

Wisconsin Department of Revenue



Wage Attachment User Guide For Employers

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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.

The screenshot displays a 'Enter Logon Information' form window. It features a list of 11 numbered fields on the left, each with a corresponding input field on the right. Fields 1 through 7, 9, 10, and 11 are highlighted in yellow, indicating they are required. Field 8 is a dropdown menu. A grey box on the right side of the form provides instructions for the 'Logon ID' and 'Password' fields. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.

Wisconsin Department of Revenue
revenue.wi.gov

MY tax ACCOUNT
About My Tax Account

Menu
• Home
• Back

Submit
Cancel

Summary

Welcome to My Tax Account Registration

Step 1: Enter Logon Info

Logon Id:

Email:

3rd Party Preparer:

Step 2: Authenticate Customer Information

Id Type:

Id:

Step 3: Add Access to Accounts (Optional)

Click on the Submit button to complete request.

Step 3
Skip Step 3 if:
- Third Party Preparer
- Registering for Utility Tax
- Real Estate Transfer Fee
- Wage Attachment Payments
- TRIP agency access
- SDC agency access

Note: To register for Wage Attachment payments or TRIP agency access log into My Tax Account and click on Add Access to an Account.

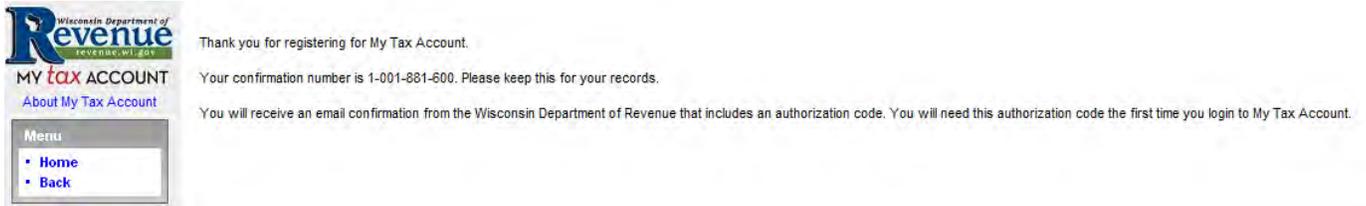
Read the notice and click Agree to complete your registration to My Tax Account.

Each My Tax Account user is required to hold their own logon ID and password. Do not share your My Tax Account user ID with anyone including a co-worker.

To complete My Tax Account registration, click AGREE.

Agree Cancel

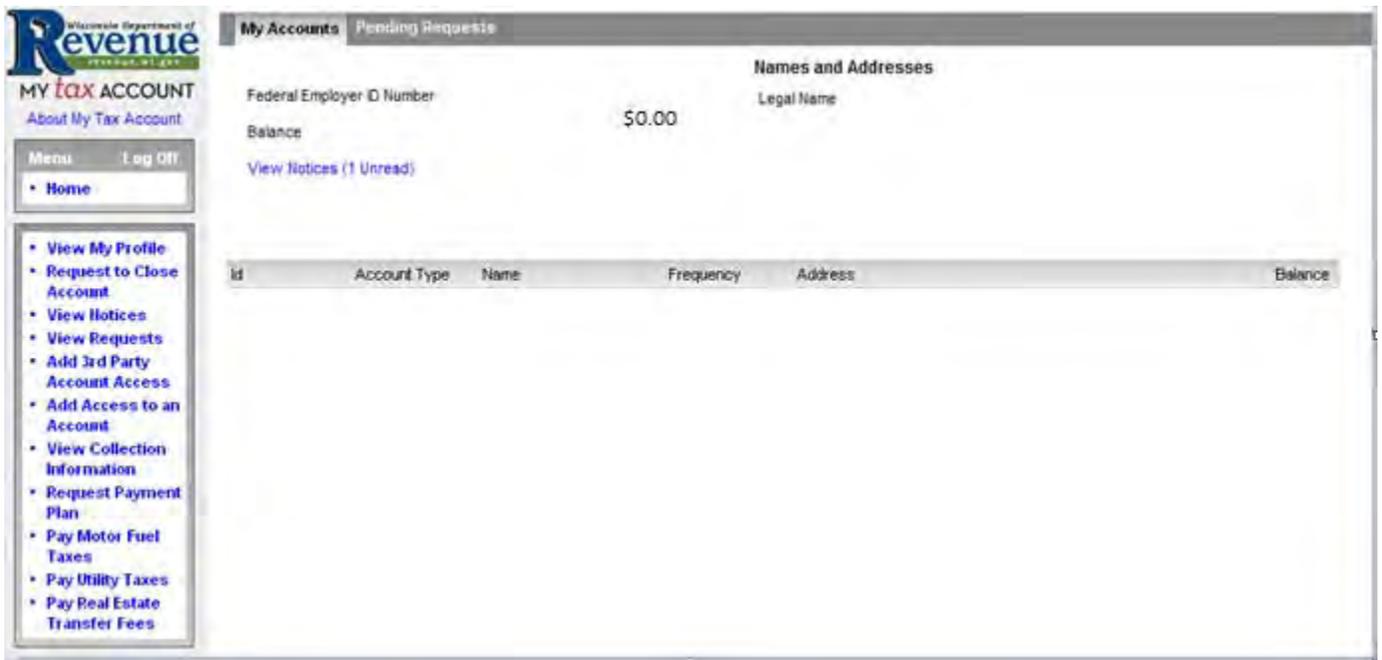
You will receive a confirmation email to the email address you provided that will include an authorization code. That authorization code is required to associate your profile to the wage attachment account and complete the registration process. You may go back to the My Tax Account login page by using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

Wisconsin Department of Revenue
revenue.wi.gov

MY tax ACCOUNT
About My Tax Account

Menu Log Off

- Home
- Back

Submit

Cancel

Summary

Select access type:

Business Tax Account
Includes Buyer's Claim Refund, Corporation Franchise Tax, Dry Cleaning Facility Fee, Dry Cleaning Solvent Fee, Excise Cigarette, Excise Fermented Malt Bev, Excise Liquor, Excise Tobacco, Local Exposition Tax, Partnership Tax, Pass-Through Withholding, Police & Fire Protection Fee, Premier Resort Tax, Rental Vehicle Fee, Retailer Refund, Sales & Use Tax, Tax Incremental Finance, Vendor Refund, and Withholding Tax.

Wage Attachment Payments
Employers who have received a wage attachment order from the Wisconsin Department of Revenue to submit amounts withheld from an employee's paycheck.

TRIP Accounts
Government agencies authorized by the Wisconsin Department of Revenue to submit debts under the Tax Refund Intercept Program (TRIP).

Enter one of the following:

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

Wisconsin Department of Revenue
revenue.wi.gov

MY tax ACCOUNT
About My Tax Account

Menu Log Off

- Home
- Back

Submit

Cancel

Add access to Wage Attachment Payments

1. Information for one employee who has an active wage attachment

Social Security Number

First Name

Last Name

OR

2. Letter Id

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.

Wisconsin Department of Revenue
MY tax ACCOUNT
About My Tax Account

Menu Log Off

- Home
- Back

Submit

Cancel

Add access to Wage Attachment Payments

1. Information for one employee who has an active wage attachment

Social Security Number

First Name

Last Name

OR

2. Letter Id

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.

Each My Tax Account user is required to hold their own logon ID and password. Do not share your My Tax Account user ID with anyone including a co-worker.

To complete My Tax Account registration, click AGREE.

Agree Cancel

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

Wisconsin Department of Revenue
MY tax ACCOUNT
About My Tax Account

Menu Log Off

- Home
- Back
- View Request

Your access request has been submitted and your confirmation number is 2-075-623-424.

Your request should be processed momentarily. You will be sent a confirmation email when the request has been processed.

If you have any questions or concerns please contact us at www.revenue.wi.gov.

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.

Wisconsin Department of Revenue
revenue.wi.gov
MY tax ACCOUNT
About My Tax Account

Menu
• Home

MY tax ACCOUNT [Bookmark this page](#)

Login

Logon ID
Password

Log In
[Forgot your password - locked out?](#)
[New user? Register now](#)

Have an authorization code? Enter below
Authorization Code

<Security information>

Common Questions
[About My Tax Account](#)
[What taxes can I file/pay?](#)
[Can I use my WAMS ID?](#)
[Do I still need a WAMS ID?](#)
[What is my Wisconsin Tax Number?](#)
[How do I update my email address?](#)

Need Help?
[How-to videos](#)
[Getting started](#)
[Using My Tax Account](#)
[Troubleshooting tips](#)
[Wage attachment payments](#)
[Tax Refund Intercept Program \(TRIP\)](#)
[Contact Us](#)

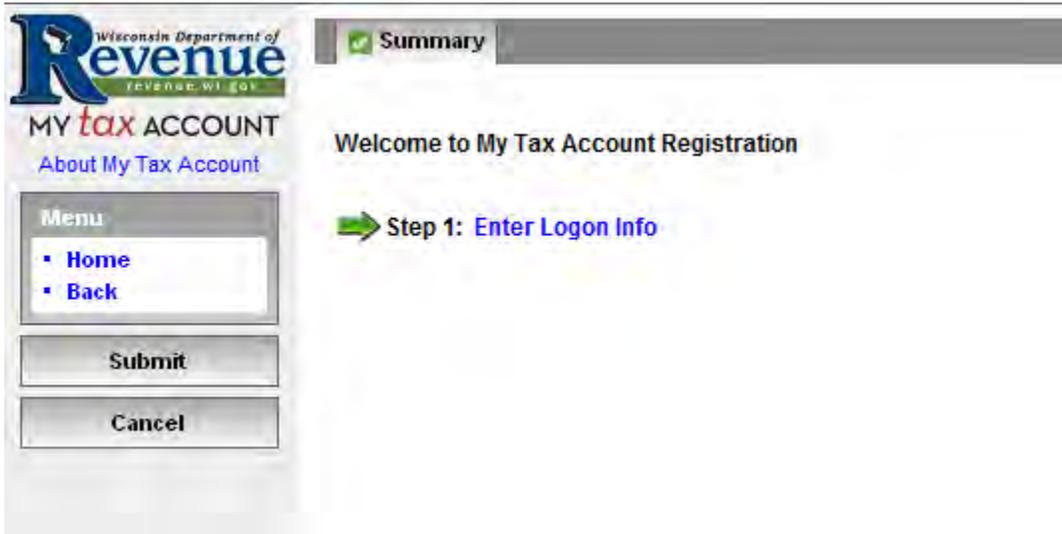
My Tax Account - Your Way
[Introducing the new My Tax Account](#)
[Watch online training webinar](#)
[New features](#)

Pay Online Individuals/Fiduciaries
[Tax Return | Estimated Tax | Collection Bill](#)
[Debt referred for collection](#)

Online Services
[Appeal a notice](#)
[Request a payment plan](#)
[Register for tax permit \(withholding number, seller's permit\)](#)
[File state income tax returns](#)
[File a buyer's claim for refund - sales tax](#)
[File a fuel tax refund claim](#)
[Submit new corporation questionnaire](#)
[Transfer information returns \(W-2, 1099\)](#)
[File real estate transfer returns](#)

Look up ...
[Refund](#)
[Estimated tax payments](#)
[Wisconsin Tax Number and filing frequency](#)
[Form 1099-G](#)
[Real estate records](#)
[Referred debt \(agencies only\)](#)

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.

The screenshot displays the 'Enter Logon Information' form within a window. The form contains 11 numbered fields: 1. Logon ID (yellow), 2. Password (yellow), 3. Confirm Your Password (yellow), 4. Email Address (yellow), 5. Confirm Your Email Address (yellow), 6. First and Last Name (yellow), 7. Phone Number (green), 8. Select a Secret Question (yellow dropdown), 9. Secret Question Answer (yellow), 10. Confirm Secret Question Answer (yellow), and 11. Are You a 3rd Party Preparer? (yellow dropdown). A grey help box titled 'Logon ID' is positioned to the right of the first two fields, containing the text: 'Your Login ID must be between 5-20 characters.' and 'Your Password must be between 7-20 characters and MUST contain a combination of letters and numbers. Passwords are case sensitive and cannot contain your User ID.' At the bottom right of the window are 'OK' and 'Cancel' buttons.

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

Wisconsin Department of Revenue
revenue.wi.gov
MY tax ACCOUNT
About My Tax Account

Menu
• Home
• Back

Submit
Cancel

Summary

Welcome to My Tax Account Registration

Step 1: Enter Logon Info

Logon Id: Login ID
Email: Email address
3rd Party Preparer: Yes

Step 2: Authenticate Customer Information

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.

My Tax Account has two levels of access: Master and Account Manager. The first user to complete an access request for a business automatically receives 'Master' access. All other users who request access for the business will receive 'Account Manager' access. The 'Master' can manage access for all 'Account Managers'.

Customer Access Request

1. Select ID Type
2. Enter ID Number
3. Enter Customer Last or Business Name
4. Enter Customer Zip Code

Third party preparers - use your accounting firm's information (not your client's information) to complete the Customer Access Request. You may then request access to client accounts by logging back in to My Tax Account and using the Add 3rd Party Account Access hyperlink. Use the Add Access to An Account hyperlink to add the tax accounts for the accounting firm.

OK Cancel

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.

The screenshot shows the 'Summary' page of the My Tax Account registration process. On the left is a navigation menu with 'Home' and 'Back' links, and 'Submit' and 'Cancel' buttons. The main content area is titled 'Welcome to My Tax Account Registration' and contains three steps: Step 1 (Enter Logon Info) with fields for Logon ID, Email address, and 3rd Party Preparer (Yes); Step 2 (Authenticate Customer Information) with fields for Id Type (WTN) and Id (XXXXXXXXXX); and Step 3 (Skip Step 3 if: Third Party Preparer, Registering for Utility Tax, Real Estate Transfer Fee, Wage Attachment Payments, TRIP agency access, SDC agency access). A note at the bottom right states: 'Note: To register for Wage Attachment payments or TRIP agency access log into My Tax Account and click on Add Access to an Account.' A green arrow points to the text 'Click on the Submit button to complete request.'

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

The screenshot shows a gray dialog box with a close button (X) in the top right corner. The text inside reads: 'Each My Tax Account user is required to hold their own logon ID and password. Do not share your My Tax Account user ID with anyone including a co-worker. To complete My Tax Account registration, click AGREE.' At the bottom right of the dialog are two buttons: 'Agree' and 'Cancel'.

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.

The screenshot shows the confirmation page after registration. It features the Wisconsin Department of Revenue logo and 'MY tax ACCOUNT' text. The main content area contains the following text: 'Thank you for registering for My Tax Account. Your confirmation number is 1-001-881-600. Please keep this for your records. You will receive an email confirmation from the Wisconsin Department of Revenue that includes an authorization code. You will need this authorization code the first time you login to My Tax Account.' On the left is a navigation menu with 'Home' and 'Back' links.

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:

The screenshot shows the 'My Accounts' section of the 'My Tax Account' interface. On the left, a navigation menu lists various options, with 'Add 3rd Party Account Access' circled in red. The main content area displays account information, including a balance of \$0.00 and a link to 'View Notices (33 Unread)'. Below this is a table with columns for 'Id', 'Account Type', 'Name', 'Frequency', 'Address', and 'Balance'.

Click on the Wage attachment authorization link.

The screenshot shows the 'Add 3rd Party Account Access' form. On the left, a navigation menu includes 'Home' and 'Back' links. Below the menu are three buttons: 'Submit', 'Save and Finish Later', and 'Cancel'.

Add 3rd Party Account Access

Client is registered or will register for My Tax Account

The account owner must register for My Tax Account before you request access. When your request is processed, the account owner will receive an email with instructions to approve your access.

Client is not registered for My Tax Account

You must have Form A-777a or substitute form signed by the account owner. Keep a copy for your records. This form provides approval to file returns and access tax account information through My Tax Account. Do not send Form A-777a to the Wisconsin Department of Revenue.

Wage attachment authorization

For wage attachment access, you must have information about an employee under a wage order. If the account owner is registered in My Tax Account, he or she will receive an email notification of your access request. If the account owner is not registered in My Tax Account, you must have on file Form A-777a signed by the account owner. The account owner will receive a letter about your access request.

For information about 3rd Party Access to Police & Fire Protection Fee accounts [click here](#).

Important: [Click here for Form A-777a](#)

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

Third Party - Wage Attachment Account Request

Employer Information

Id Type

Identification #

Business Name

Wage Attachment Information

Social Security Number

First Name

Last Name

OR

2. Letter Id

Third Party Information

Name

Email

Phone

If the above information has changed, go to View Profile on your home page and make any changes.

1) Enter Client Information

2) Enter Employee Information

3) Verify 3rd Party Information

1. Enter your client information:

Employer Information

Id Type

Identification #

Business Name

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 an individual with an active wage attachment order

Wage Attachment Information

Social Security Number

First Name

Last Name

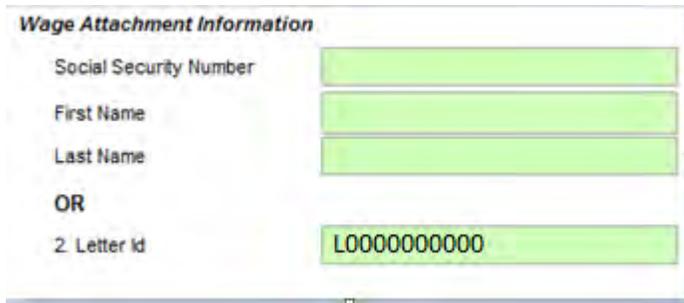
OR

2. Letter Id

OR

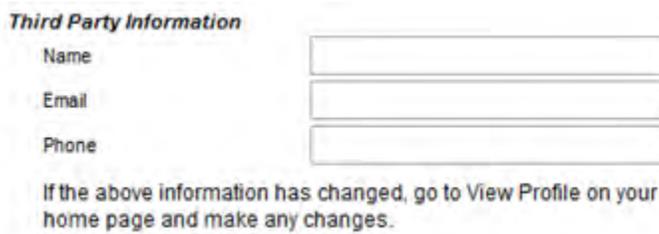
- The Letter ID from the original Notice of Wage Attachment letter.

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



The screenshot shows a form titled "Wage Attachment Information". It contains four input fields: "Social Security Number", "First Name", "Last Name", and "2 Letter Id". The "2 Letter Id" field contains the text "L0000000000".

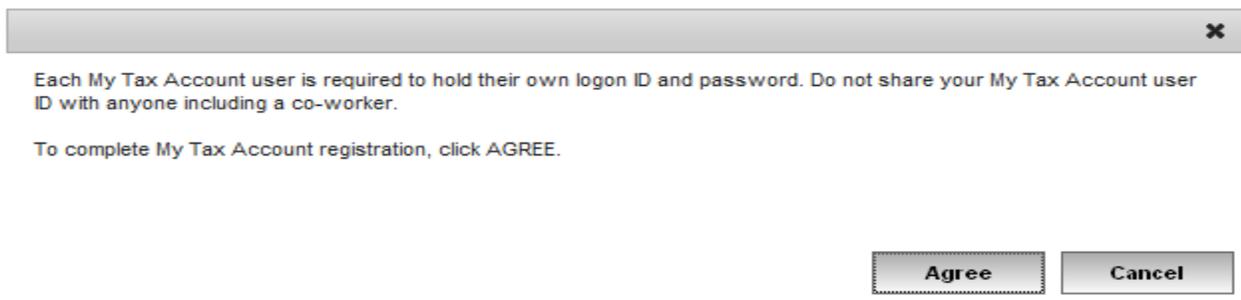
3. Third Party Information section will display Preparer Name and Preparer E-mail based on user information.



The screenshot shows a form titled "Third Party Information". It contains three input fields: "Name", "Email", and "Phone". Below the fields is a note: "If the above information has changed, go to View Profile on your home page and make any changes."

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

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



The screenshot shows a dialog box with a close button (X) in the top right corner. The text inside reads: "Each My Tax Account user is required to hold their own logon ID and password. Do not share your My Tax Account user ID with anyone including a co-worker. To complete My Tax Account registration, click AGREE." At the bottom right, there are two buttons: "Agree" and "Cancel".

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.

Wisconsin Department of Revenue
MY tax ACCOUNT
 About My Tax Account

Menu Log Off
 • Home
 • Back

• Add 3rd Party Account Access
 • View Request

Your access request has been submitted. If your client is registered to use My Tax Account, your client will receive an email notification of your access request. If your client of your access request will be mailed. Retain the signed copy of Form A-777a. The requested Wage Attachment accounts will be added to your profile.

Your confirmation number is 0- -200. Please retain this information for your records.

To continue using My Tax account, click on "Home".

Click on "Add 3rd Party Account Access" to request access to additional 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.

Wisconsin Department of Revenue
MY tax ACCOUNT
 About My Tax Account

Menu Log Off
 • Home

• View My Profile
 • Request to Close Account
 • View Notices
 • View Requests
 • Add 3rd Party Account Access
 • Add Access to an Account
 • View Collection Information
 • Request Payment Plan
 • Pay Motor Fuel Taxes
 • Pay Utility Taxes
 • Pay Real Estate Transfer Fees

My Accounts Pending Requests

Federal Employer ID Number
 Balance 50.00
 View Notices (1 Unread)

Names and Addresses
 Legal Name

Id	Account Type	Name	Frequency	Address	Balance
994	-07	Wage Attachments		PO BOX	0.00

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

Wisconsin Department of Revenue
MY tax ACCOUNT
 About My Tax Account

Menu Log Off
 • Home
 • Back

• View Notices
 • View Requests
 • Wage Attachment Payments
 • Update Employee Status

Account Summary Recent Activity

Wage Attachments View Notices Names and Addresses

Account Id 994.XXXXXXXX-XX Legal Name Business Name
 Filing Frequency None

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	***	✗

OK Cancel

Employee Details

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

Employee Name	Soc Sec #	Current Balance	Withholding Request	Amount Withheld	Issued Date	Released Date
	****9999	0.00	15%	0.00	10-Jan-2011	
	****9999	0.00	15%	0.00	11-Dec-2009	
	****	0.00	25%	0.00	03-Mar-2010	21-May-2011
	****	0.00	15%	0.00	15-Mar-2011	04-May-2011
	****	0.00	15%	0.00	23-Feb-2011	
	****	0.00	15%	0.00	15-Mar-2011	12-May-2011
	****	2,060.76	500.00	500.00	12-Nov-2010	

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.**

Employee Name	Soc Sec #	Current Balance	Withholding Request	Amount Withheld	Issued Date	Released Date
	*****	24.70	15%	0.00	10-Jan-2011	
	****	40.75	15%	0.00	11-Dec-2009	
	****	0.00	25%	0.00	03-Mar-2010	21-May-2011
	*****	0.00	15%	0.00	15-Mar-2011	04-May-2011
	*****	0.00	15%	0.00	23-Feb-2011	
	*****	0.00	15%	0.00	15-Mar-2011	12-May-2011
	*****	2,452.65	500.00	500.00	12-Nov-2010	

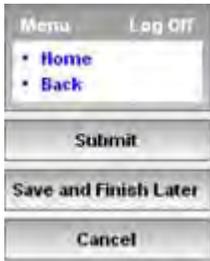
Total from Employee Details: This field automatically totals the individual amounts entered in the amount withheld column.

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.

✕

I hereby authorize the Department of Revenue to debit my bank account for the below amount.

NOTICE AND AGREEMENT:

You may not use the My Tax Account system to make Wisconsin Wage Attachment Payments on behalf of a business unless you agree to the following conditions:

1. The business for whom I am making this payment has authorized me to remit wage attachment withholding requests.
2. The business for whom I am making this payment has assigned me the duty to remit wage attachment withholding requests.

Agree Cancel

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.

The screenshot shows the 'My tax ACCOUNT' page with the 'Pending Requests' tab selected. The page includes a navigation menu on the left and a table of pending requests.

Submitted	Period	Title	Status	Confirmation Number
24-May-2011 14:21:34		Employee Status Update	Pending...	
24-May-2011 14:16:10		Wage Attachment Payment for \$525.00	Pending...	

Notices

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

The screenshot shows the 'Wage Attachments' section of the 'My tax ACCOUNT' page. The 'View Notices' link is circled in blue. The page also displays account details and a navigation menu.

Wage Attachments		View Notices	Names and Addresses	
Account Id	994-xxxxxxxx-xx		Legal Name	Business Name
Filing Frequency	None			