



# Michigan Treasury Online (MTO) Optimization

## Learning Series 5: File and Pay Functions

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

April 2016

Customer Friendly

Simplified Process

### What's New in MTO?

- **Functions of Sales, Use and/or Withholding Tax User Role**

***Learning Series 4 edition on the Functions of the File and Pay user role.***

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 functionally 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)

**Sales, Use and Withholding Tax User Role(s):**

**Sales, Use and Withholding Tax User Role Information** – This role allows a user to file, pay, amend, print and view Sales, Use and Withholding returns. Within this role, the system displays current returns due, file and pay options, amend and pay options, view and print return options and the ability to make additional payments, manage payment information and view payment history.

- Within the SUW Actions menu, there are two submenus where you can perform the following:

**File and Pay Options**

1. File and Pay a Tax Return
2. Amend and Pay Processed Returns
3. View and Print Filed Returns

**Other Payment Options**

4. Make a Payment
5. Manage Payments
6. Payment History



**Michigan Treasury Online**

BERT'S BERRIES - 210175

### BERT'S BERRIES

**Business Information**

Legal Address	FEIN
123 ANY STREET MASON, MI 48854	21017

**SUW Summary**

Next Return Filing Due Date	Last SUW Payment
April 20, 2016	N/A
Last Return Filed	Saved Returns
Sales Tax, Use Tax, Withholding Tax (March 24, 2016)	You have 0 saved 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

## File and Pay a Tax Return:

The returns that are required to be filed by the business are displayed on the File and Pay a Tax Return page. The "Additional Returns" button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.

**Michigan Treasury Online**

**File and Pay a Tax Return**

The returns that are required to be filed by this business are displayed here. Only one tax return for each registered sales, use & withholding tax type is required based on the businesses filing frequency.

You may make multiple payments within the filing period by using the "Make a Payment" option under SUW Actions.

**Required Tax Returns**

Tax Type	Period	Due Date	
SUW	Monthly - March 2016	04/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - April 2016	05/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - May 2016	06/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - June 2016	07/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - July 2016	08/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Aug 2016	09/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Sep 2016	10/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Oct 2016	11/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Nov 2016	12/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Dec 2016	01/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Jan 2017	02/20/2017	<a href="#">FILE RETURN</a>
SUW	Annual - 2016	02/28/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Feb 2017	03/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - March 2017	04/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - April 2017	05/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - May 2017	06/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - June 2017	07/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - July 2017	08/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Aug 2017	09/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Sep 2017	10/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Oct 2017	11/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Nov 2017	12/20/2017	<a href="#">FILE RETURN</a>
SUW	Monthly - Dec 2017	01/20/2018	<a href="#">FILE RETURN</a>
SUW	Annual - 2017	02/28/2018	<a href="#">FILE RETURN</a>

**Additional Tax Returns**

Choose "Additional Tax Returns" if the period you wish to file for is not displayed.

Do not select "Additional Tax Returns" to amend a previously filed return.

**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

## Amend and Pay Processed Return

Displayed on this page are previously filed and processed sales, use and withholding tax returns. This page allows the user the ability to view, amend, or make a payment on these returns displayed. The "Additional Amended Returns" button is also available on this page. This function allows a user to file an additional amended monthly/quarterly or annual return, if needed.

**Michigan Treasury Online**

**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: [Dropdown] 2016 [Dropdown]

Tax Type	Period	Date Received	
SUW	Monthly - Feb 2016	March 24, 2016	<a href="#">VIEW</a> <a href="#">AMEND</a>

**Additional Amended Returns**

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

**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

**ADDITIONAL AMENDED RETURNS**

## View and Print Filed Returns

Returns that have been filed for the business for sales, use and withholding are displayed on this page. The user can view and print these submitted returns.

The screenshot shows the Michigan Treasury Online interface. At the top, there is a navigation bar with the Michigan.gov logo, a user profile for 'BERT'S BERRIES - 210175', and links for 'HELP CENTER', 'CONTACT US', and 'JED BLU'. The main header is 'Michigan Treasury Online'. Below this, the page title is 'View and Print Filed Returns'. A sub-header reads: '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.' A note below states: 'If you are filing at the 4% rate, the printed form currently only shows the 6% rate information. For printed copies of both the 4% and 6% information, we suggest you make screen prints of the form in the "view" mode. A future enhancement is planned to allow the printing of both the 4% and 6% information together.'

The 'Returns Filed' section includes a dropdown for 'Monthly Filings' and a year selector for '2016'. Below this is a table with columns: 'Tax Type', 'Period', 'Date Received', and 'VIEW AND PRINT'. The table contains four rows of SUW returns for January 2016 and February 2016, all with a 'Date Received' of March 24, 2016.

The 'Available Actions' sidebar on the right lists several options under 'SUW Actions': 'File & Pay Options', 'File and Pay a Tax Return', 'Amend and Pay Processed Returns', 'View and Print Filed Returns' (highlighted with a red box), 'Other Payment Options', 'Make a Payment', 'Manage Payments', and 'Payment History'.

Within the Other Pay Options sub-menu, you can complete the following transactions:

1. Make a Payment
2. Manage Payments
3. Payment history

## Make a Payment

This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.

The screenshot shows the Michigan Treasury Online 'Make a Payment' page. The navigation bar is identical to the previous page. The main header is 'Michigan Treasury Online'. Below this, the page title is 'Make a Payment'. The sub-header is 'Electronic Payment'. A note reads: 'Select the "Pay Now" button to make an additional payment.' Below this is a blue box titled 'Accelerated Filers' with the text: 'Select the "Pay Now" button to make your prepayment. When you file your reconciliation payment, you must file the return reporting the total amount due for the period including the amount you paid earlier.' There is an orange 'PAY NOW' button. Below this is the 'Payment Voucher' section, which includes instructions: 'If you choose to not pay online, click the "Voucher" button here. You will print a pre-identified voucher for the period to send in with your paper check. Paying electronically ensures your payment is received by the due date. If you opt to pay online, do not print or mail the voucher.' At the bottom, there is a table with columns: 'Tax Type', 'Period', and 'Date Received'. A note below the table states: 'If the filing period you would like to pay by check is not displayed here, use the printable Sales, Use and Withholding Payment Voucher (Form 5094) (5). Complete the form, with your business name, account number, return period, and tax(es) you are paying, and send with payment to the address provided.'

The 'Available Actions' sidebar on the right lists several options under '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' (highlighted with a red box), 'Manage Payments', and 'Payment History'.

## Manage Payments:

Manage Payments routes the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and to view EFT payment history.

The screenshot shows the Michigan Treasury Online interface. At the top, there is a navigation bar with the Michigan.gov logo, a home icon, a search bar containing "BERT'S BERRIES - 21017", and links for "HELP CENTER", "CONTACT US", and "JED BLU". Below the navigation bar is a dark green header with the text "Michigan Treasury Online". The main content area is divided into several sections: "Business Information" (with a legal address: 123 ANY STREET, MASON, MI 48854), "SUW Summary" (with filing due dates and payment status), and "Available Actions" (with a list of options including "Manage Payments", which is highlighted with a red box). A modal dialog box titled "Leaving Michigan Treasury Online" is overlaid on the page, containing a "Warning" message and two buttons: "CANCEL" and "CONTINUE".

The screenshot shows a test site for Michigan Treasury Online. At the top left, there is a logo for "Michigan Powered by J.P. Morgan Chase". A large red banner across the top reads "THIS IS A TEST SITE" with the subtext "Transactions will NOT be processed." Below the banner, there are links for "Privacy" and "Help". A "Main Menu" section is displayed, containing three items: "Manage Accounts" (Add, Edit and Delete your accounts.), "Pending Payments" (View, Edit and Delete your pending payments.), and "Payment History" (View your payment history.). At the bottom, there is a footer with the text "Release 13\_7966 © 2002 - 2015 JPMorgan Chase Bank, N.A. Browser Requirements".

## Payment History:

All sales, use and withholding payments (both check and EFT) received for the business are displayed on this screen.

The screenshot shows the Michigan Treasury Online interface. At the top left is the Michigan.gov logo. At the top right are links for 'HELP CENTER', 'CONTACT US', and a user profile 'JED BLU'. Below this is a teal header with 'Michigan Treasury Online'. A navigation bar shows a home icon and the user name 'BERT'S BERRIES - 21017'. The main content area is titled 'Payment History' and includes a sub-header: 'Displayed below are the payments received for tax years 2015 Sales, Use and Withholding Taxes only. Tax year payments for prior tax years are not available at this site. Also, payments made for debts in Collections status are not viewable on this site.'

Under the 'Payments' section, there are two dropdown menus: 'All Payments' and '2015'. Below these is a table with the following data:

Payment Method	Date Received	Amount
ACH debit	December 18, 2015	\$27,310.55
ACH debit	December 18, 2015	\$1,906.00
ACH debit	December 18, 2015	\$571.00
ACH debit	December 18, 2015	\$635,000.00

On the right side, under 'Available Actions', there is a 'SUW Actions' dropdown menu. Below it are several links: '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', and 'Payment History'. The 'Payment History' link is highlighted with a red rectangular box.

Reference learner guide # 7 for more in-depth information on making additional payments and managing payment history. Reference learner guide #9 for more in-depth information on filing and paying a Sales, Use and Withholding Tax Return.



## 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](http://www.michigan.gov/mtobusiness).