

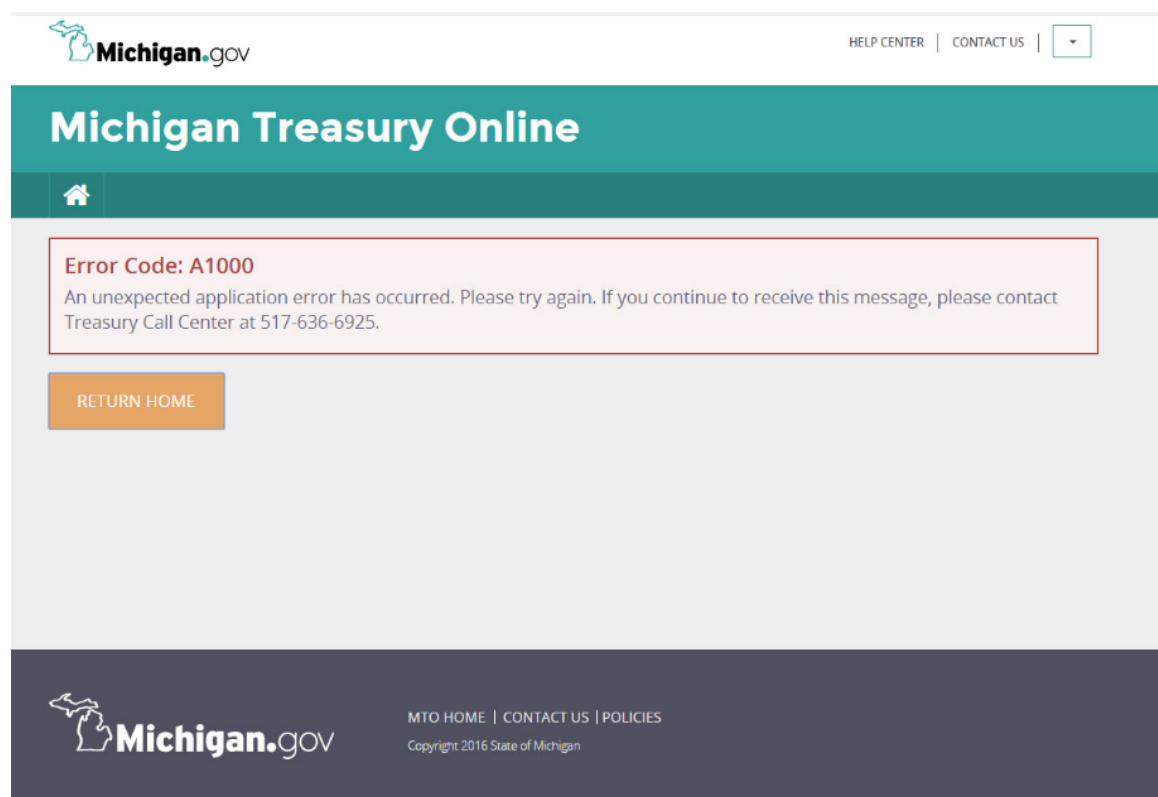
Michigan Treasury Online (MTO) Enhancements – Release 2.75

The Michigan Department of Treasury is pleased to share the following significant changes to our online filing portal, MTO. These changes took effect on September 22, 2016.

- Error Handling
- Changes to the way access rights are displayed in MTO
- View and Print Filed Returns and Amend and Pay Processed Returns page re-designs on MTO
- 4% and 6% Return images on MTO – Monthly/Quarterly, Annual, and Amended 4% and 6% returns are now available on MTO when filing returns, printing drafts and viewing returns
- Enhanced transition from TR number to FEIN
- Change to discontinuance date acceptance criteria
- Shared Secret Updates

OVERVIEW OF IMPROVEMENTS

- **Error Handling**
 - When system issues arise, MTO users will be presented with an error message explaining the problem and directing them how to proceed (see example below)



- Changes to the way **access rights** are displayed in MTO
 - *Home page* – truncated access rights on the business card have been removed and replaced by a hyperlink which drops down to reveal all authenticated roles

Michigan Treasury Online



Michigan Treasury Online Home

Select a business card to perform transactions on behalf of the selected business. To establish access rights to a business not listed, select "CREATE A NEW BUSINESS RELATIONSHIP". If you would like to file [SUW](#) now without creating a business relationship, click the "FAST FILE SUW NOW" button.

Your Businesses

[FAST FILE SUW NOW](#)

+


CREATE A NEW BUSINESS RELATIONSHIP

KELLY'S TEST ACCOUNT

FEIN

Access Rights ▾

☒ Edit

Remove 

TIMMY TEST ACCOUNT

FEIN

Access Rights ▾

☒ Edit

Sales Tax
Use Tax (Sales & Rentals)
Withholding Tax

Access Rights drop down on the user's MTO homepage

- *Business Details page* – a new “Access Rights” section displaying all authenticated roles is now located at the top of the page

Michigan Treasury Online



TIMMY TEST ACCOUNT



TIMMY TEST ACCOUNT

Access Rights

User Access Rights

Sales Tax, Use Tax (Sales & Rentals),
Withholding Tax

Access Rights on the Business Detail page

Available Actions

[▶ SUW Actions](#)
[▶ Letters](#)

Business Information

Legal Address

FEIN

- **View and Print Filed Returns** and **Amend and Pay Processed Returns** page re-designs in MTO
 - **View and Print Filed Returns**
 - limits to the number of returns listed per period have been removed
 - a new confirmation number column is displayed giving the form bundle number for each return; the number is a hyperlink to access a PDF of the return

Michigan Treasury Online

TIMMY TEST ACCOUNT

View and Print Filed Returns

Displayed are the returns that have been filed by this business for sales, use & withholding (SUW) 2015 and forward. From here you may view and print submitted returns.

Returns Filed

Monthly Filings | 2015

Tax Type	Period	Date Received	Confirmation #
SUW	Monthly - Jan 2015	March 6, 2015	300000123905
SW	Monthly - Nov 2015	March 29, 2016	300003341143

Available Actions

- SUW Actions
- Letters

View and Print

Clicking the confirmation number, presents this menu. Click to continue.

- **Amend and Pay Processed Returns** – the hyperlink for this confirmation number gives the user the option to view and print the PDF or amend the return

Michigan Treasury Online

TIMMY TEST ACCOUNT

Amend and Pay Processed Returns

Displayed are the Sales, Use, & Withholding (SUW) tax returns processed for tax year 2015 and forward for this business. You have the ability to view, amend, or make a payment on the processed returns displayed.

Returns and Amendments

Monthly Filings | 2015

Tax Type	Period	Date Received	Confirmation #
SUW	Monthly - Jan 2015	March 6, 2015	300000123905
S	Monthly - Feb 2015	July 1, 2016	300003341143
SW	Monthly - Nov 2015	March 29, 2016	300003341143

Available Actions

- SUW Actions
- Letters

View and Print Amend

Clicking the confirmation number, presents this menu. Click to continue.

- **4% and 6% Return** images on MTO – Monthly/Quarterly, Annual, and Amended 4% and 6% returns are now available on MTO when filing returns, printing drafts and viewing returns

Michigan Department of Treasury
5096 (05-15)

Sales, Use and Withholding Taxes 4% and 6% Monthly/Quarterly Return

Issued under authority of Public Acts 167 of 1933 and 94 of 1937, as amended.

This form cannot be used
as an amended return;
see the *Amended
4% and 6% Monthly/
Quarterly Return
(Form 5097)*.

Taxpayer's Business Name [REDACTED]	Business Account Number (FEIN or TR Number) [REDACTED]	Return Period Ending (MM-YYYY) 08-2016
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PART 1: 4% SALES TAX

4% Sales Tax	
1. Gross 4% sales	1. [REDACTED]
2. Total sales. Multiply taxable sales by 4% (0.04)	2. [REDACTED]
3. Total of allowable discounts. Multiply line 2 by your applicable discount rate	3. [REDACTED]
4. Total 4% sales tax due. Subtract line 3 from line 2.....	4. [REDACTED]

PART 2: 6% SALES TAX

6% Sales Tax	
5. Gross 6% sales	5. [REDACTED]
6. Total sales. Multiply taxable sales by 6% (0.06)	6. [REDACTED]
7. Total pre-paid tax from Form 5083, 5085 or 5086 (e-file only)	7. XXXXXXXX
8. Remaining amount of sales tax eligible for discount. Subtract line 7 from line 6.....	8. [REDACTED]
9. Total of allowable discounts. Multiply line 8 by your applicable discount rate	9. [REDACTED]
10. Total 6% sales tax due. Subtract line 9 from line 8.....	10. [REDACTED]

PART 3: USE TAX

Use Tax: Sales and Rentals	
11. Gross sales, rentals and services.....	11. [REDACTED]

- Enhanced transition from **TR number to FEIN**
 - When a TR number is changed to an FEIN, the user will see the account number change reflected in their existing business card upon their next log-in
 - Returns filed under the TR number are accessible under the new FEIN
- Change to **discontinuance date** acceptance criteria
 - To reduce processing errors and the need for manual intervention, the discontinuance date of a business in MTO can only be the last day of the month
 - If a date other than the last date of a month is selected, the user is presented with an error which they must resolve before submission (see example below)

Michigan Treasury Online



KELLY'S TEST ACCOUNT



Discontinue Business

You have the ability to discontinue a business. This might be a complete termination of the business operation, a sale of the business to a third party, or a combination of the two.

If the taxpayer will continue some business operations but will no longer be liable for certain taxes, use the "Tax Types" link to discontinue those specific taxes.

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

Discontinue Information

* Required

* Date to Discontinue Business and All Taxes

** Discontinue date must be entered as the last day of the month*

Contact Address After Discontinuance or Sale

Available Actions

[▶ Manage Business](#)[▶ SUW Actions](#)[▶ ESA Actions](#)[▶ Letters and Licenses](#)

- Shared Secret Updates
 - *ESA* – enhancements made to accommodate roles with SUW.
 - *Edit Role*
 - when adding a role, only shared secret questions regarding the newly requested role are presented
 - when removing a role, no shared secret questions are presented

The screenshot shows the Michigan.gov website interface. At the top, the Michigan.gov logo is on the left, and a 'CONTACT US' link with a dropdown arrow is on the right. Below the logo, the text 'Michigan Tr' is partially visible. A home icon is in a dark green bar. The main heading is 'Verify Business', followed by the instruction 'Fill in all of the information be'. Below this is the 'Filing Information' section, which includes a list of checkboxes for tax-related functions: 'Manage Registration Information' (checked), 'Sales Tax' (checked), 'Use Tax' (unchecked), and 'Withholding Tax' (checked). A progress bar on the right shows two steps: '2 Filing Information' and '3 Verify Business'. An 'Edit Access Rights?' modal is open in the center, displaying 'Requested Changes' with 'Additional Access: Manage Registration Information' and 'Remove Access: Use Tax'. The modal has 'CANCEL' and 'CONTINUE' buttons. At the bottom of the page, there are 'NEXT', 'BACK', and 'CANCEL' buttons with an 'X' icon.

Michigan.gov

CONTACT US | [Dropdown]

Michigan Tr

Home

Verify Business

Fill in all of the information be

Filing Information

* Required

* Which tax related functions and/or filings will you perform for this business on MTO? (select all that apply)

- ☒ Manage Registration Information
- ☒ Sales Tax
- ☐ Use Tax
- ☒ Withholding Tax

2 Filing Information

3 Verify Business

Edit Access Rights?

Requested Changes

Additional Access:
Manage Registration Information

Remove Access:
Use Tax

CANCEL CONTINUE

NEXT BACK CANCEL X

FUTURE ENHANCEMENTS

- Wage Statement (W-2, 1099, etc.) upload to MTO for employers reporting less than 250 employees
- Revision to the Vehicle Dealer Supplemental Schedule (Form 5086) allowing taxpayers to properly allocate in-transit sales
- Ability to eFile the Refund Request for Prepaid Sales Tax on Fuel (Form 3891) through MTO
- Improvements to mobile phone number and text messaging functionality