

## General Filing Instructions

### Attaching a file

#### Click paperclip icon

Attach a copy of your 2022 property tax bill (required) .....

#### Choose your file

- Click "Choose a file" to locate the document you'd like to attach
- Acceptable file types – PDF, TIF, JPG, BMP, DOCX, XLSX, DOC, XLS

#### Naming your attachment

- Filename can only include letters, numbers, dashes, underscores, and a single period immediately before the file type (ex: doc.pdf)
- Filename cannot include special characters, including exclamation mark (!); commas (,); slashes (/)(\); percentage (%) and dollar signs (\$)



You must attach a copy of your property tax bill.

Choose a file or drag it here.

This PC > Desktop > Attachments

Name	Date modified	Type
Required-Attachment 1	10/4/2023 12:09 PM	Adobe Acrobat D...

#### Start file upload

- After you choose the file, it appears at the top of the screen
- You must click "Start upload(s)" to attach the file



You must attach a copy of your property tax bill.

- Required-Attachment 1.pdf

Choose a file or drag it here.

- The attachment now appears in your form
- If you would like to remove the file, click (-) to the left of the file name

Attach a copy of your 2022 property tax bill (required) .....

Required-Attachment 1.pdf attached

### Submitting your form

#### To submit your form

- Select "Yes" to agree with the signature statement
- Click "Submit" in left panel
- If you see errors appear, you must correct them before you can submit

#### To correct errors

- Click the arrow to the left of the description to go to the section with the error
- Look for the error symbol (red circle with a slash) and click to view the description
- After you fix all the errors, click "Submit" again

Watch for these symbols

- Help available
- Error in field
- Required field
- Warning in field

Help

- Form
  - [lgx@wisconsin.gov](mailto:lgx@wisconsin.gov)
  - (608) 266-9457
  - (608) 266-0772
- General filing - [review our online filing help](#)

Back Section C – Preparer Information/Signature Statement

**Preparer Information**

Same as claimant information

Name Betty Badger Email bb@email.com

Phone

**Signature Statement**

Under penalties of law, I declare this form and applicable attachment are true, correct and complete. If I no longer use the property as my property residence, I understand I must notify the county or municipal treasurer within 30 days of this change.

Do you agree with the statement above?  Yes  No

Note: Verify your entries before submitting this form since the information you provide determines whether you qualify for the lottery and gaming credit.

**Errors**

Click the arrows below to view fields with:

- Errors to correct
- Required - enter claimant's phone including area code and dashes (ex: 123-456-7890)
- Required - enter property's street address

- If you still cannot submit the form, contact DOR using the contact information in the left panel of the form or contact DOR at [otas@wisconsin.gov](mailto:otas@wisconsin.gov) or (608) 266-7750
- Confirmation page**
- After you submit your form, you will see a confirmation page
  - Print this page and/or save a copy for your records (including your confirmation number)
  - You will also receive a confirmation email from the Wisconsin Department of Revenue

**Printing your form**

**To print the form**

- Click "Print" in the left panel
- If you click "Print" and nothing happens, there may be a pop-up blocker on your system preventing the .pdf from opening
- Visit [Disabling Pop-Up Blockers](#) to fix the most common viewing and printing issues

**Forgot to print?**

- If you forgot to print your form before exiting, you can re-access your form by using your confirmation number
- Start an amended form using your confirmation number, print the form, then exit without resubmitting

**Questions?**

**Contact:**

- Your local county/municipal treasurer
- Wisconsin Department of Revenue at [lgs@wisconsin.gov](mailto:lgs@wisconsin.gov), (608) 266-9457, or (608) 266-0772

**Review:**

- [Wisconsin Lottery and Gaming Credit Program](#) web page