

Chapter Tax 1

GENERAL ADMINISTRATION

Tax 1.001	Definitions	Tax 1.10	Depository bank requirements for withholding tax deposit reports.
Tax 1.01	Assessment districts	Tax 1.11	Requirements for examination of returns
Tax 1.08	Application of federal income tax regulations for persons other than corporations	Tax 1.13	Power of attorney

Tax 1.001 Definitions. In chapter Tax 1 to 12, unless otherwise specified: (1) "Department" means the Wisconsin department of revenue.

History: Cr. Register, February, 1978, No. 266, eff. 3-1-78.

Tax 1.01 Assessment districts. (section 73.05, Wis. Stats.) The secretary of revenue has divided the state into the following income tax assessment districts:

APPLETON DISTRICT		Pepin	Sawyer
Office: Courthouse Annex		Pierce	Taylor
Appleton		Polk	Trempealeau
<i>Counties Served</i>		Portage	Vilas
Brown	Marinette	Price	Washburn
Calumet	Marquette	Rusk	Wood
Door	Menominee	MADISON DISTRICT	
Florence	Oconto	Office: Hill Farms State Office Building	
Fond du Lac	Outagamie	Madison	
Forest	Shawano	<i>Counties Served</i>	
Green Lake	Sheboygan	Columbia	Jefferson
Kewaunee	Waupaca	Crawford	LaFayette
Langlade	Waushara	Dane	Richland
Manitowoc	Winnebago	Dodge	Rock
EAU CLAIRE DISTRICT		Grant	Sauk
Office: State Office Building		Green	Vernon
Eau Claire		Iowa	
<i>Counties Served</i>		MILWAUKEE DISTRICT	
Adams	Dunn	Office: State Office Building	
Ashland	Eau Claire	Milwaukee	
Barron	Iron	<i>Counties Served</i>	
Bayfield	Jackson	Kenosha	Walworth
Buffalo	Juneau	Milwaukee	Washington
Burnett	LaCrosse	Ozaukee	Waukesha
Chippewa	Lincoln	Racine	
Clark	Marathon		
Douglas	Monroe		
Oneida	St. Croix		

Note: The correct address for the Appleton district is 265 West Northland Avenue.

History: 1-2-56; am. Register, September, 1964, No. 105, eff. 10-1-64; am. Register, February, 1975, No. 230, eff. 3-1-75.

Register, July, 1978, No. 271

Tax 1.06 Application of federal income tax regulations for persons other than corporations. (chapter 163, Laws of 1965). To the extent that any provision of the internal revenue code has application in the determination of Wisconsin taxable income of persons other than corporations, any United States treasury regulation interpreting such provision shall be deemed a tax rule of the Wisconsin administrative code.

History: Cr. Register, March, 1966, No. 123, eff. 4-1-66.

Tax 1.10 Depository bank requirements for withholding tax deposit reports. (section 71.20 (4), Wis. Stats.) (1) **DEPOSIT REPORTS RECEIVED WITH PROPER PAYMENT.** (a) The depository bank shall inscribe the date, amount of payment and a consecutively assigned validation number upon each withholding deposit report (Form WT-6) received which is accompanied by payment in the amount of the stated tax liability. The deposits received and validated for each day shall be combined into a single deposit to the account of the state treasurer. The processed deposit reports shall be kept in sequence within batches for each business day. The batches for each business day shall be sent daily by armored carrier to the department of revenue's collection section in Madison. A validation tape and batch card shall accompany each batch, and each day's transmittal shall include one recapitulation sheet and a copy of the daily deposit slip.

(b) In addition the depository bank shall use the following procedures:

1. Validation tapes shall bear the validation number and the amount processed for each entry as well as the validation date and tape total.

2. Batch cards shall bear the first and last validation numbers in the batch and the total dollar amount validated in the batch. The validation number of any document rejected from the batch shall be noted on the batch card and the validation amount subtracted from the batch total.

3. Recapitulation sheets shall bear the date, deposit number, deposit amount, batch I.D. number and batch total for each batch included in the deposit, and the total amount validated.

4. A deposit slip shall be sent to the state treasurer for each day's deposit with a copy to be sent to the department. Deposit totals shall be reported to the state treasurer by telephone daily before 9:00 a.m.

5. When correspondence is received with a valid deposit report and remittance, the deposit report and remittance shall be processed in the usual manner, and the correspondence shall be detached and sent to the department's collection section.

(2) **EXCEPTIONS.** Exceptions are not to be validated. They shall be sent to the collection section with the envelopes in which they were received. The following are considered exceptions:

(a) Deposit reports received without proper remittance.

(b) Substitute deposit reports.

(c) Remittances not accompanied by deposit reports.

History: Cr. Register, March, 1975, No. 231, eff. 4-1-75.

Register, July, 1978, No. 271

Tax 1.11 Requirements for examination of returns. (sections 71.11 (44) and 77.61 (5)). (1) No information may be divulged to public officers or the authorized agents of such officers under section 71.11 (44) (c) 2 or 4, or 77.61 (5) (b) 2 or 4 unless the following requirements are first complied with:

(a) The public officer must specify in writing the purpose for each requested examination, the statutory or other authority showing the duties of the office, and the relation of such purpose to the duties of the office. Further, each person making a request must provide evidence that he or she is a "public officer" under the constitution and the statutes.

(b) Each requested examination by an agent must include the above data and an authorization identifying the agent by name, address and title and naming the taxpayer whose return is sought for examination, which authorization shall be signed and approved by the public officer on whose behalf the agent is acting.

(c) With each requested examination under paragraphs (a) and (b) there must also be submitted in writing the following: name and address of each taxpayer whose return is requested; type of tax return, such as income, franchise, gift or sales and use tax; the taxable period(s); the taxpayer's social security number, if available, in the case of returns relating to individuals; and a statement indicating that the person requesting such examination understands the provisions of sections 71.11 (44) and 77.61 (5) that any persons who use or permit the use of any information directly or indirectly so obtained beyond the duties imposed upon them by law or by the duties of their office shall be deemed in violation of said subsections.

(2) No information may be divulged to the legislature, to either house of the legislature, to any legislative committee, to any agent of the foregoing, or to any legislator under sections 71.11 (44) (c) 3 or 77.61 (5) (b) 3 unless the following requirements are first complied with:

(a) Specification in writing of the purpose for each requested examination, and the relation of such purpose to the official duties or functions of the body or person requesting such examination of tax returns.

(b) Certification by the president pro tempore of the senate, the speaker of the assembly, or the chairman of the pertinent legislative committee that said committee or either house of the legislature has voted to authorize the requested examination of tax returns.

(c) With each requested examination under paragraphs (a) and (b) there must also be submitted in writing the following: name and address of each taxpayer whose return is requested, type of tax return, such as income, franchise, gift or sales and use tax; the taxable period(s); the taxpayer's social security number, if available, in the case of returns relating to individuals; and a statement indicating that the person requesting such examination understands the provisions of sections 71.11 (44) and 77.61 (5) that any persons who use or permit the use of any information directly or indirectly so obtained beyond the duties imposed upon them by law or by the duties of their office shall be deemed in violation of said subsections.

(3) The department may, when satisfied that the restrictions imposed by sections 71.11 (44) and 77.61 (5) will be adequately safeguarded and

a beneficial tax purpose is demonstrated, enter into agreements with governmental officials whereby information is disclosed or exchanged. In such instances the requirements of this rule may be modified in the discretion of the department.

(4) The information required to be submitted to the department under subsections (1) and (2) shall be submitted on forms provided by the department and shall be open to inspection by the public for a period of 2 years from the date such information is filed with the department. If a public official responsible for enforcement of the criminal laws, in the statement required under subsection (1) (a), declares that a return is being examined for the purpose of a criminal investigation, the department shall accept that declaration as prima facie evidence of the fact that making such knowledge public would result in harm to the public interest which outweighs any benefit that would result from making it public, and the department shall not make such knowledge public for a period of 30 days from date of filing the statement.

(5) A public officer, for purposes of this rule, is any person appointed or elected according to law, who has continuous duties, has taken an oath of office and who is responsible for the exercise of some portion of the sovereign power of this state, or its subordinate government units, or of the sovereign power of another state or of the United States, in which the public has a concern. One, but not the sole, indicium of responsibility for exercising the sovereign power is the authority to make final policy with regard to those duties of a public officer requiring access to tax files under this rule.

History: Cr. Register, August, 1975, No. 236, eff. 9-1-75; am. (4) and cr. (5), Register, January, 1976, No. 241, eff. 2-1-76.

Tax 1.13 Power of attorney. (sections 71.11(44)(c)5 and 71.61(5)(b)5a, Wis. Stats.) (1) **POWER OF ATTORNEY REQUIREMENT.** (a) A power of attorney or other written authorization executed by the taxpayer shall be required by the Wisconsin department of revenue for the taxpayer's representative, on behalf of the taxpayer, to:

1. Inspect confidential information (e.g., tax returns and audit reports).
2. Receive notices, communications and correspondence containing confidential information.
3. Represent the taxpayer at conferences.
4. Execute a waiver to extend the statutory period for assessment or collection of a tax.
5. Execute any other waivers or agreements in behalf of the taxpayer.

(b) The power of attorney requirement applies to income, franchise, withholding, gift, sales and use tax matters of individuals, partnerships and corporations and homestead credit matters.

(2) **EXCEPTIONS.** (a) A power of attorney is not required for a taxpayer's representative to inspect confidential information or to represent the taxpayer at conferences, if the representative is accompanied by the taxpayer or, if a corporation, by an officer or authorized employee of the corporation.

Register, July, 1978, No. 271

(b) Generally a power of attorney is not required in the case of a trustee, receiver, guardian, personal representative or special administrator of an estate, or a representative appointed by a court.

(3) FILING OF POWER OF ATTORNEY. (a) One power of attorney form shall be filed with the Wisconsin department of revenue, with one additional copy for each additional tax matter. For example, if a power of attorney covers 2 tax matters, (e.g., income tax and sales tax), 2 power of attorney forms shall be filed.

(b) One power of attorney form shall be filed in each office of the department in which the taxpayer's representative, in connection with the matter under consideration, intends performing one or more of the acts enumerated in sub. (1).

(4) FORM OF POWER OF ATTORNEY. (a) Power of attorney forms are available from any Wisconsin department of revenue office. The Wisconsin form (Form A-222) is similar to the federal power of attorney form (Form 2848).

(b) Use of the Wisconsin power of attorney form is not mandatory. However, the department prefers that this form or another similar form be used. The form shall clearly express the scope of the authority granted the taxpayer's representative, the Wisconsin tax matters (e.g., income, sales, or gift tax) covered and the tax year or period to which it relates.

Note: A supply of forms may be obtained from the department at 4638 University Avenue, Madison, Wisconsin 53708 or by mail request to P.O. Box 8903, Madison, Wisconsin 53708.

History: Cr. Register, February, 1978, No. 266, eff. 3-1-78.