

Michigan Treasury Online (MTO) Optimization

Learning Series 12: Filing and Paying an Additional Amended Sales, Use and Withholding (SUW) Tax Return

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

June 2016

Customer Friendly

Simplified Process

What's New in MTO?

- **Filing and Paying an Additional Amended Sales, Use and Withholding (SUW) Tax Return**

Learning Series 12: Filing and Paying an Additional Amended SUW Tax Return

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

| Image | Purpose |
|---|---|
|  | To indicate a change in process or functionality that is expected to significantly increase the user experience |
|  | To indicate a reminder or a relevant note within a text |
|  | To indicate a quick tip or faster way of completing an action |
|  | To number steps on screenshots |
|  | To highlight any part of the screenshot, such as a button |
|  | To draw attention to a relevant section of information/text (not a button) |

Filing and Paying an Additional Amended SUW Tax Return

Users who have the Sales, Use and/or Withholding Tax user role will be able to file and pay a SUW tax return. The Additional Amended Tax Return function is available on the Amend and Pay Processed Returns page. It should be used when the tax return a user wishes to amend is not listed under the Returns and Amendments listing on Amend and Pay Processed Returns page.

1. From their MTO homepage, a user will select the business card of the business they wish to file an additional amended SUW tax return for.

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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 | A BUNCH OF GRAPES W... FEIN 21033 Access Rights Registration Edit Remove | BERT'S BERRIES FEIN 21017 Access Rights Sales Tax, Use Ta... Edit Remove |
|--|---|--|

2. Select "**Amend and Pay Processed Returns**" under the SUW Actions drop-down menu.

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BERT'S BERRIES - 21017

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 ▾ 2016 ▾

| Tax Type | Period | Date Received |
|----------|--------|---------------|
|----------|--------|---------------|

Additional Amended Returns

Choose "Additional Amended Returns" to amend a liability previously reported for a return period. The figures reported on the Amended Return will be the new actual liability for the period.

[ADDITIONAL AMENDED RETURNS](#)

Available Actions

▾ 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

3. Select “**Additional Amended Return**” if the period return you wish to amend is not displayed under the Returns and Amendments list on the page.

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BERT'S BERRIES - 21017

Amend and Pay Processed Returns

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Returns and Amendments

Monthly Filings: Monthly Filings | 2016

| Tax Type | Period | Date Received |
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ADDITIONAL AMENDED RETURNS ← 3

Available Actions

- SUW Actions
 - File & Pay Options
 - File and Pay a Tax Return
 - Amend and Pay Processed Returns**
 - View and Print Filed Returns
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 - Make a Payment
 - Manage Payments
 - Payment History

4. Select the “**Return Type**” (*Monthly/Quarterly*), “**Month**” and “**Year**” of the return you are filing then select “**Continue**.”

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BERT'S BERRIES - 21017

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: Monthly Filings | 2016

| Tax Type | Period | Date Received |
|----------|--------|---------------|
|----------|--------|---------------|

Additional Amended Returns

Choose "Additional Amended Returns" to amend a liability previously reported for a return period. The figures reported on the Amended Return will be the new actual liability for the period.

ADDITIONAL AMENDED RETURNS

Additional Tax Returns

To file a return which is not listed, please select the return type, month, and tax year of the return you wish to file.

Select a Return

* Return Type: Monthly/Quarterly | * Month: February | * Year: 2016

4 → CANCEL CONTINUE

Available Actions

- 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

5. Select the **tax types** you wish to file for and then select “**Continue.**”

The screenshot shows a modal dialog box titled "Select Which Taxes to File" with a blue header. The main content area is white and contains the instruction "Choose Tax Types (Check All That Apply)". Below this, there are three checked checkboxes: "Sales Tax", "Use Tax", and "Withholding Tax". At the bottom of the dialog, there are two buttons: "CANCEL" with a grey 'X' icon and "CONTINUE" in an orange box. A red arrow with the number "5" points to the "CONTINUE" button. The background shows the Michigan Treasury Online interface with a dark green header and a grey sidebar.

6. Complete the applicable fields on the SUW tax return you have selected to file then select “**Submit.**”

Note: You can print a PDF draft of your return prior to submitting by selecting the print draft button at the bottom of the return. The PDF will be displayed in a different window or tab that can be closed to route you back to the return in MTO. The “Print Draft” button must be selected prior to selecting “Submit.”

The screenshot shows the "2016 Sales, Use and Withholding Taxes" form on the Michigan Treasury Online website. The page has a teal header with the Michigan.gov logo and navigation links. The main content area is white and contains a "Selected Taxes" section with three checked checkboxes: "Sales Tax", "Use Tax", and "Withholding Tax". Below this is a "Warning" box with a yellow background and a warning icon. At the bottom, there is a "Sales Tax" section with a table of values:

| Sales Tax | |
|---|-------------|
| 1. Gross sales | \$ 5,000.00 |
| 2. Sales Tax Due | \$ 300.00 |
| 3. Total Prepaid Tax | \$ |
| Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule | |
| Fuel Retailer Supplemental Schedule | \$ |
| Vehicle Dealer Supplemental Schedule | \$ |
| 4. Remaining Sales Eligible for Discount | \$ 300.00 |
| 5. Total of Allowable Discounts Calculate Discount | \$ |
| 6. Total Sales Tax Due | \$ 300.00 |

Use Tax

| | |
|--|--------------|
| 1. Gross Use ¹ | \$ 10,000.00 |
| 2. Total Use Tax ² | \$ 600.00 |
| 3. Total of Allowable Discounts Calculate Discount | \$ |
| 4. Total Use Tax Due | \$ 600.00 |

Use Tax on Items Purchased for Business or Personal Use

| | |
|---|----|
| 1. Total Purchases and Withdrawals ³ | \$ |
| 2. Use Liability | \$ |

Withholding Tax

| | |
|--|-------------|
| 1. Total Amount of Michigan Income Tax Withheld ⁴ | \$ 1,000.00 |
|--|-------------|

Summary

| | |
|---|-------------|
| 1. Amount of Sales, Use and Withholding Tax Due | \$ 1,900.00 |
| 2. Total Prior Payment ⁵ | \$ |
| 3. Amount of Tax Due | \$ 1,900.00 |
| 4. Penalty Paid With This Return Calculate Penalty ⁶ | \$ |
| 5. Interest Paid With This Return Calculate Interest ⁷ | \$ |
| 6. Payment Due | \$ 1,900.00 |

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7. Select the “***I declare under penalty of perjury...***” checkbox and select “***File***” in the “***Final Check-Is Everything Correct?***” box.

Final Check - Is Everything Correct?

You are about to Save and File this tax return.

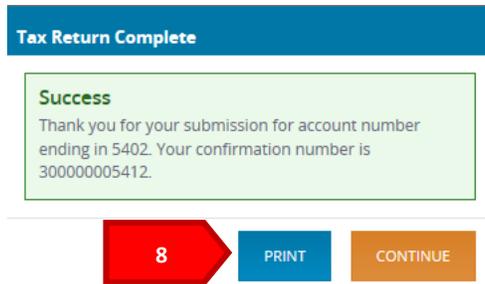
Make sure that all fields have been filled out correctly. Once this is successfully submitted, you will be able to see this filed return on the "Amend and Pay Processed Returns" page. In order to go back to make any changes or view one last time click "Cancel".

Allow 48 hours for returns made with payment to display and up to seven days, if received without payment, to allow time for the payment to be received separately.

* I declare under penalty of perjury that this return is true and complete to the best of my knowledge.

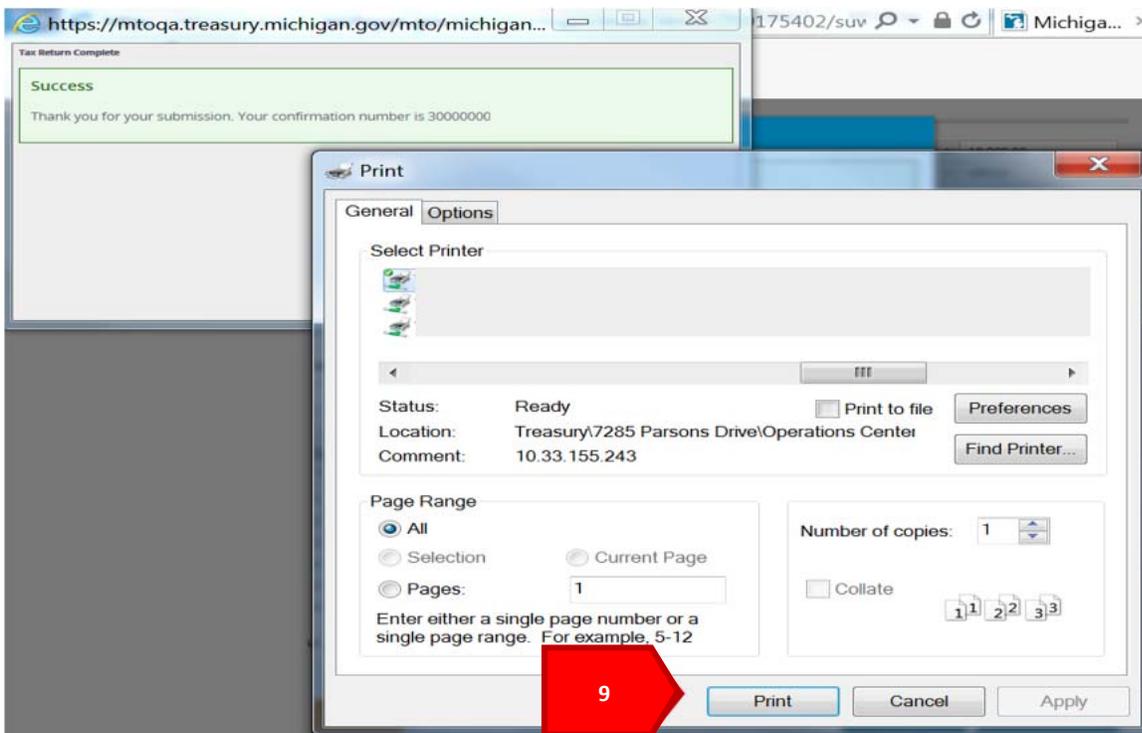
7

8. You will receive a confirmation number indicating your return has been filed. Select “**Print**” to print a copy of your confirmation number.

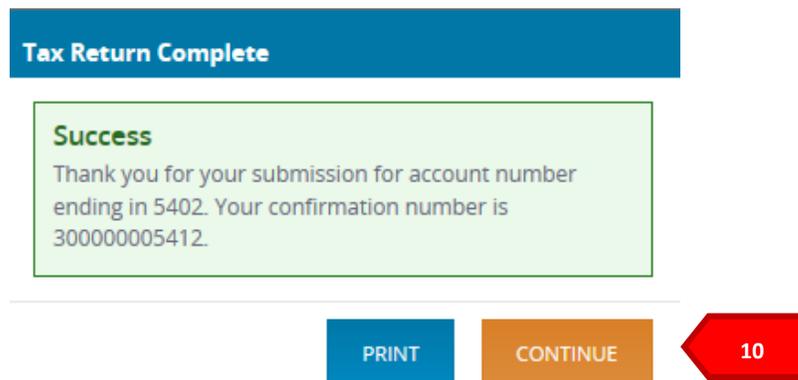


 **Note:** The tax return confirmation number will also be emailed to the email listed in your user profile.

9. Select the “**Print**” button on the print window. Your confirmation screen will print to your specified printer and then you will be routed back to the return screen with confirmation number displayed.



10. Select “**Continue**” to move forward to make a payment.



11. Confirm the payment amounts listed for each tax in the **“Would you like to make a payment”** box. If the payment amounts by tax are correct, select **“Pay.”**

If the payment amounts are incorrect due to a credit resulting from prepaid sales tax, select the **“Redistribute Payment/Make Partial Payment** checkbox and enter the payment amounts you wish to pay by tax.

The screenshot shows a tax payment confirmation dialog box titled "Would you like to make a payment?". The dialog box contains the following text:

Displayed are the amounts due based on your return. Any credit resulting from prepaid sales tax will not be reflected in your total payment due.

Select the "Redistribute Payment/Make a Partial Payment" checkbox to manually enter the total payment due after you have subtracted any credit resulting from prepaid sales tax.

Payment Due

| | |
|-----------------------------|-------------|
| Sales Payment | \$ 300.00 |
| Use (Sales/Rentals) Payment | \$ 600.00 |
| Use Purchases Payment | \$ |
| Withholding Payment | \$ 1,000.00 |
| Penalty Payment | \$ |
| Interest Payment | \$ |
| Total Payment | \$ 1,900.00 |

Redistribute Payment/Make a Partial Payment

At the bottom of the dialog box, there are two buttons: "CANCEL" and "PAY". A red arrow points to the "PAY" button with the number "11".

12. Select **“Continue”** on the **“Leaving Michigan Treasury Online”** box

The screenshot shows a dialog box titled "Leaving Michigan Treasury Online". The dialog box contains the following text:

Warning

If you continue, you will be being transferred to our payment center, powered by J.P. Morgan Chase.

You must select "Continue" within 1 minute or you will time out and will not be routed to the payment center. Once this happens, you will have to select "Cancel" and re-enter your payment information.

At the bottom of the dialog box, there are two buttons: "CANCEL" and "CONTINUE". A red arrow points to the "CONTINUE" button with the number "12".

13. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select “**Continue.**”

14. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the “**I accept the Terms and Conditions**” checkbox and “**Confirm.**”

15. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click **“Continue to the Main Menu.”**

Michigan
Powered by J.P. M

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#) [Exit](#)

Payment Confirmation - Sales, Use, Withholding Taxes

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.
To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: XF4BUS00004934
Confirmation Date (ET): Jun-15-2016 08:29:31 PM

Your Payment Detail

Payment Amount: \$1,900.00
Scheduled Payment Date: Jun-17-2016
Amount Due: \$1,900.00

Your Account Detail

Bank Routing Number: 0211:
Bank Account Number: XXXXXXXXXXXX6789
Bank Account Type: Checking
Bank Account Category: Business

E-mail Address *: j1234blu@yahoo.com

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

15 [Continue to Main Menu](#)

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After selecting continue, you will be routed to the pay site main menu. On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view previous payment history.

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THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#) [Exit](#)

Main Menu

[Manage Accounts](#) Add, Edit and Delete your accounts.

[Pending Payments](#) View, Edit and Delete your pending payments.

[Payment History](#) View your payment history.

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To return to MTO, select the **“Exit”** link.



Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO. The website can be accessed here: www.michigan.gov/mtobusiness.