

Michigan Treasury Online (MTO) Enhancements – Release 3

The Michigan Department of Treasury is pleased to share the following improvements to our online filing portal, MTO. These changes took effect on January 17, 2017.

- W-2 Upload
- E-file Fuel Credit Refund
- Payment Screen Redesign
- In-transit Sale Allocation on the Vehicle Dealer Supplemental Schedule
- Return Submission Authorization Box Changes
- Authorized Declaration–Power of Attorney (POA) Updates



OVERVIEW OF IMPROVEMENTS

- **W-2 Upload**

- MTO users who file withholding tax for Michigan businesses now have the ability to submit their annual wage statements to Treasury electronically. **An annual return reporting withholding tax must be filed prior to uploading wage statement information for the tax year.**

NOTE: Businesses with 250 or more Michigan employees must send their wage statements via Magnetic Media.

Michigan Treasury Online

W2 Information

Upload a W2 File

This page allows withholding taxpayers to satisfy their annual wage statement filing requirement with the Michigan Department of Treasury. Taxpayers may upload W-2 and 1099 forms in .pdf, .rar or .zip file format using the "Upload" button. Each file size must be less than or equal to 5MB. You may upload multiple files per tax year. At the bottom of the page you will find a history of wage statement submissions through MTO.

NOTE: If you have 250 or more Michigan employees, you must send your wage statements via Magnetic Media

[UPLOAD](#)

Available Actions

- ▶ Manage Business
- ▼ SUW Actions
- File & Pay Options
 - File and Pay a Tax Return
 - Amend and Pay Processed Returns
 - View and Print Filed Returns
- Other Payment Options
 - Make a Payment
 - Manage Payments
 - Payment History
- Other Options
 - W2 Information**
 - Fuel Credit Refund

History

File Name ⓘ	Tax Year	Date Received	Confirmation
No W2 Submissions Found			

- **E-file Fuel Credit Refund**

- Taxpayers who prepay sales tax to Treasury for gasoline and/or diesel purchases must now request a refund for overpaid amounts through MTO. This MTO functionality replaces Form 3891. MTO users may also view a history of fuel credit refund requests on this MTO screen.

Michigan Treasury Online

Fuel Credit Refund

Request a Refund

* Period: Select

* Refund Amount Requested: \$

REQUEST

History

Tax Year: 2017

Period	Refund Requested	Date Requested	Status	Refunded Amount
No Refund History Available				

Available Actions

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- Other Options**
 - W2 Information
 - Fuel Credit Refund**
 - ▶ Letters and Licenses

- **Payment Screen Redesign**

- The payment screen for **monthly/quarterly returns** has been redesigned to provide tax due information from the return just filed. MTO users will use the return information to self-select the payment amount for each category in the “Your Payment” section. **All fields are required in the ‘Your Payment’ section, therefore, the MTO user will enter zero for any non-applicable payment type.**

Would you like to make a payment?

The Return Information section displays payment obligations from your tax return. Use these figures to determine your payment amounts below.

Return Information:

Sales	Use (Sales/Rent)	Use (Purchases)	Withholding
\$6,000.00	\$300.00	\$58.55	\$12,000.00
Penalty	Interest	Total Prior Payment	
\$555.27	\$90.97	-\$15,000.00	
Accelerated Sales	Accelerated Use	Total Payment Due	\$8,954.79
\$4,500.00	\$450.00		

Your Payment: ⓘ

* Required

- * Sales
- * Use (Sales/Rentals)
- * Use (Purchases)
- * Withholding
- * Penalty
- * Interest
- * Accelerated Sales
- * Accelerated Use

Total \$0.00

Background text (Summary):

1. Total Amount of Michigan In...

Summary

1. Amount of Sales, Use and W...

2. Total Prior Payment ⓘ

3. Amount of Tax Due

4. Penalty Paid With This Retu...

5. Interest Paid With This Retu...

6. Payment Due

Accelerated Filing

Next Month's Accelerated Sale...

Next Month's Accelerated Use...

* Reason code for amending r...

Buttons: SUBMIT, CANCEL, PRINT DRAFT

Footer: MTO HOME | CONTACT US | POLICIES

- The payment screen for **annual returns** has been redesigned to provide remaining tax due information from the return just filed. MTO users will use the return information and self-select the payment amount for each category in the “Your Payment” section. **All fields are required in the ‘Your Payment’ section, therefore, the MTO user will enter zero for any non-applicable payment type.**

Would you like to make a payment?

The Return Information section displays payment obligations from your tax return. Use these figures to determine your payment amounts below.

Return Information:

Sales	Use (Sales/Rent)	Use (Purchases)	Withholding
\$1,000.00	\$400.00	\$19.45	\$3,874.92
Penalty	Interest	Total Prior Payment	
-	-	-	
Total Payment Due			\$5,294.37

Your Payment: ⓘ

* Required

- * Sales
- * Use (Sales/Rentals)
- * Use (Purchases)
- * Withholding
- * Penalty
- * Interest

Total \$0.00

CANCEL ✕ PAY

- ***In-transit Sale Allocation on the Vehicle Dealer Supplemental Schedule***
 - MTO users who prepay sales tax to Treasury for businesses reporting vehicle transfers now have the ability to separately itemize their out-of-state (in-transit) vehicle sales from their Michigan vehicle sales.



2017 Vehicle Dealer Supplemental Schedule

Issued under authority of Public Act 167 of 1933, as amended.

This schedule must be filed with your 2017 Sales, Use and Withholding Taxes Monthly/Quarterly Return (Form 5080) or 2017 Sales, Use and Withholding Taxes Amended Monthly/Quarterly Return (Form 5092)

Michigan Vehicle Sales

Enter the Total Amount of Michigan Vehicle Sales Sold to in-State Customers.

1. Total Sales on Which Tax was Paid to Secretary of State ⁱ	\$ 125,995.99
2. Prepaid Sales Tax	\$ 7,559.76
3. Amount Eligible for Discount	\$ 5,040.09
4. Sales Tax Collection Discount	\$ 37.80

In-Transit Sales

Complete table five below for all Vehicles Sold in Michigan but to be Registered in Another State.

5. Report the Information for In-Transit Sales. Each Row Represents the Sum of All Vehicle Sales to the Specified State.

[+ ADD SALE](#)

Destination State ⁱ	Sale(s) of In-Transit Vehicles ⁱ	Tax Rate ⁱ	Tax Paid	Discount	
AL <input type="text"/>	\$ 10,079.61	2 %	\$201.59	\$0.00	REMOVE
CT <input type="text"/>	\$ 18,218.54	6.35 %	\$1,093.11	\$5.47	REMOVE
MO <input type="text"/>	\$ 71,449.27	4.225 %	\$3,018.73	\$21.43	REMOVE
NJ <input type="text"/>	\$ 9,009.99	7 %	\$540.60	\$2.70	REMOVE
OH <input type="text"/>	\$ 22,535.75	5.75 %	\$1,295.81	\$6.76	REMOVE

6. In-Transit Sales to all States	\$ 131,293.16
7. Sales Tax Paid on all In-Transit Sales	\$ 6,149.84
8. Sales Tax Discount on all In-Transit Sales	\$ 36.36
9. Sales Tax Equalization Credit on all In-Transit Sales at 6% ⁱ	\$ 1,727.76

Total Prepaid Tax and Discount

10. Total Sales on Which Sales Tax was Paid to the Michigan Secretary of State	\$ 257,289.15
11. Total Sales Tax Prepaid	\$ 13,709.60
12. Total Sales Tax Discount	\$ 74.16
13. Sales Tax Equalization Adjustment at 6%	\$ 15,437.36

[SAVE AND RETURN](#)

[CANCEL](#)

- **Return Submission Authorization Box Changes**

- Upon submitting a tax return, a redesigned authorization box is presented to the MTO user. The MTO user's name is populated from their user profile information. The MTO user will select their title in relation to the business they are filing on behalf of. Prior to filing the return, the MTO user must check the "I declare" statement.

Final Check - Is Everything Correct?

You are about to file this tax return. Verify all fields have been filled out correctly. To go back and view the return and/or make any last minute changes, click "CANCEL". You may access this return on the "View and Print Filed Returns" page after successful submission. Allow 7-10 days for payments made for this return to reflect on the "Payment History" page.

Authorized Filer Information

* First Name: Jane

* Last Name: Doe

* Title: Treasurer

* I declare, under penalty of perjury, that I am an authorized representative for this account and all information I have included with this submission is true and complete to the best of my knowledge.

CANCEL X FILE

- **Authorized Declaration–Power of Attorney (POA) Updates** – The digital POA form on MTO has been updated to match the current version of Form 151. This upgrade includes "Section 8" authorization for limited POA designations. An MTO user can establish POA on behalf of a business with a *Manage Registration Information* role under the Representatives tab.