MTA Manufacturing Appeal Filing Inst	ructions					
Filing a manufacturing assessment appeal online						
Login to My Tax Account ( <u>MTA</u> )	Username Password C Log in Forgot username or password? New? Create new username Sign Up					
Choose the manufacturing real estate account • Click "File/View Returns"	Summary       Action Center       Settings       More         Filter       Image: Content of the set o					
<ul><li>Start filing your appeal</li><li>Click "Appeal" in upper right corner</li></ul>	Returns     Balance       Manufacturing Real Estate     \$0.00       237-1234567890-000     > View or Cancel Scheduled Payments					
<ul> <li>Appeal Information</li> <li>Enter the Letter ID from your Notice of Manufacturing Real Estate Assessment</li> <li>Appeal period must be December 31 (of the assessment year you are appealing)</li> </ul>	Account Type       (237) Manufacturing Assessment Real Estate         Letter ID       L0355698640         Notice Date       Image: Construction of the const					

<ul> <li>Enter your opinion of value</li> <li>Assessment as shown on Notice of Assessment auto-fills</li> <li>You must enter your opinion of value</li> <li>If property is exempt</li> <li>Click "Yes"</li> <li>Opinion of value field auto-fills with "0"</li> <li>You must enter a reason/basis explanation if you select "Yes" (see below)</li> </ul>	Objection to Manufacturing Real E         Assessment as shown on notice -         Total         The property is exempt or has no value.         Explain within the Reason and Basis         fields below.         Your opinion of value – Total         Notice of Manufacturing         Real Estate Assessment         Land         Improvements         Total 2023 Real Estate	state Assessment 1,534,900 Yes No 100,000 Real Estate Assessment \$278,300 \$1,256,600 \$1,534,900
<ul> <li>Reasons for Objection and Basis of Estimate</li> <li>These fields must be filled in</li> <li>If there is no reason or basis entered, the BOA will dismiss your appeal</li> <li>Sec. 70.995(8)(c)(1), Wis. Stats.</li> </ul>	Reasons for Objection and Basis of Estimate         Enter your reason(s) for objection         Must enter a reason for objection or your appeal         will be dismissed.         Enter basis for your opinion of value         Must enter basis for your opinion of value or your appeal will be dismissed.	
<ul> <li>Submitting Additional Information</li> <li>Choose "Yes" if you do not intend to send additional information</li> <li>The BOA will process your appeal faster if there is no 60-day wait for additional information</li> </ul>	Submitting Additional Information           Under state law (sec. 70.995(8)(c)2., Wis. Stats.), you may s           State Board of Assessors (BOA) within 60 days of your app           I hereby waive my right to provide additional information to the           Yes         No	ubmit additional information to the eal. BOA under sec. 70.995(8)(c)2., Wis. Stats. *
<ul> <li>Authorized Agent</li> <li>If an authorized agent is filing, they must fill in the agent information</li> <li>Click "Validate address" to continue</li> <li>Date</li> <li>Enter date of appeal</li> </ul>	If you are an authorized agent, complete the information below and a Name         Name         Company or Title         Street         Street 2         Unit Type         Unit Type         Unit Type         Validate Address         Date	ttach an Agent Authorization Form (PA-105).

	Agent authorization attachment required				
If applicable, attach Agent Authorization	Attachments	Add Attachments			
Form (PA-105)	Type Name Description	Size (in kB)			
Click "Add Attachments"	There are no attachments.				
Select file to attach	Cancel	< Previous Next >			
$\circ~$ Choose file type from the dropdown					
<ul> <li>Enter description</li> </ul>	Select a file to attach	×			
$\circ$ Choose your file and click "OK"					
	Type				
Other Attachments	Agent Authorization - Property Assessment	~			
If you have documentation to provide					
(i.e., an appraisal, lease), attach it here	Description				
Click "Add Attachments"	Agent Authorization				
Select file to attach	File				
<ul> <li>Choose file type from the dropdown</li> </ul>	Choose File eft-102f.pdf				
<ul> <li>Enter description</li> </ul>					
<ul> <li>Choose your file and click "OK"</li> </ul>					
	Cancel	OK			
	·				
Payment due at time of filing – complete	Payment Source Pa	ayment			
the following information	Type Pay Direct Debit 09	ment Date			
<ul> <li>Select checking or savings</li> </ul>	Bank Account Type * Am	ount			
Enter bank routing number	Checking 20	0.00			
Enter account number	Co Routing Number * Re	firm Amount quired			
Confirm account number	Required				
Enter \$200.00 to confirm fee amount	Populate Routing Number Account Number				
	Required *				
If a fact to day and the second s	Contrm Account Number Required				
If no fee is due – payment screen does not	Save this payment source for future use				
appear	No Yes				
	Account				
	Manufacturing Real Estate				
	MANUFACTURING COMPANY LLC				
	Appeal Bill or Notice				
Prenarer Information	Appeal Mfg Assessment Appeals Preparer				
Click "Submit"					
	Preparer information           Name         :         JOHN MANUFACTURING				
	Phone Number : (608) 222-3333				
	cmail				
	Cancel	< Previous Submit			
	Confirmation	×			
	l agree to the following:				
Confirmation agreement	<ol> <li>This appeal, including any accompanying attachments. has been examined by me</li> </ol>	and to the best of my knowledge and belief is true. correct. and complete			
Click "OK"	2. I am authorized to file this appeal.				
		Cancel OK			

	Confirmation	Confirmation		
	Your appeal is submi	Your appeal is submitted.		
	Your confirmation number is 1-454-073-440.			
	Appeal for	MANUFACTURING COMPANY LLC		
	ID number	1234567890		
	Date submitted	15-Jul-2023 at 11:23:16 AM		
	Account type	(237) Manufacturing Assessment Real Estate		
	Letter ID	L0355698640		
Confirmation screen	Appeal period	December 31, 2023		
Print a copy for your records	Appeal explanation			
	Appeal deposit	No		
	Prepared by	JOHN MANUFACTURING		
	Phone	(608) 222-3333		
	Email	jmanufact@company.com		
	Print Cont	firmation		
	View Sub	omission		
	0	к		
Your manufacturing assessment objection is filed!				