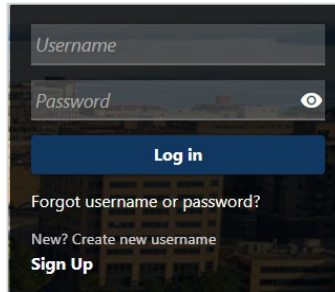


MTA Manufacturing Appeal Filing Instructions

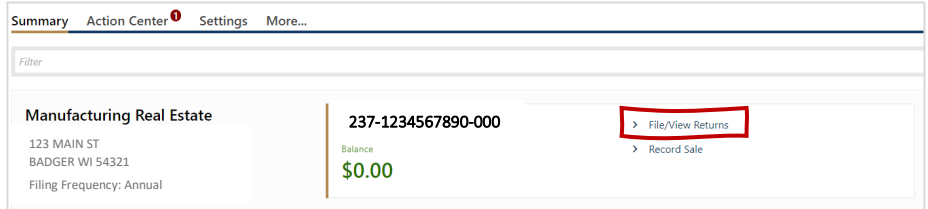
Filing a manufacturing assessment appeal online

Login to My Tax Account (MTA)



Choose the manufacturing real estate account

- Click "File/View Returns"



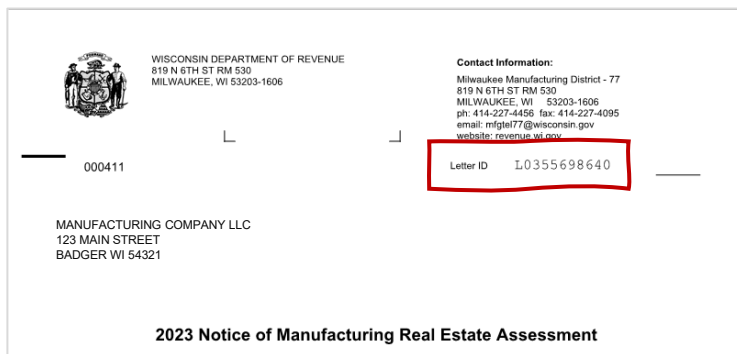
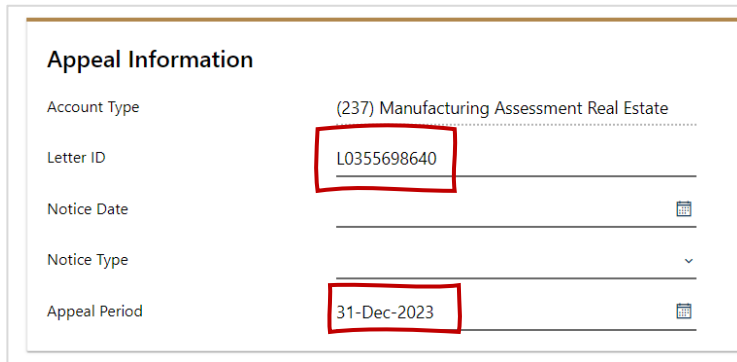
Start filing your appeal

- Click "Appeal" in upper right corner



Appeal Information

- Enter the Letter ID from your Notice of Manufacturing Real Estate Assessment
- Appeal period must be December 31 (of the assessment year you are appealing)



Enter your opinion of value

- Assessment as shown on Notice of Assessment auto-fills
- You must enter your opinion of value

If property is exempt

- Click "Yes"
- Opinion of value field auto-fills with "0"
- You must enter a reason/basis explanation if you select "Yes" (see below)

Objection to Manufacturing Real Estate Assessment

Assessment as shown on notice - 1,534,900
Total

The property is exempt or has no value. Yes No
Explain within the Reason and Basis fields below.

Your opinion of value – Total 100,000

Notice of Manufacturing Real Estate Assessment

Real Estate Assessment	
Land	\$278,300
Improvements	\$1,256,600
Total 2023 Real Estate	\$1,534,900

Reasons for Objection and Basis of Estimate

- These fields must be filled in
- If there is no reason or basis entered, the BOA will dismiss your appeal
- Sec. 70.995(8)(c)(1), Wis. Stats.

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.

Submitting Additional Information

- Choose "Yes" if you **do not** intend to send additional information
- The BOA will process your appeal faster if there is no 60-day wait for additional information

Submitting Additional Information

Under state law (sec. 70.995(8)(c)2., Wis. Stats.), you may submit additional information to the State Board of Assessors (BOA) within 60 days of your appeal.

I hereby waive my right to provide additional information to the BOA under sec. 70.995(8)(c)2., Wis. Stats. *
 Yes No

Authorized Agent

- If an authorized agent is filing, they must fill in the agent information
- Click "Validate address" to continue

Date

- Enter date of appeal

If you are an authorized agent, complete the information below and attach an Agent Authorization Form (PA-105).

Name _____

Company or Title _____

Street _____

Street 2 _____

Unit Type _____ Unit _____ Country USA

City _____ State WISCONSIN Zip Code _____

Date

If applicable, attach Agent Authorization Form (PA-105)

- Click "Add Attachments"
- Select file to attach
 - Choose file type from the dropdown
 - Enter description
 - Choose your file and click "OK"

Other Attachments

- If you have documentation to provide (i.e., an appraisal, lease), attach it here
- Click "Add Attachments"
- Select file to attach
 - Choose file type from the dropdown
 - Enter description
 - Choose your file and click "OK"

Payment due at time of filing – complete the following information

- Select checking or savings
- Enter bank routing number
- Enter account number
- Confirm account number
- Enter \$200.00 to confirm fee amount

If no fee is due – payment screen does not appear

Preparer Information

- Click "Submit"

Confirmation agreement

- Click "OK"

Confirmation screen

- Print a copy for your records

Confirmation

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
Appeal period	December 31, 2023
Appeal explanation	
Appeal deposit	No
Prepared by	JOHN MANUFACTURING
Phone	(608) 222-3333
Email	jmanufact@company.com

[Print Confirmation](#)

[View Submission](#)

[OK](#)

Your manufacturing assessment objection is filed!