

Withholding Webinar Tax Year 2024

**Presented by Kelly Niesen
December 12, 2024**

Topics

- Overview
- How to File: WT-6 & WT-7
- How to File: W-2s & 1099s
- My Tax Account Overview
- Avoiding Penalties / Interest
- Closing Accounts
- Resources Available

Employer Responsibilities

Employers are required to withhold if they:

- Pay wages to a WI resident (regardless where services are performed)
 - This includes WI residents who telecommute
- Pay a nonresident for services performed in Wisconsin AND the employer is engaged in business under Wisconsin law
- Reciprocity agreements impact W-2 preparation – visit our website and search "W-2 Preparation Guidance" for more information

Third Party Sick Pay

- WI does not follow federal provisions
- Must be reported by third party, not employer

Common Return Types

- WT-6
 - Payment voucher AND return
 - Due dates are based on filing frequency
- WT-7
 - Annual reconciliation of payments made
 - Due January 31

Filing Frequencies

- Set by statute
- Based on remittances for 12-month period ending October 31
- Can verify Wisconsin Tax Account number and filing frequency online:
[https://tap.revenue.wi.gov/wtn/ /](https://tap.revenue.wi.gov/wtn/)

Filing Frequencies

	Remittances	Due Date (calendar year filer)
Semi-Monthly	\$20,001 or more	15 th and last day of next month
Monthly	\$2,401 - \$20,000	Last day of next month
Quarterly	\$301 - \$2,400	April 30, July 31, October 31, and January 31
Annual	\$300 or less	January 31

How to File WT-6 and WT-7

- E-file mandate
- My Tax Account (MTA)
- XML (software)
- TeleFile (touch tone phone)

WT-7: Counting W-2s & 1099s

- Include all W-2s reportable to Wisconsin
- Include only those 1099s with Wisconsin withholding
- 1099s without WI withholding do not have to be reported on WT-7
 - Example: 5 1099s issued - 3 with WI withholding; 2 with no WI withholding
 - WT-7 includes total count of three 1099s
 - All five 1099s get submitted to DOR

WT-7 Filing Tips

- Indicate ALL W-2s reportable to Wisconsin
- Indicate ONLY 1099s with Wisconsin withholding
- Line 2: 1099-MISC & 1099-NEC
- Line 3: All other 1099s (i.e. 1099-K)
- Check your ACH information periodically

W-2 Sample

22222		a Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld
			5 Medicare wages and tips		6 Medicare tax withheld
			7 Social security tips		8 Allocated tips
d Control number			9		10 Dependent care benefits
e Employee's first name and initial	Last name		Suff.	11 Nonqualified plans	
f Employee's address and ZIP code			13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12a
			14 Other		12b
					12c
				12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax
20	Locality name				

Form **W-2** Wage and Tax Statement
Copy 1 – For State, City, or Local Tax Department

2024

Department of the Treasury—Internal Revenue Service

1099-MISC Sample

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$ _____	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2024) For calendar year _____	Miscellaneous Information Copy 1 For State Tax Department
		2 Royalties \$ _____		
		3 Other income \$ _____	4 Federal income tax withheld \$ _____	
PAYER'S TIN	RECIPIENT'S TIN	5 Fishing boat proceeds \$ _____	6 Medical and health care payments \$ _____	
RECIPIENT'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$ _____	
		9 Crop insurance proceeds \$ _____	10 Gross proceeds paid to an attorney \$ _____	
		11 Fish purchased for resale \$ _____	12 Section 409A deferrals \$ _____	
		13 FATCA filing requirement <input type="checkbox"/>	14 Excess golden parachute payments \$ _____	15 Nonqualified deferred compensation \$ _____
Account number (see instructions)		16 State tax withheld \$ _____ \$ _____	17 State/Payer's state no.	18 State income \$ _____ \$ _____

Form **1099-MISC** (Rev. 1-2024) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

1099-NEC Sample

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year _____	Nonemployee Compensation
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$ _____	Copy 1 For State Tax Department
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	
Street address (including apt. no.)		3 _____	
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$ _____	
Account number (see instructions)		5 State tax withheld 6 State/Payer's state no. 7 State income \$ _____ _____ \$ _____	
		\$ _____ _____ \$ _____	
		\$ _____ _____ \$ _____	

Form **1099-NEC** (Rev. 1-2024)
www.irs.gov/Form1099NEC
Department of the Treasury - Internal Revenue Service

W-2s/1099s – How to File

- XML
- MTA
- EFW2 upload
- Paper accepted **ONLY** if sending fewer than 10 W-2s OR 1099s
- Due January 31

1099-K Requirement

- IRS **delayed** changing the requirement to \$600 or more for 2023
- Requirement remained at \$20,000 and 200 transactions for 2023
- As of tax year 2024: \$5,000 or more
- As of tax year 2025: \$2,500 or more
- As of tax year 2026: \$600 or more
- How to submit (see Wisconsin Publication 172)
 - EFW2 (see IRS Pub 1220)
 - 1099 XML Schema
 - IRIS Schema

W-2s/1099s – Filing Tips

- \$10 penalty may be assessed
 - not filed
 - filed late
 - filed by paper (10 or more)
- Income tax refunds may be delayed for recipients







W-2s / 1099s – Filing Tips

- Valid 15-digit Wisconsin Tax Account number required in state employer ID (box 15 of W-2) or state payer (box 17 of 1099-MISC and box 6 of 1099-NEC)
 - For 1099s, use withholding account number, even if ceased.
 - For 1099s, only use generic number if no withholding account EVER assigned: 036-8888888888-01.
- DOR offers free submission of W-2s/1099s via MTA
- DOR does not accept SSA .pdf files

MTA Filing Tips

- Standalone W-2 entry

Navigation: Favorites Summary Action Center ⁴ Settings **More...**

<p> Payments and Returns</p> <ul style="list-style-type: none">> Manage Payments and Returns> Request a Payment Plan> View Payment Breakdown> Pay Real Estate Transfer Fees> View or Cancel Scheduled Payments	<p> Letters</p> <ul style="list-style-type: none">> View Letters	<p> Messages</p> <ul style="list-style-type: none">> View Messages> Manage Email Subscriptions
<p> Submissions</p> <ul style="list-style-type: none">> Search Submissions	<p> W2/1099 Submissions</p> <ul style="list-style-type: none">> Enter W-2/1099 Information	<p> Names and Addresses</p> <ul style="list-style-type: none">> Manage Names and Addresses> Respond to Address Verification Letter

MTA Filing Tips

W-2 / 1099 Entry

Preparer W-2s

Employer Information

Identification Number (EIN) : ██████████
Name : ████████████████████
Street : ████████████████████
Street 2 :
City : ██████████
State : ██████
Zip : ██████████
State Code : WI
Employer's State ID Number : 036 ██████████

	Social security number	First Name	Last Name	1. Wages, Tips, other Compensation	2. Federal Income Tax Withheld	16. State wages, tips, etc.	17. State income tax
+ Add W-2s							

+ Add W-2s

Form W-2

Enter the information as shown on each Form W-2.
After entering each Form W-2, click Add a W-2. When complete or to save and finish later, click OK.
CAUTION: My Tax Account will log off after 15 minutes of inactivity

Enter Employee Information

Social security number *

Required

d. Control number

Required

First Name *

Initial

Last Name *

Suffix

Required

Required

Street *

Required

Street 2

City *

State *

Zip *

Required

Required

Required

Enter Federal Wage Information

1. Wages, Tips, other Compensation

0.00

2. Federal income Tax Withheld

0.00

3. Social Security Wages

0.00

4. Social Security Tax Withheld

0.00

5. Medicare Wages and Tips

0.00

6. Medicare Tax Withheld

0.00

7. Social Security Tips

0.00

8. Allocated Tips

0.00

9.

0.00

10. Dependent Care Benefits

0.00

11. Nonqualified Plans

0.00

12. Deferred and compensation

a.

0.00

b.

0.00

c.

0.00

d.

0.00

13. Statutory employee Retirement plan Third-party sick pay

14. Other

Enter State Wage Information

16. State wages, tips, etc.

0.00

17. State income tax

0.00

18. Local wages, tips, etc.

0.00

19. Local income tax

0.00

20. Locality name

Form W-2

2021



Wage and Tax Statement

WT-7 Filing Tips

Returns

Periods

Periods

Period	Balance	
31-Dec-2024	\$0.00	 File WT6 Return
30-Sep-2024	\$0.00	
30-Jun-2024	\$0.00	
31-Mar-2024	\$0.00	
01-Jan-2024	\$0.00	 File WT7 Return
31-Dec-2023	\$0.00	
30-Sep-2023	\$0.00	
30-Jun-2023	\$0.00	
31-Mar-2023	\$0.00	
01-Jan-2023	\$0.00	

WT-7 Filing Tips

Form WT-7



Before Year End



Submissions

Filing Tips

Form Instructions

Common Questions

EFW2 File Transfer

Read the latest **Withholding Tax Update**. This update contains information that could affect filing your return.

My Tax Account times out after 15 minutes of inactivity. Select Save Draft to save entered information.

Do you have Wisconsin withholding to report?

No

Yes

How are you submitting W-2s and 1099s?

My Tax Account *

File transfer

Paper



Cancel

Save Draft

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WT-6 Filing Tips

Returns	Periods
Periods	
Period	Balance
31-Dec-2024	\$0.00  File WT6 Return
30-Sep-2024	\$0.00
30-Jun-2024	\$0.00
31-Mar-2024	\$0.00
01-Jan-2024	\$0.00  File WT7 Return
31-Dec-2023	\$0.00
30-Sep-2023	\$0.00
30-Jun-2023	\$0.00
31-Mar-2023	\$0.00
01-Jan-2023	\$0.00

WT-6 Filing Tips

Form WT-6



Withholding

Report Withholding

Would you like to file a zero report?

No

Yes

Amount of Wisconsin income tax withheld during this filing period

*

Required

Would you like to make a payment?

No

Yes

Cancel

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Form WT-6



Withholding



Email Confirmation

Would you like a confirmation email?

No

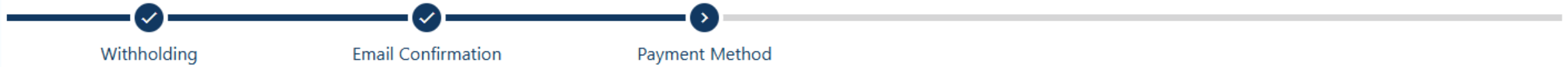
Yes

Cancel

< Previous

Next >

Form WT-6



Payment Method

- Bank Account
- Other Payment Methods (Credit Card, PayPal, Apple Pay, etc.)
- Create Printable Payment Voucher

Avoid additional fees and pay with your checking or savings account.

Payments are processed by a third-party payment processor. Convenience and processing fees may apply. For more information and a complete list of other payment options, visit our [Common Questions](#) page.

Mailed payments take longer to process. Avoid delays and the cost of a stamp by choosing an electronic payment method.

Cancel

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Payment Source

Payment Source

- Default -
- Use a new payment channel

Type

Bank Account

Routing Number *

Required

Account Number *

Required

Confirm Account Number *

Required

Bank Account Type *

- Checking
- Savings

Save this payment source for future use

No

Yes

Payment

Will apply towards a debt

Payment Date

06-Dec-2024



Amount

550.00

Confirm Amount *

Required

Notes:

You must authorize payment before 4:00 PM Central Time on the payment due date for timely payment.

If you are new to My Tax Account or have changed financial institutions and have fraud protection, you must provide your financial institution with the following department originator number for **Withholding Tax: X000001100**

Payment cannot be funded by a financial institution outside the U.S.

Cancel

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Submit

MTA Filing Tips

Returns Periods

◀ Page 1 of 3 ▶
Filter

Returns

Period	Return	Status	
31-Dec-2024	Withholding WT-6 Return	Outstanding	File Now
30-Sep-2024	Withholding WT-6 Return		File Now
30-Sep-2024	Withholding WT-6 Return	Processed	View or Amend Return
30-Jun-2024	Withholding WT-6 Return		File Now
30-Jun-2024	Withholding WT-6 Return	Processed	View or Amend Return
31-Mar-2024	Withholding WT-6 Return		File Now
31-Mar-2024	Withholding WT-6 Return	Processed	View or Amend Return
01-Jan-2024	Withholding WT-7 Return	Outstanding	File Now

MTA Common Errors

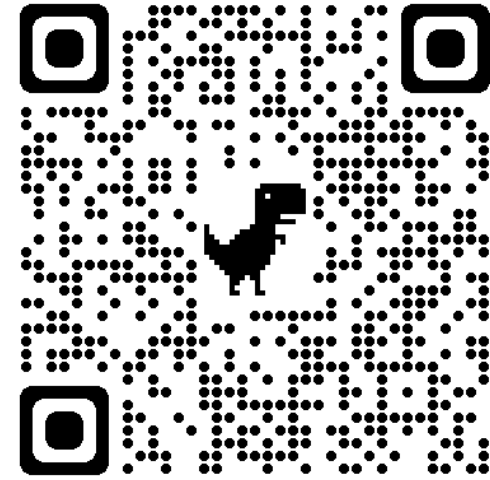
- Wage attachments – separate transaction than WT-6
- Reporting federal withholding as WI withholding
- Reporting DWD unemployment as WI withholding
- December WT-6 filed same day as WT-7

Avoiding Interest/Penalty

- Register for a withholding account timely
 - Contact us if issues entering your FEIN
- File & pay on time to avoid late filing fee
- Incomplete or Incorrect Return Penalty for significant WT-7 errors
- Penalty for missing / paper filed information return
- If no return filed, an estimate will be assessed

Filing Frequency Process

- Filing frequency is verified annually
 - Verify your frequency online – see QR Code
- Letters are sent to taxpayers whose filing frequency is changing
- Make sure your payroll service provider / software is updated if filing frequency changes!



Closing a Business

- File final WT-6s through end date
- Issue W-2s to employees
- File final WT-7 within 30 days of end date
- Close withholding tax account in My Tax Account or by contacting DOR

Available Resources

- Annual MTA Filing Webinar
- Standalone videos – MTA filing
- Publications on DOR Website
 - Publication 121, Reciprocity
 - Publication 117, Guide to Wisconsin Wage Statements and Information Returns
 - Publication 172, Annual W-2, 1099-R, 1099-MISC, 1099-NEC, & W-2G Electronic Reporting
 - Publication W-166, Withholding Tax Guide

Contact Information

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