

**WISCONSIN DEPARTMENT OF REVENUE  
DIVISION OF INCOME, SALES, AND EXCISE TAX**

**NOTICE OF PROPOSED GUIDANCE DOCUMENTS**

Pursuant to sec. 227.112, Wis. Stats., the Wisconsin Department of Revenue, Division of Income, Sales, and Excise Taxes hereby seeks comment on the proposed guidance document listed in the table below.

**SUBMITTING PUBLIC COMMENTS**

Public comments on proposed or adopted guidance documents may be submitted online at: <https://www.revenue.wi.gov/Pages/contactUs/proposed-Guidance.aspx>.

**DEADLINE FOR SUBMISSION**

The period for public comment for proposed guidance documents ends 21 days after publication in the Administrative Register, unless the Governor approves a shorter commenting period.

<b>Document Number</b>	<b>Document Title</b>
<b>100033</b>	E-Levy - Common Questions

State of Wisconsin  
Department of Revenue


## E-Levy Common Questions

**This is a proposed guidance document. The document has been submitted to the Legislative Reference Bureau for publication in the Administrative Register for public comment as provided by sec. 227.112(1), Wis. Stats.**

1. Why can't I see the bank levy account in My Tax Account?
2. Can I use a general ledger account as my payment source for making levy payments in My Tax Account?
3. Do I need to enter the bank account information each time I submit a payment request?
4. When will you process my request?
5. Can I schedule a levy payment for a future date?
6. Can I change or withdraw a request after I submit it?
7. How do I sign up to receive my levy documents electronically?

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### 1. **Why can't I see the bank levy account in My Tax Account?**

For security reasons, Wisconsin Department of Revenue (DOR) staff control access to the bank levy account. After registering for My Tax Account, have your master user complete an  e-levy user access form to gain access to the bank levy account.

### 2. **Can I use a general ledger account as my payment source for making levy payments in My Tax Account?**

Yes. You may make payments from a general ledger, checking or savings account for Automated Clearing House (ACH) debit transactions.

### 3. **Do I need to enter the bank account information each time I submit a payment request?**

No. You can set up a default account to make all your levy payments. Refer to the  e-Levy User Guide for guidance on how to make levy payments.

### 4. **When will you process my request?**

We process requests daily at 4:00 PM Central Standard Time (CST). Before we process your request, it will show as "pending." If a levy is part of a "pending" request, it will continue to display as an active levy on the Bank Levy Payments and Update Levy Response screens in My Tax Account until we process the request.

**5. Can I schedule a levy payment for a future date?**

Yes, you can schedule a future payment date, however we do not recommend it. Instead, we suggest you submit a levy payment request on the day you intend to make a payment. We may amend or release a levy after we issue it. If you submit a payment request with a future date and we then amend it, you must withdraw and resubmit the request with the correct payment amount.

Note: If you already scheduled a payment for a future effective date and need to withdraw the scheduled payment, you have until 4:00 PM CST the day before the effective date.

**6. Can I change or withdraw a request after I submit it?**

Yes. You may change a request after you submit it as long as the request is still "pending." We process pending requests daily at 4:00 PM CST.

- o Click **Submissions** on the Bank Levy account level
- o Under **Submitted** will be a list of requests submitted that day
- o Click the type to request to open it
- o Click **View, Edit** or **Delete** to change your request

**7. How do I sign up to receive my levy documents electronically?**

Complete and submit an [Electronic Delivery Authorization Form](#). We will notify you as soon as your request has been processed.

## Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of October 14, 2019: Sections 71.80, 71.91 and 73.03, Wis. Stats., and sec. Tax 1.12, Wis. Adm. Code.

Laws enacted and in effect after October 14, 2019, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to October 14, 2019, that is contrary to the information in this document is superseded by this document, pursuant to sec. 73.16(2)(a), Wis. Stats.

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