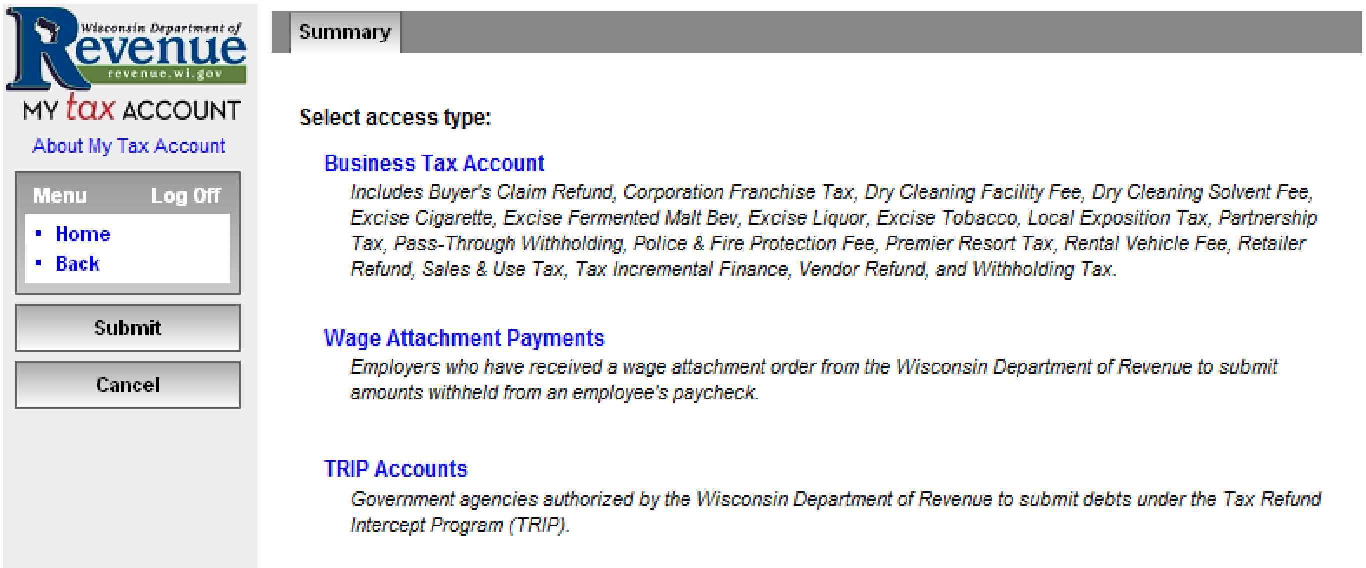
Register to Add Wage Attachment Account

Register as a business owner or employee user for Wage Attachments:

Your account accesses are displayed on this screen. It is also here where you add access to the Wage Attachment account.

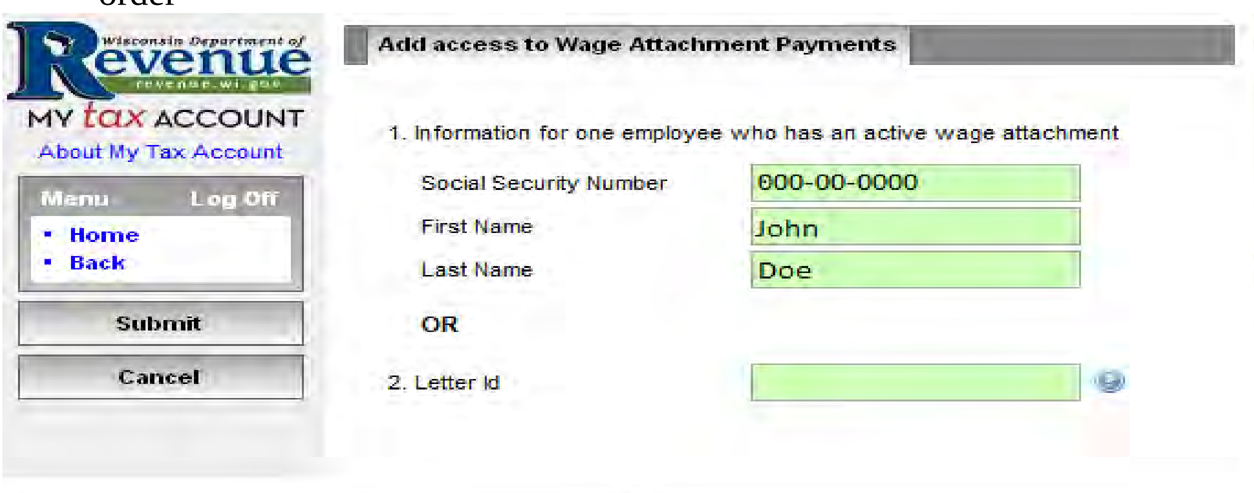


Click on the Add Access to an Account link and select Wage Attachment Payments:



Enter one of the following:

- Social Security Number and Name of an individual with an active wage attachment order



OR

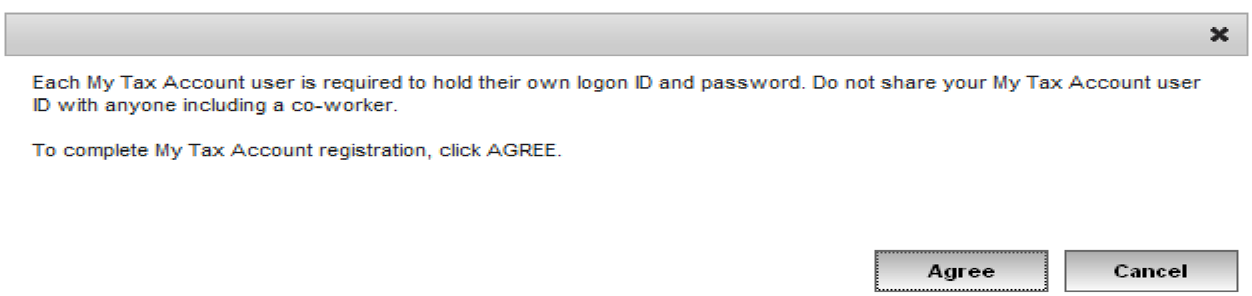
- The Letter ID from the original Notice of Wage Attachment letter.

NOTE: You may only use the letter ID from the original wage order in this field.

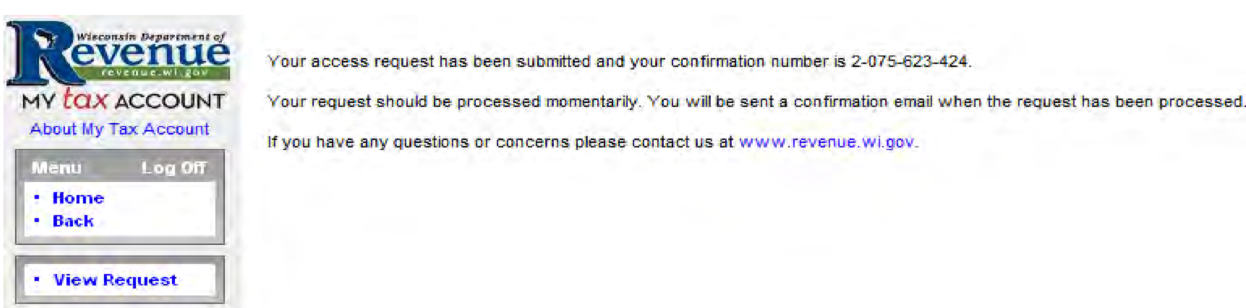
HINT: Click on the Help ? link to locate the Letter ID.

Review the information for accuracy. “Submit” your request.

Read the notice and click “Agree” to complete the registration for access to the Wage Attachment account.



Confirmation page - Your access request has been submitted. Click on the “Home” Button to return to your account access page.

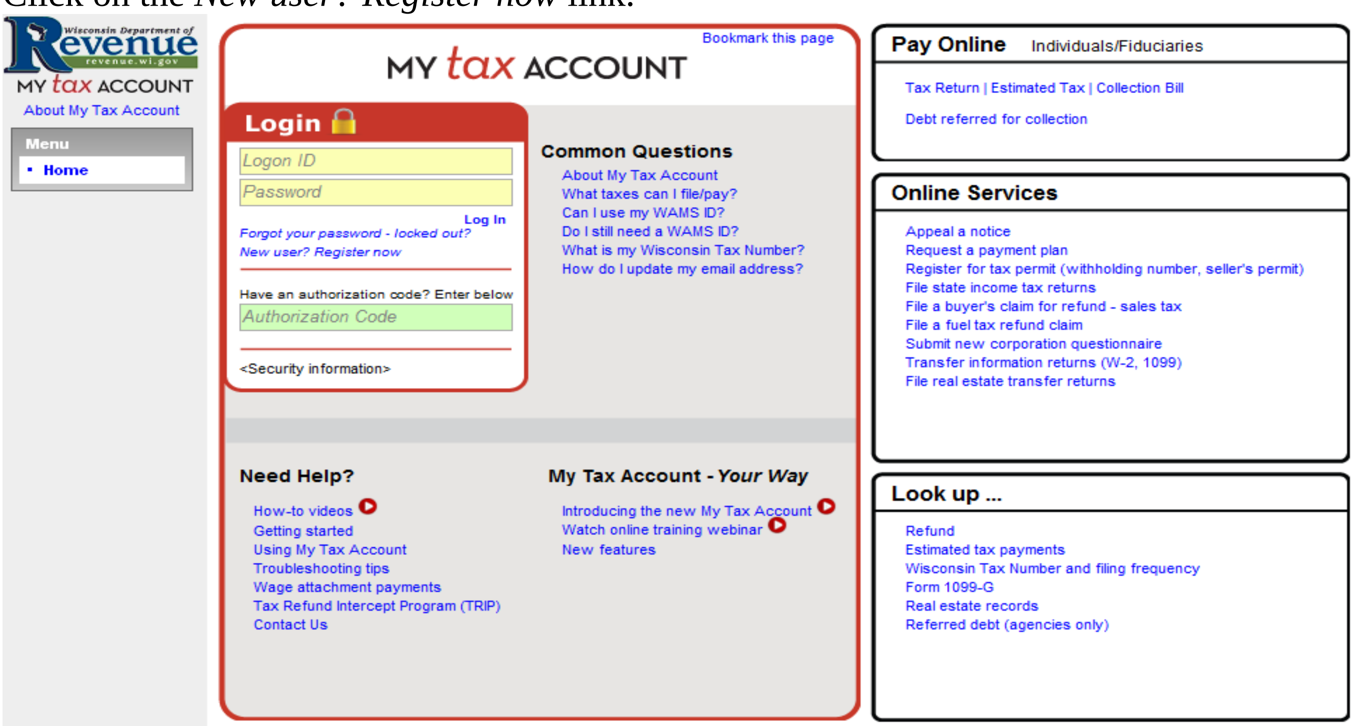


New User Registration Process (3rd Party Provider)

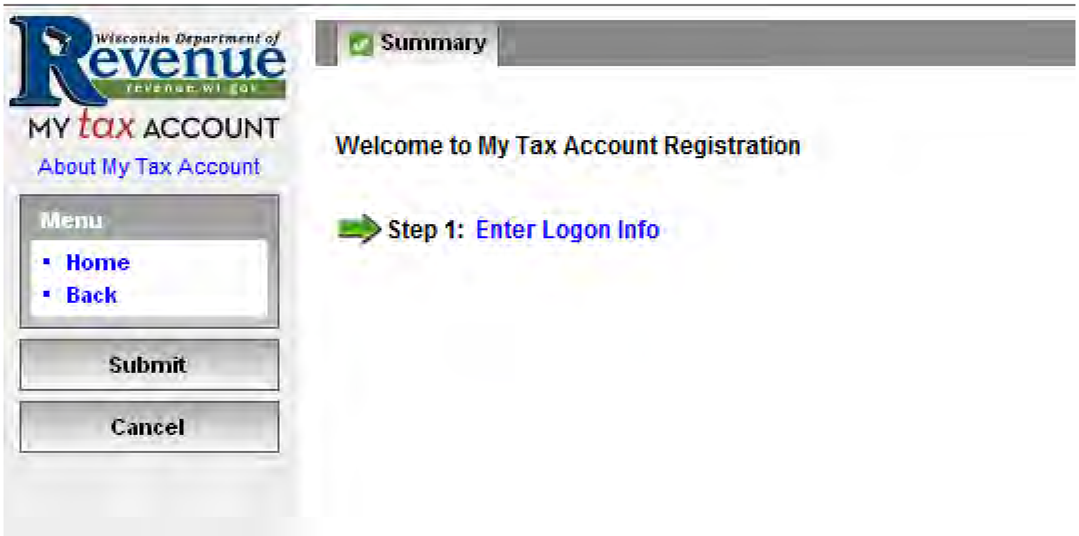
Open the Revenue Home page and click on the My Tax Account Logon button.

www.revenue.wi.gov

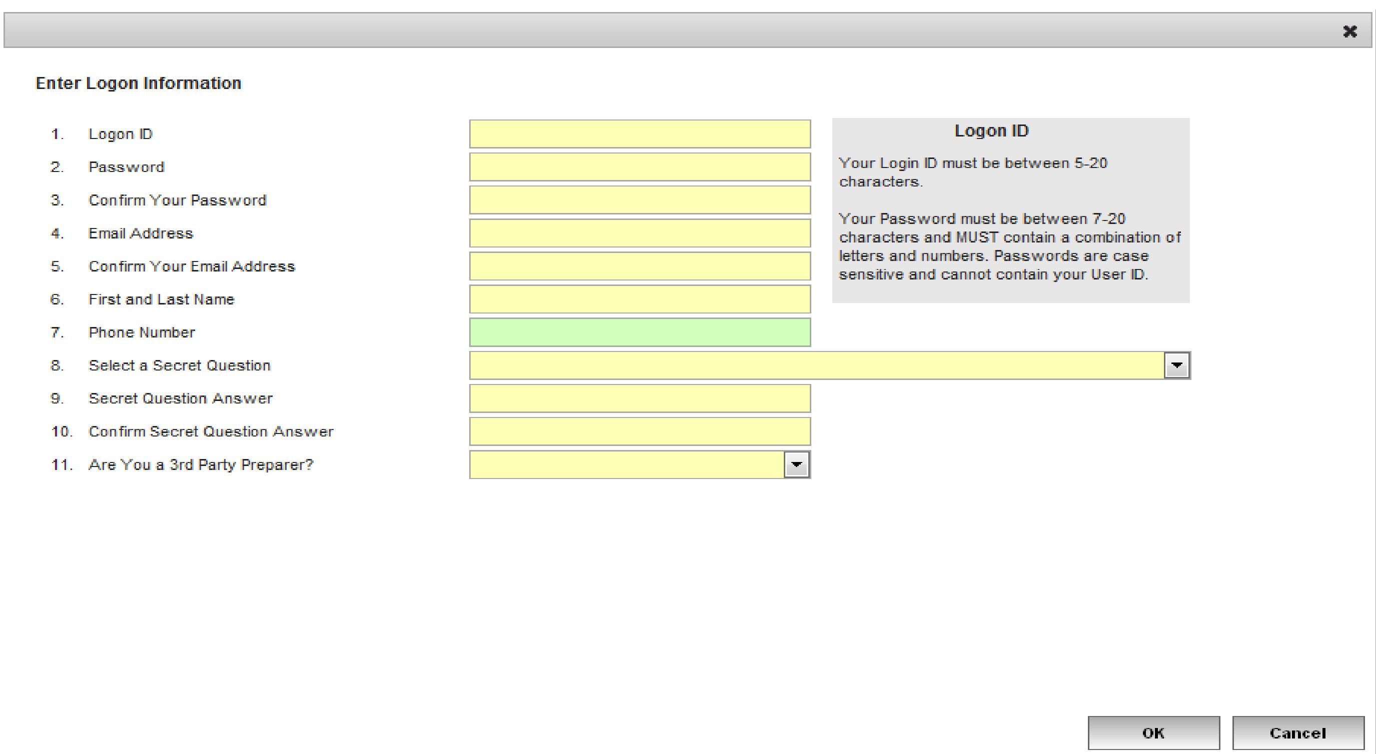
Click on the *New user? Register now* link.



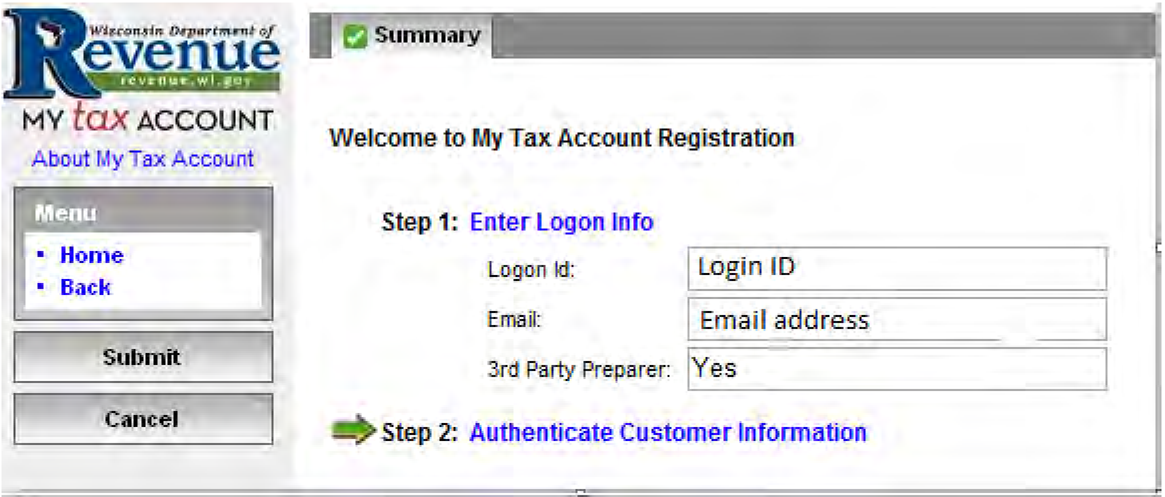
Click on the *Enter Logon Info* link.



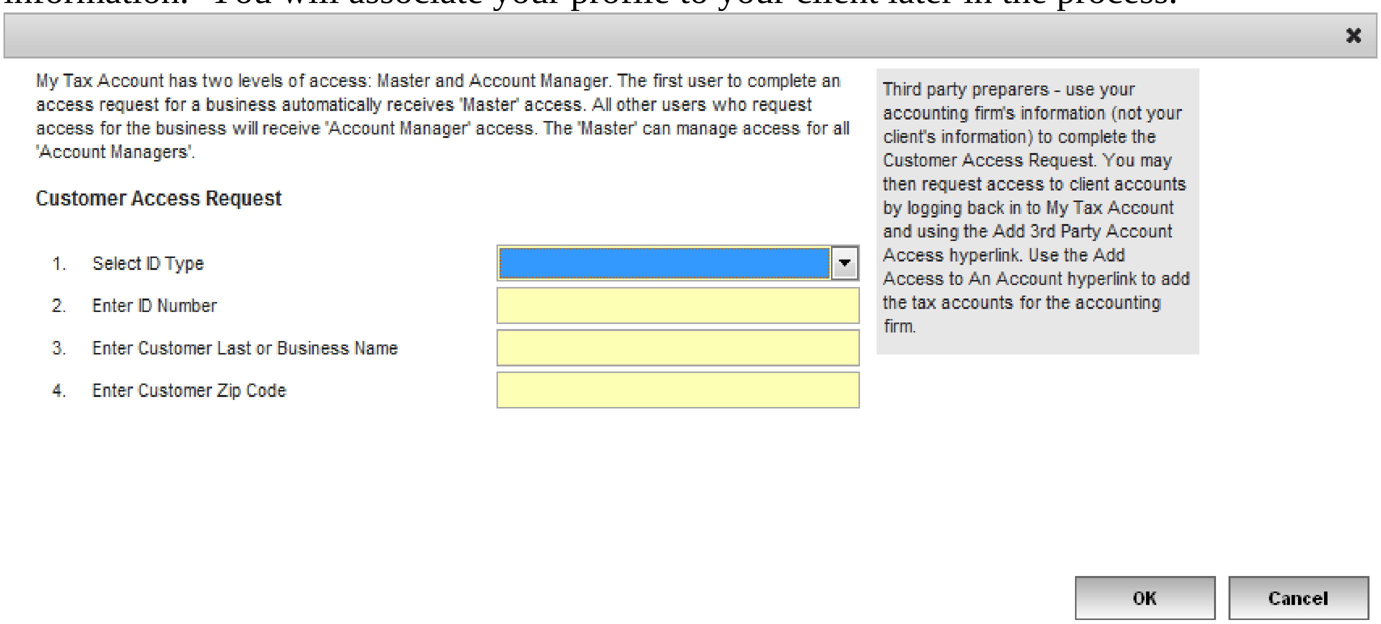
Enter the information in the required (yellow) fields. This information is your personal log-in information. Click on *OK* when completed.



Click on the *Authenticate Customer Information* link to authenticate your user profile to the entity you represent.



Enter the required information for the entity you represent. Do not enter your client's information. You will associate your profile to your client later in the process.

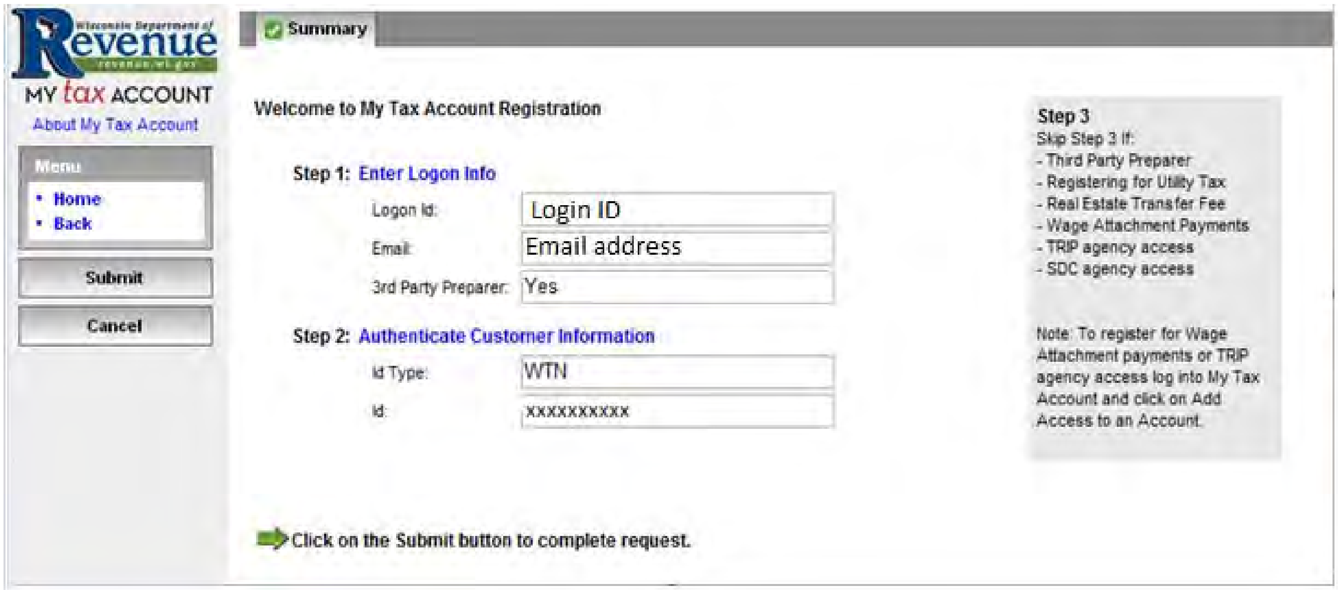


Select the ID type and enter the ID Number. ID Type options include:

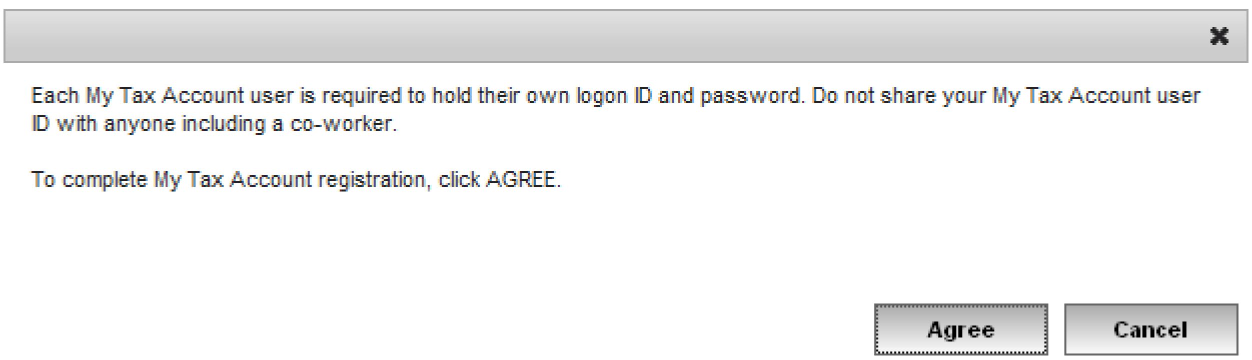
- Federal Employer Identification Number (FEIN, EIN)
- Social Security Number (SSN)
- Wisconsin Taxpayer Number (WTN)

Enter the Business Name as the full legal name to authenticate. Consult the Notice of Wage Attachment letter for the name.

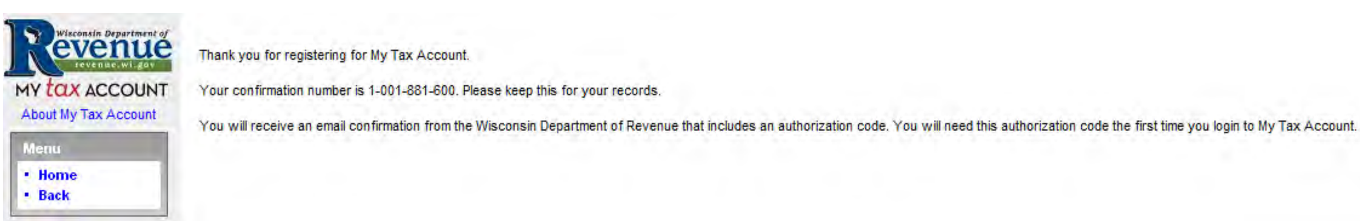
Click on the Submit button.



Read the notice and click Agree to complete your registration to My Tax Account.

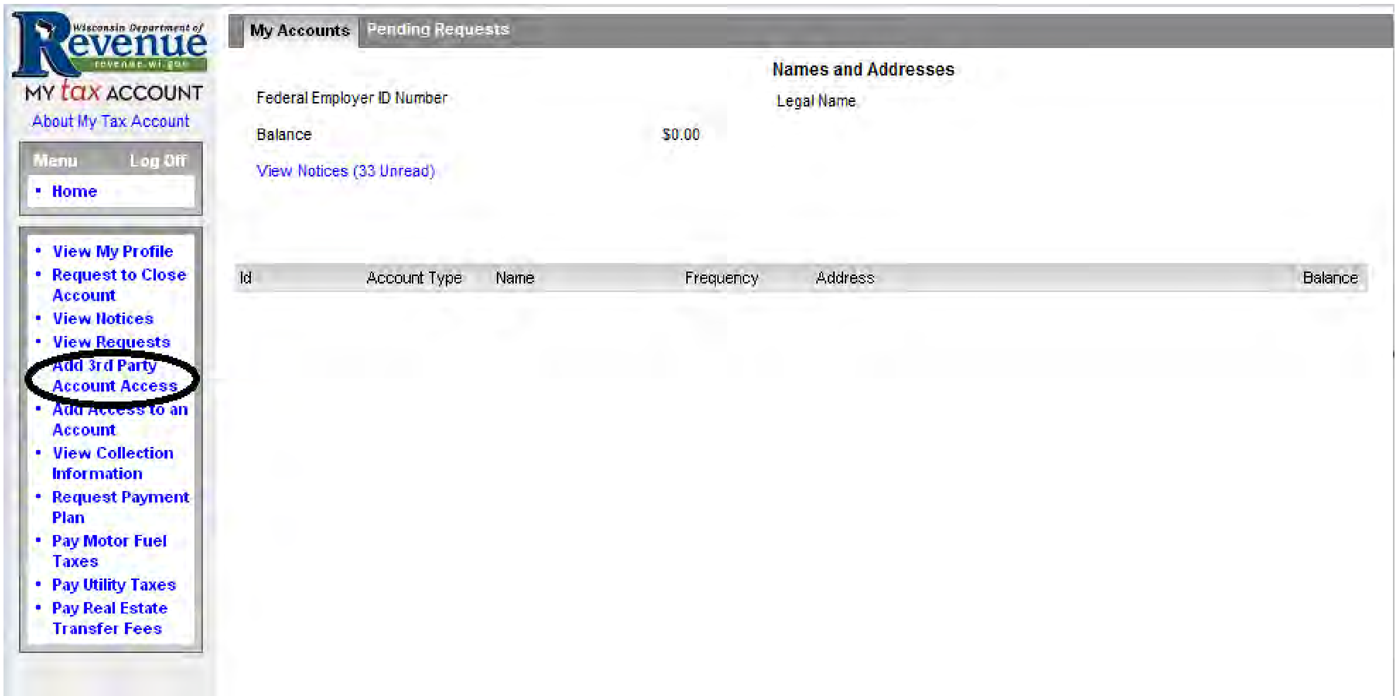


You will receive a confirmation email to the email address you provided that will include an authorization code. That authorization code is required to associate your profile to the wage attachment account and complete the registration process. You may go back to the My Tax Account login page by using the Home link.

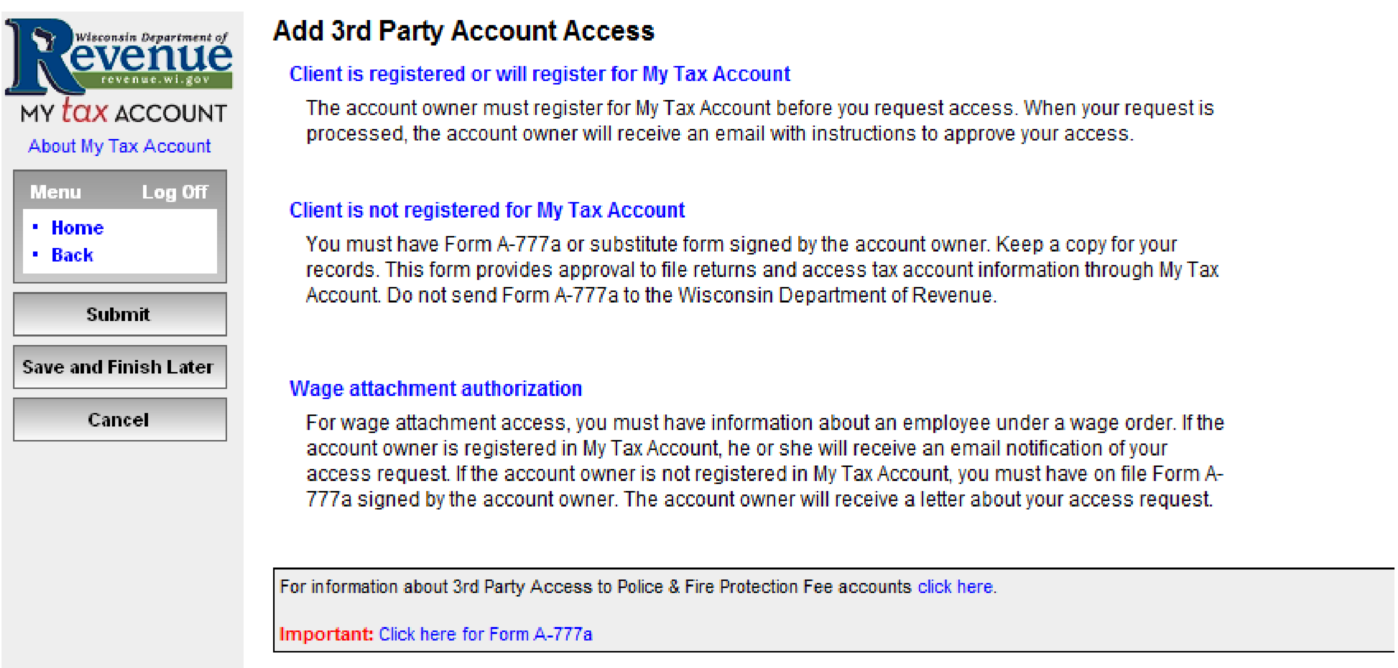


Register as a Third Party Provider for Wage Attachments:

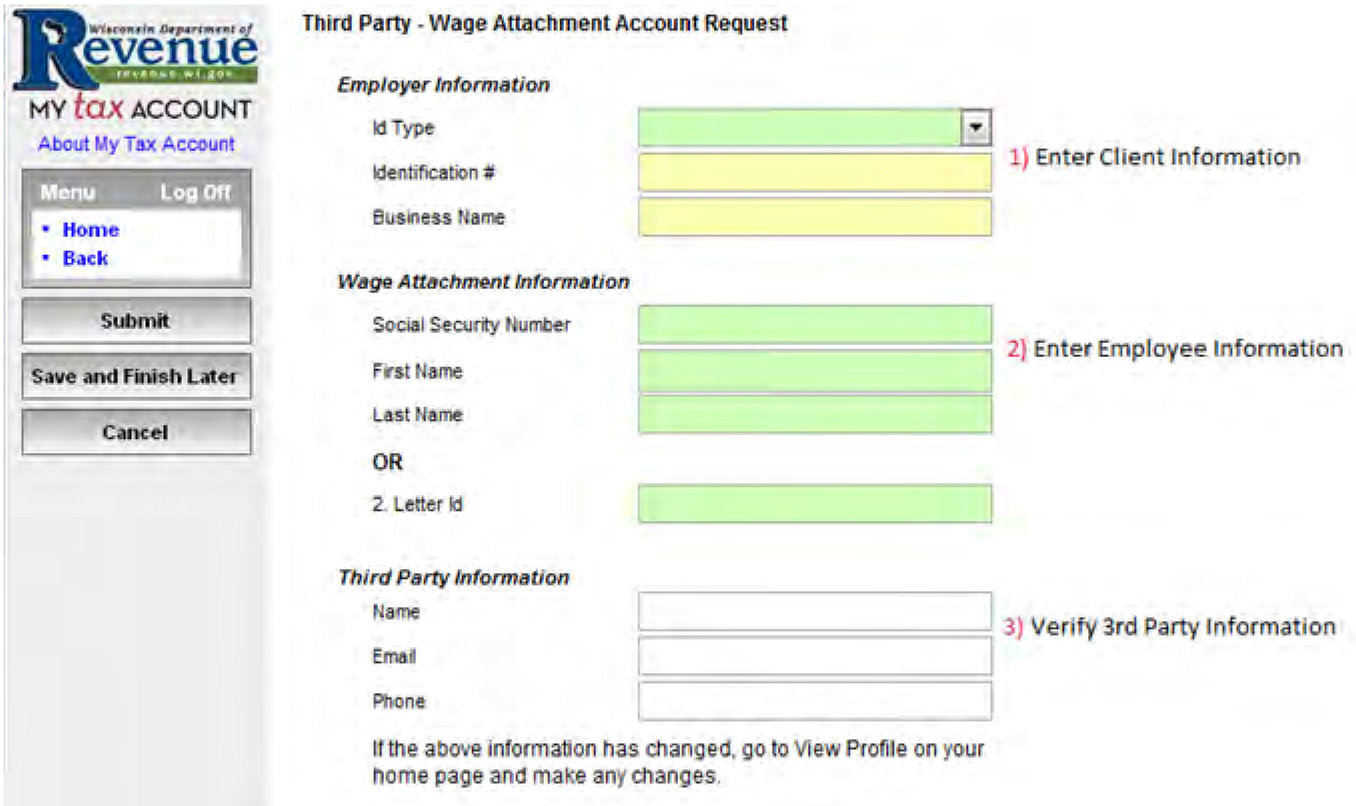
Your account accesses are displayed on this screen. It is also here where you add access to the Wage Attachment account. Click on the Add 3rd Party Account Access link. and Wage attachment authorization:



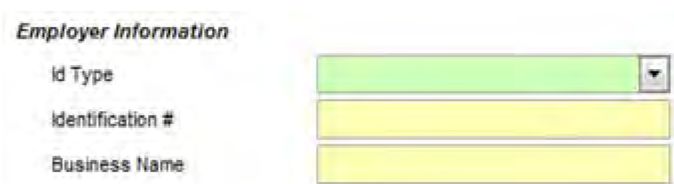
Click on the Wage attachment authorization link.



Enter the information below to gain access to your client's wage attachment account:

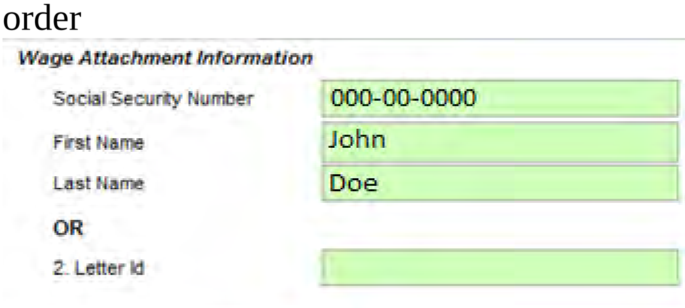


1. Enter your client information:



Federal Employer Identification Number, Social Security Number, or Wisconsin Tax Number are acceptable ID Types.

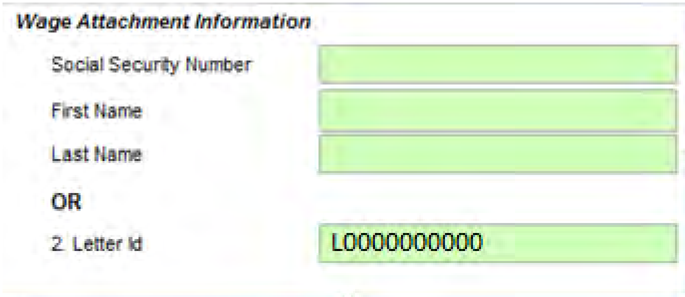
2. Enter one of the following:
   - Social Security Number and Name of and individual with an active wage attachment order



OR

- The Letter ID from the original Notice of Wage Attachment letter.

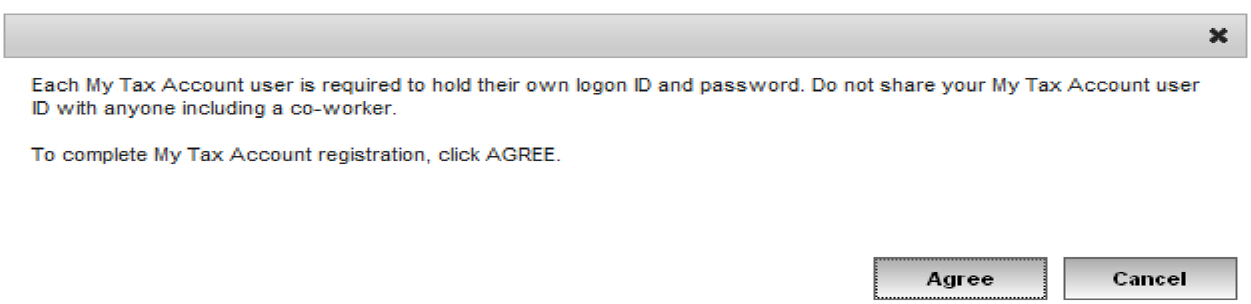
NOTE: You may only use the letter ID from the original wage order in this field.



3. Third Party Information section will display Preparer Name and Preparer E-mail based on user information.

Review the information for accuracy. Click on the Submit button.

Finalize your request by reading the notice and clicking on the “Agree” button.



You are now authorized to access the wage attachment account to process wage attachment payments. If you have other clients to enter, click on the “Add 3rd Party Account Access” link. Click on the Home link to return to your list of accounts.

Wage Attachments Account

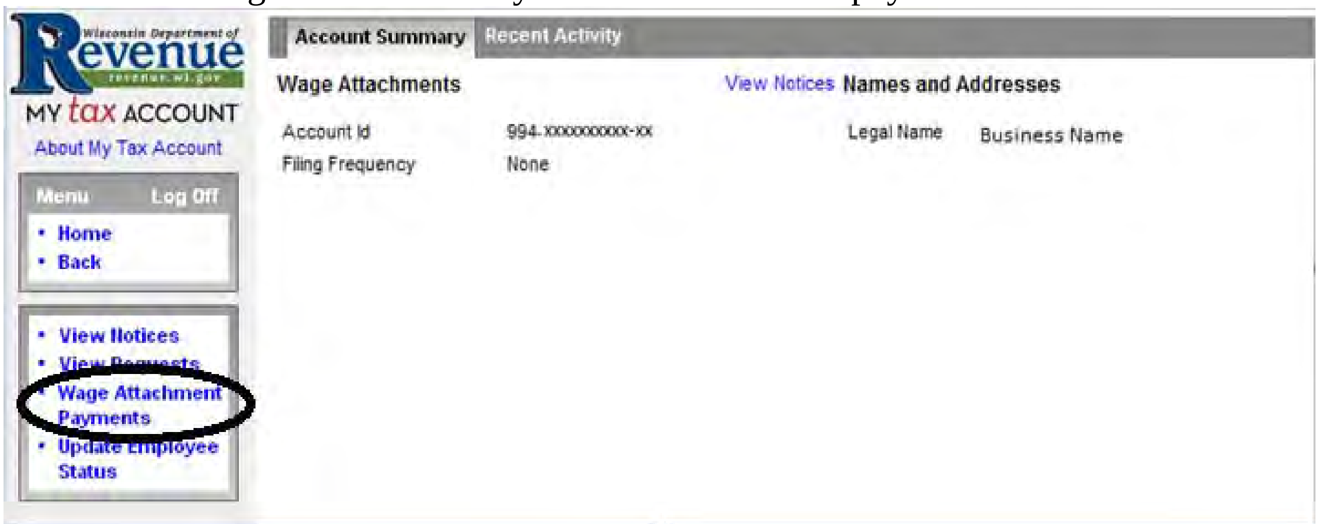
Your Wage Attach account will display in the My Accounts section. The accounts displayed are based on your user authority. Click on the account number to open the Wage Attachment account features.

Note: Wage attachment accounts do not have a balance or filing frequency. This information should be ignored for Wage Attach account purposes.

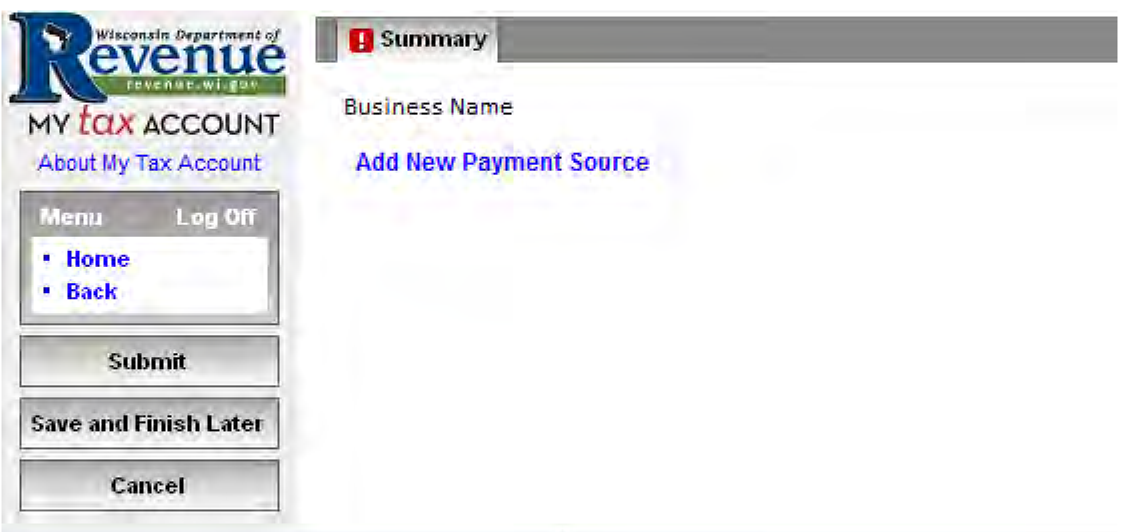
Wage Attachment Payments

Make an On-line Wage Attachment Payment

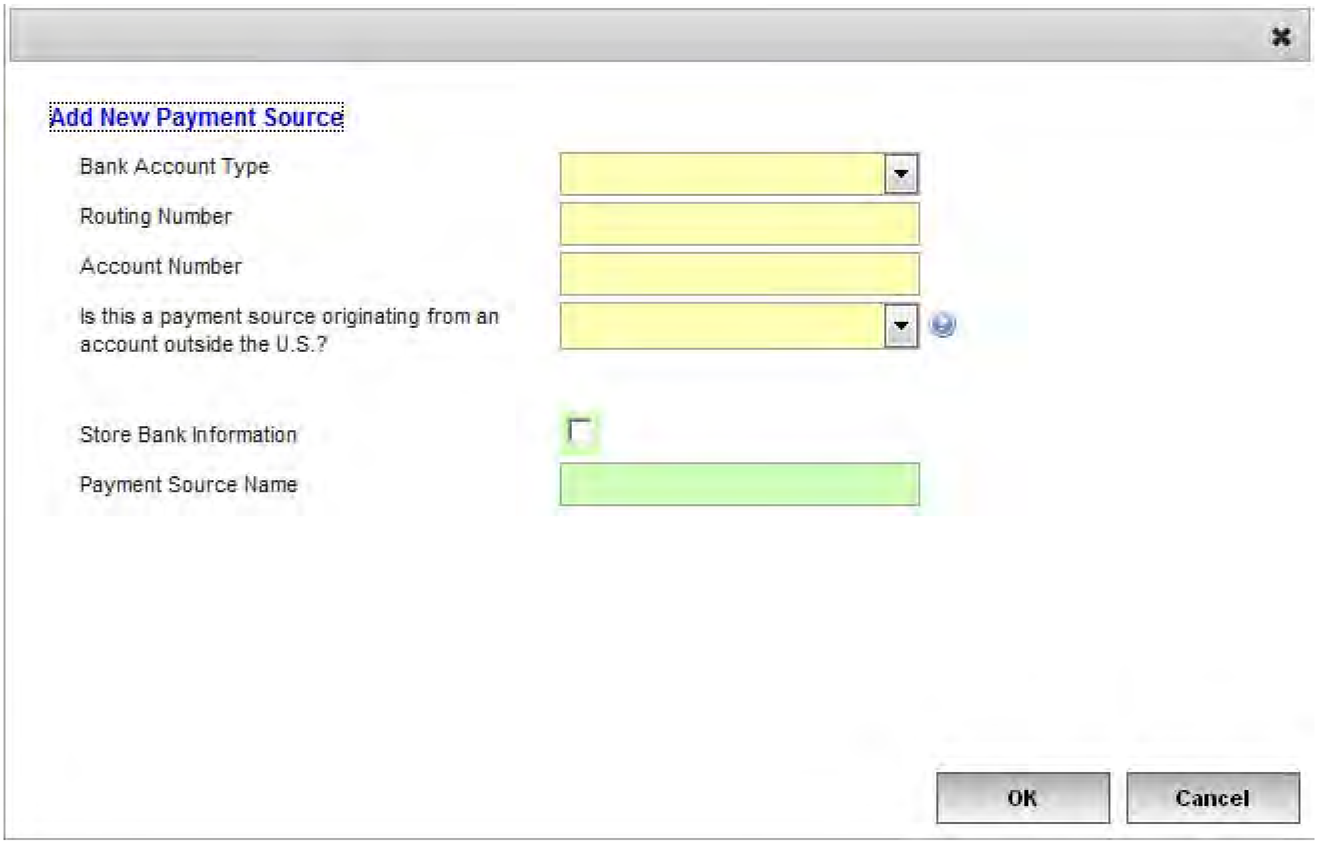
Click on the Wage Attachment Payments link to make a payment.



You must first select a payment source.



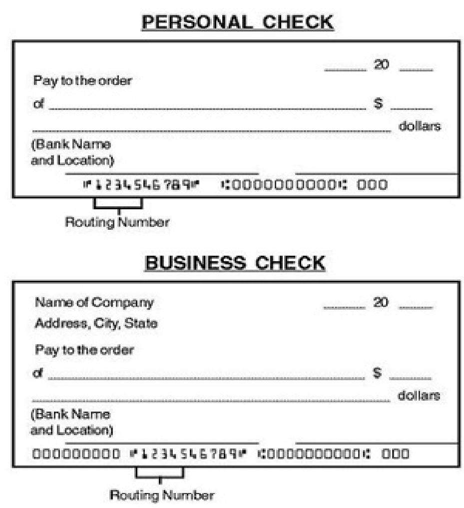
The first time you submit wage attachment payments you will enter the bank account information for payment withdrawal. If you do not store the bank information this will need to be completed each time you make a wage attachment payment.



Bank Account Type: Select Checking or Savings as the type of account.

Routing Number: A nine digit number used to identify your bank. On a personal check, the routing number is the first set of digits. On a business check, the routing number is the second set of digits. See image provided.

Account Number: The number used to identify your bank account. This number follows the routing number on both personal checks and business checks. See image provided.



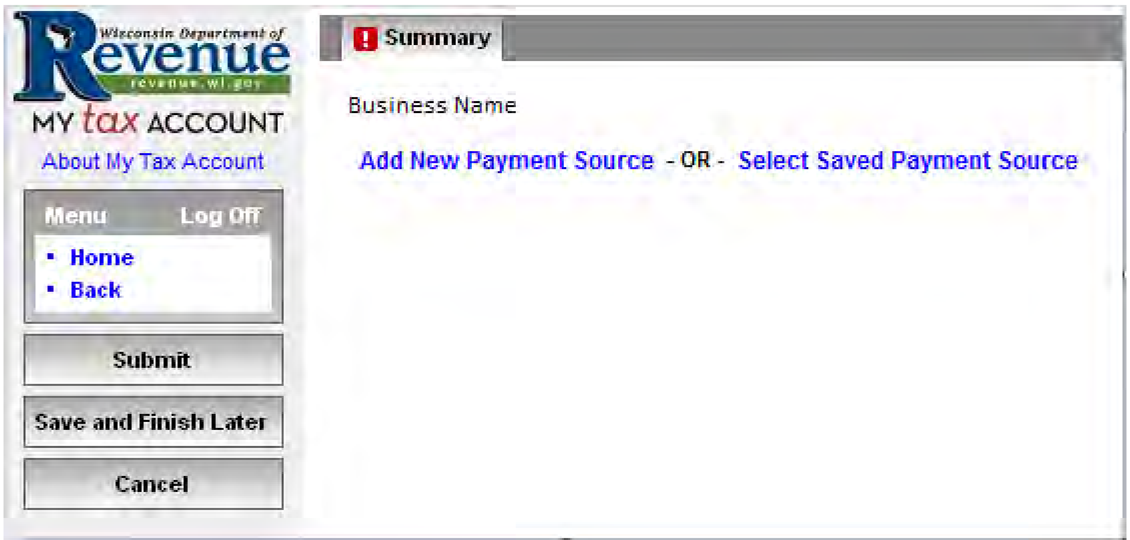
International Bank Account: Banking regulations require an entry in this field. Select No if your bank is located in the United States. If you select Yes you cannot make a wage attachment payment from this account.

Store Bank Information: Check the box to save your bank account information for future use.

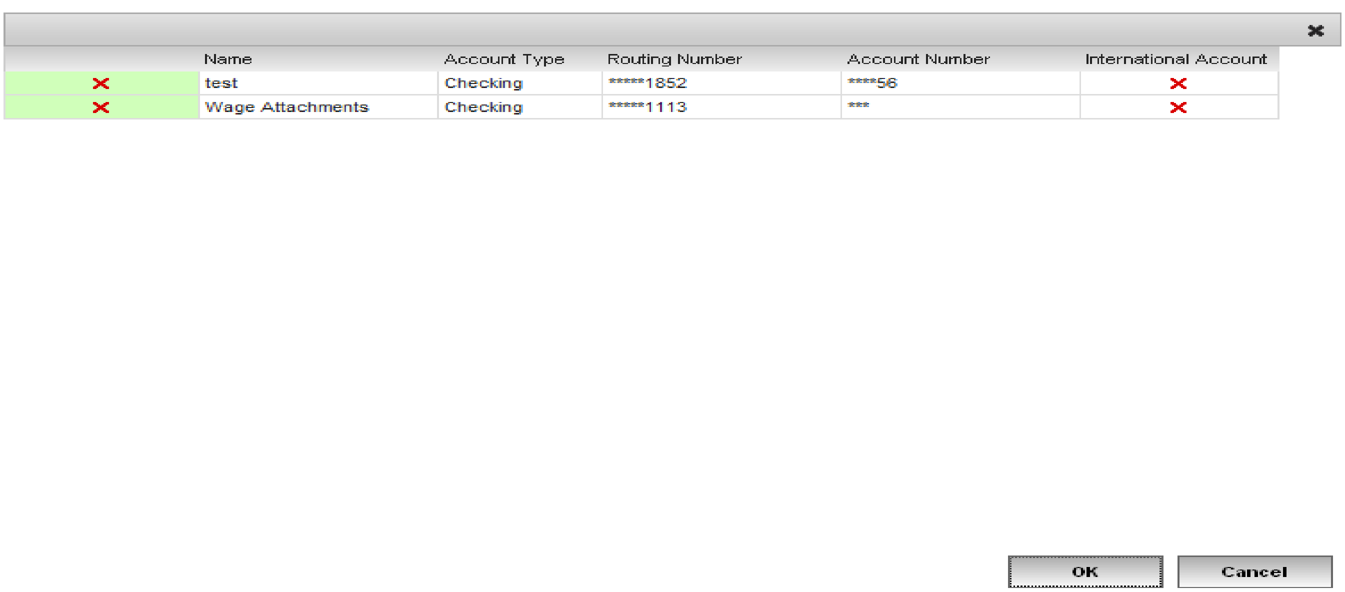
Payment Source Name: If you checked the box to save your bank account information, provide a name for the account for your future reference. For example, if you have a separate bank account for payroll, you may want to name the account “Payroll Checking.” A separate account for sales tax payments could be name “Sales Tax Checking.” The name you select will help you identify the correct account without remembering the account number when remitting payments in the future.

Press OK to save your bank information.

If you have already saved a payment source for your wage attachment payments you will see:



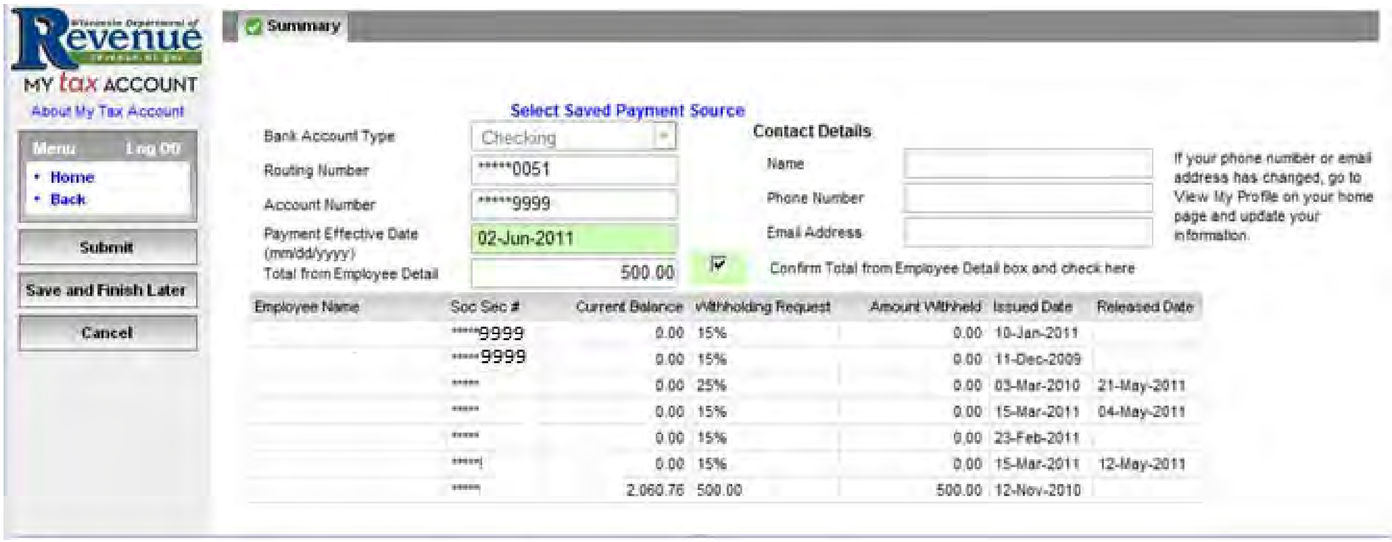
If you wish to use a saved payment source click on the Select Saved Payment Source link and then click on the red X for the payment source you wish to use and then click OK.



	Name	Account Type	Routing Number	Account Number	International Account
✕	test	Checking	*****1852	****56	✕
✕	Wage Attachments	Checking	*****1113	***	✕

Employee Details

All employees with an active wage attachment will display. Enter the amount withheld for each employee listed.



Employee Name: All employees with an active wage attachment order and all employees with satisfied (recently released) wage attachment orders.

Soc Sec #: A truncated SSN for the employee is displayed. You should verify that the last four digits of the SSN displayed match the employee you have on record.

Current Balance: The amount remaining due to the Department of Revenue (DOR) under the wage attachment.

Withholding Request: The amount that should be withheld from the individual's gross wages. This is displayed as either a percentage of the employee's gross pay or a monthly dollar amount.

Issue Date: The date the current wage attachment order was issued.

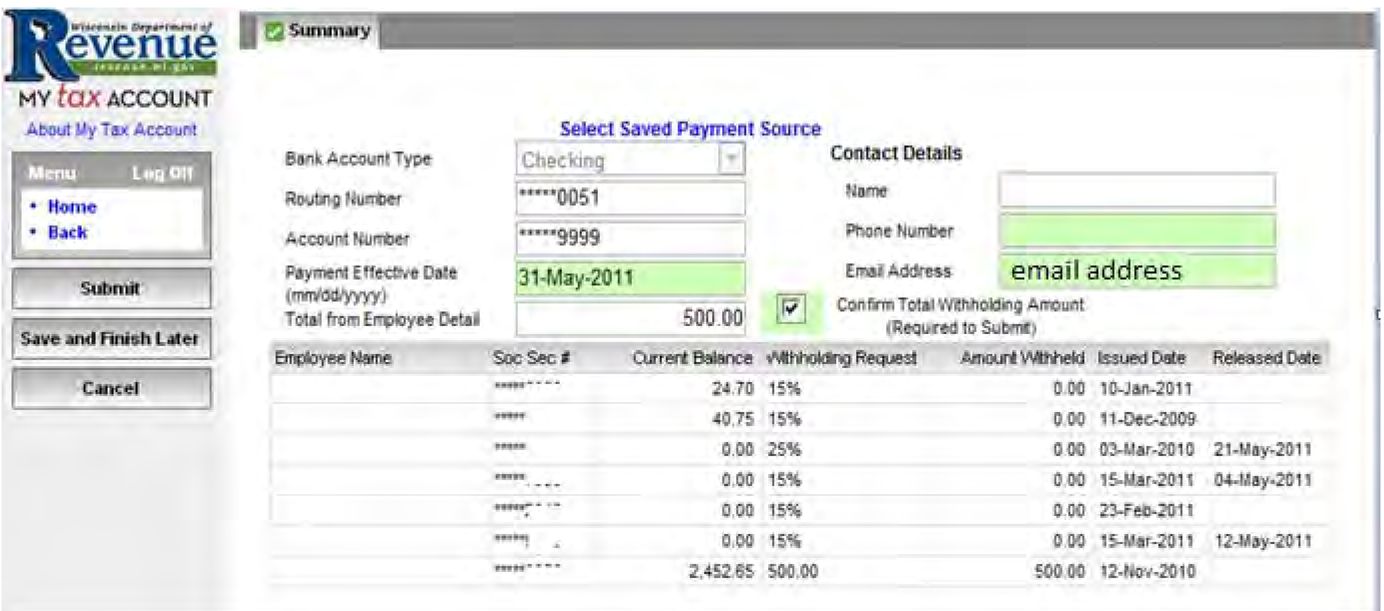
Released Date: The date that you, as an employer, are no longer obligated to withhold for this wage attachment order. If DOR releases a wage attachment, a letter will be sent to you. **Note:** Additional amounts due may result in another wage attachment being issued. If you notify DOR that the employee is no longer working, DOR does not send a release letter.

Amount Withheld: Enter the amount withheld from the employee's gross wages for this remittance.

- If an employee had no wages for the reporting period, leave the field as 0.00.
- If an employee had wages but you did not receive the wage order in time to respond to the withholding request, leave the field as 0.00.

- If an employee is no longer employed by you, enter 0.00. Submit an employee status update through your Wage Attachment account or notify DOR at ccerts@revenue.wi.gov of the employee's employment status. Provide the employee's name, Notice of Wage Attachment Letter ID (located in upper right hand corner), and truncated SSN (last four digits only) for identification purposes.
- If the amount withheld is greater than the Current Balance, you may the entire amount withheld and DOR will issue a refund.
- If the Current Balance equals 0.00, a wage attachment release letter either has been sent or will soon be sent. You are no longer obligated to withhold for this employee. However, if you wish for DOR to refund what you have already withheld from the employee you may submit it and DOR will refund it to the employee. **Note:** A current balance of 0.00 does not mean that all amounts due to DOR has been paid. If additional amounts are owed to DOR, another wage attachment may be issued.
- If you have not received a wage order for an employee that you see listed, e-mail ccerts@revenue.wi.gov with the employee's name, employees truncated SSN (last four digits only) for identification purposes, and your fax number or mailing address. DOR will research and provide you with a copy of the original wage attachment order.

Once you have entered all your withholding information for this submission verify the total to be paid in the Total Employee Detail box and check the confirmation box. **This confirmation is required to submit your payment.**



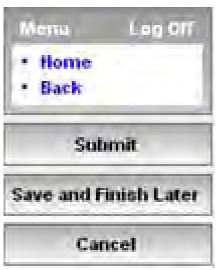
Total from Employee Details: This field automatically totals the individual amounts entered in the amount withheld column.

Payment Effective Date (mm/dd/yyyy): Enter the date you would like the payment withdrawn. Dates up to 30 days in the future are allowed. For example, if you are entering withholding for a wage attachment on the 15th of the month, you can select the 25th of the month as the date the withholding amount is withdrawn from your bank account. If the box is red, check for an entry error. Payment dates cannot be in the past and only dates up to 30 days into the future are allowed.

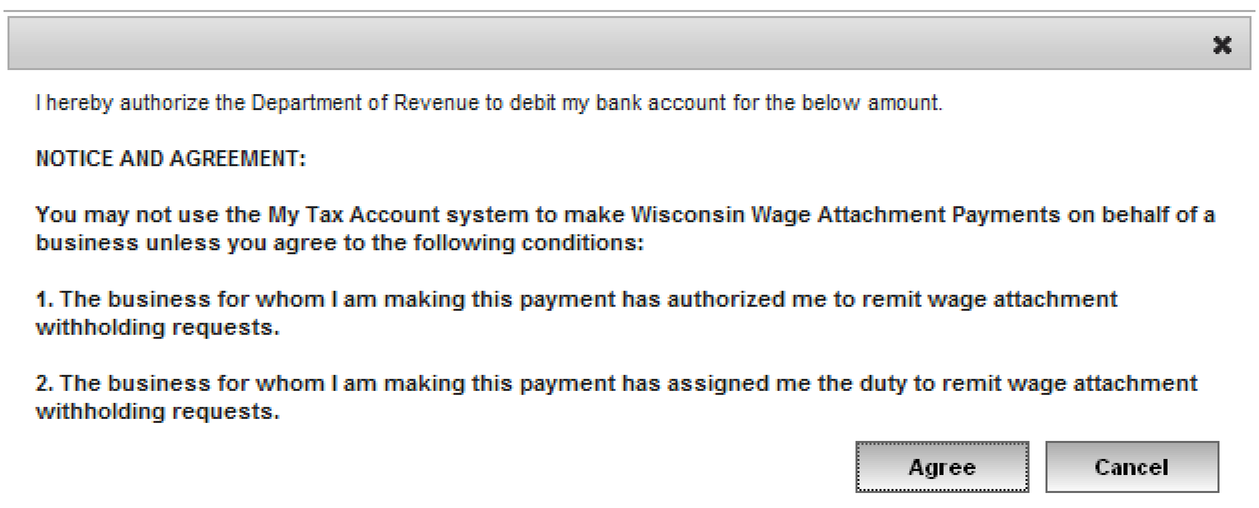
Select Saved Payment Source: You may change the bank account used for your payment at any time before it is submitted by clicking on this link.

At any step in the wage attachment payment process you may stop and return to your entry screen by pressing the SAVE AND FINISH LATER button. To open the stored information, go to View Requests and click on the stored request.

When you have finished entering your payment information, and have confirmed the amount to be paid, you may submit your payment by clicking on the Submit button.



Read the authorization notice and click “Agree” to complete your payment request.



Update Employee Status

Click on the Update Employee Status to tell DOR when an employee is no longer drawing wages, or to re-activate a laid-off employee.

A list of all your active employees and their current status information will be displayed.

Click on the current status column twice to change the existing status from ☑ to☒. The status columns options are defined as follows:

- **Active** – Employee is in an active pay status and receiving payments.
- **No Longer Working** – Employee has terminated employment and has received all compensation due him/her.
- **Temporary Leave** – Employee is currently not receiving compensation due to a leave of absence, medical leave, or temporary layoff. Selecting this status requires that a Work Return Date be entered.
- **Work Return Date** – Current expected return date from temporary leave. If the current displayed date is to be extended, you will need to first activate the employee.

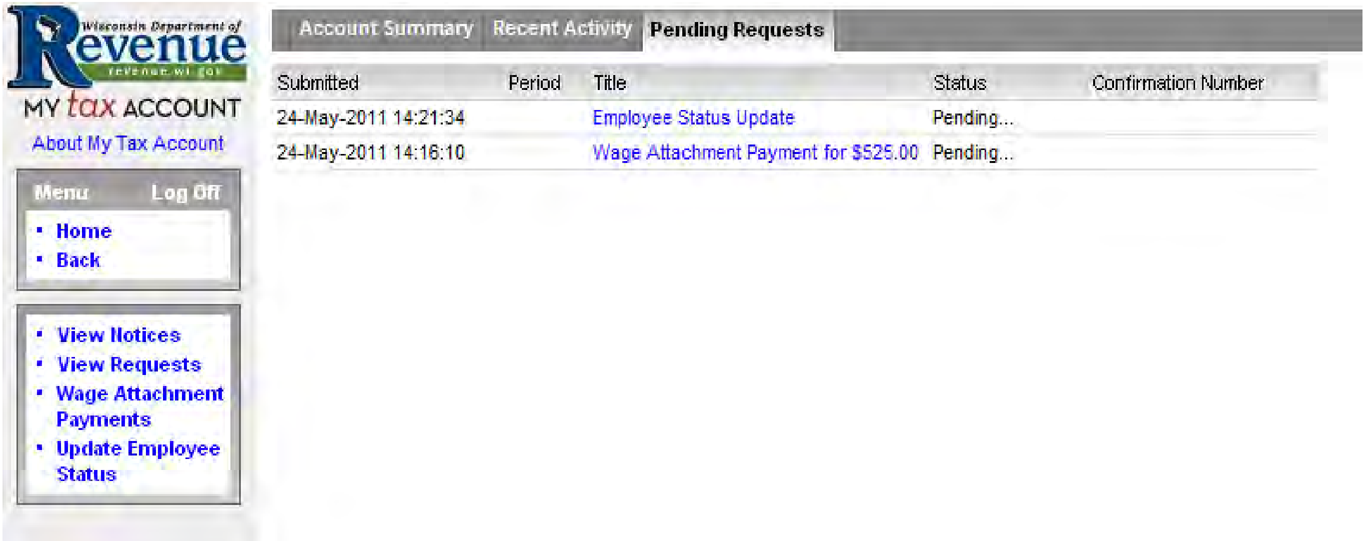
Once you have completed the employee status updates click on Submit. You will receive a confirmation number and message for your request.

View Requests

Click on the View Requests to see what has been submitted to DOR and review the request stage.

Every action in *My Tax Account* is viewed as a request to DOR. Your requests are listed as pending requests immediately after you have successfully filed them. Pending requests are pulled at 4:00 PM CST each business day for processing and can be changed or withdrawn while still in pending status. You may cancel a pending request by selecting the specific request and then selecting the WITHDRAW button.

To view your requests filing history, click on your wage attach account number to access your previously submitted wage attach records. The View Requests page can verify if and when a wage attach request has been filed. Completed requests are hidden after 30-days on this page; however you may view these hidden requests by selecting the Last 365 Days view in the Requests that have been received in the last 30 days bar in your View Requests option.



Notices

Click on the Notices link to see if DOR has sent important updates to the wage attachment process or other business tax matters.