



Michigan Treasury Online (MTO) Optimization

Learning Series 6: Fast File Now

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?

- “Fast File SUW Now” functionality

Learning Series 6 edition on the “Fast File Now” functionality.

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)

“Fast File SUW Now” Functionality:

“Fast File SUW Now” Information – A business relationship is not established therefore shared secret questions are not answered and an access code is not received when a user elects to use “Fast File SUW Now”. “Fast File SUW Now” is a guest access where no business relationship is established.

With “Fast File SUW Now”, there are limited capabilities; the user has the ability to:

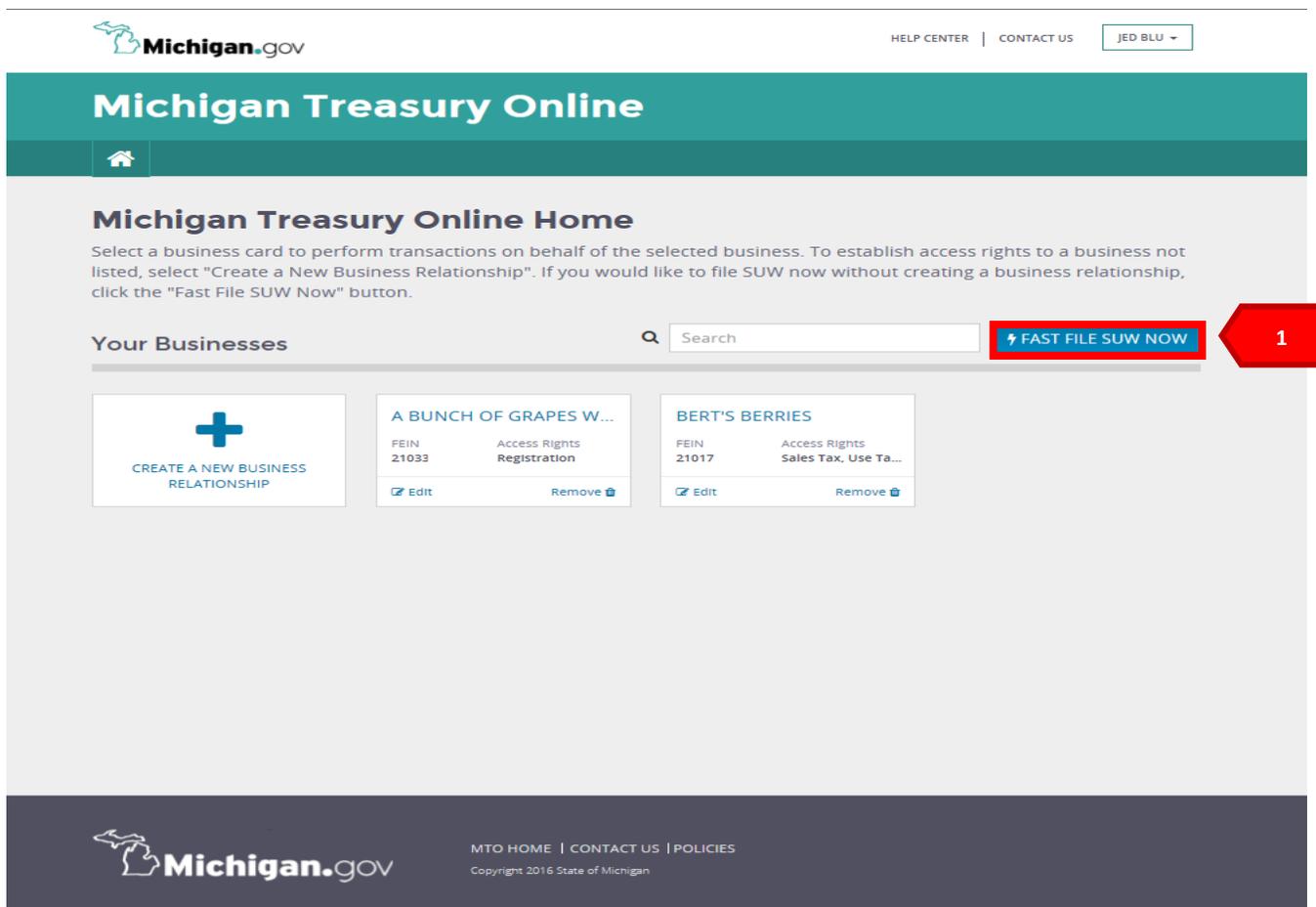
1. File and Pay a Sales, Use and Withholding (SUW) tax return
2. Make a payment for the SUW tax return filed

 When a user selects “Fast File SUW Now,” they are restricted to simply filing and paying a SUW tax return. The user is not able to amend, view or print SUW tax returns.

How to Use “Fast File SUW Now”:

The “Fast File SUW Now” functionality is available to a user on their MTO home page.

1. You will select the “**Fast File SUW Now**” button to begin filing and paying a SUW tax return for a specific business.



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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

Search

FAST FILE SUW NOW 1

Business Name	FEIN	Access Rights	Actions
CREATE A NEW BUSINESS RELATIONSHIP			
A BUNCH OF GRAPES W...	21033	Registration	Edit Remove
BERT'S BERRIES	21017	Sales Tax, Use Ta...	Edit Remove

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- On the next screen, **enter the FEIN** or Treasury Number (TR number) of the business you wish to file a SUW tax return on behalf of.

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Verify Business Relationship

Fill in all of the information below to verify a business relationship.

Basic Business Details

* Required

Warning
Fast File is intended as a means to quickly file and pay a return. Returns entered through Fast File will be saved to the taxpayer's account, however, they will not be visible to you unless you have established a relationship with that business. This also means that you are unable to amend fast filed returns without an established relationship.

* FEIN or Treasury Number (TR)
21-03354
[I don't have an FEIN](#)

NEXT CANCEL

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- Using each drop-down menu on the page, select the **“return type (monthly/quarterly or annual), the month and the year”** of the return you are filing, then select **“Next”**.

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Michigan Treasury Online

A BUNCH OF GRAPES WINERY - 21033

Filing Information

Fill in all of the information below to choose your filing.

Return Details

* Required

* Return Type
Monthly/Quarterly

* Month
January

* Year
2016

NEXT BACK CANCEL

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4. Select the taxes you wish to file and select “**Continue.**”

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2016 Sales, Use and Withholding Taxes Monthly/Quarterly Return

Select Which Taxes to File

Choose Tax Types (Check All That Apply)

- Sales Tax
- Use Tax
- Withholding Tax

CANCEL CONTINUE

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4

Selected Taxes

* Required

Check the box(es) for the taxes you are filing today. By checking a box you are specifying the tax you are filing and you will only be presented with information for that tax.

Sales Tax Use Tax Withholding Tax

Warning
If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by the Department, for failure to file or pay a tax.

[Click here for instructions to complete the electronic filing of this form using MTO.](#)

Sales Tax

1. Gross sales	\$	
2. Sales Tax Due	\$	
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	\$	
5. Total of Allowable Discounts Calculate Discount	\$	
6. Total Sales Tax Due	\$	

Use Tax

1. Gross Use	\$	
2. Total Use Tax	\$	
4. Total of Allowable Discounts Calculate Discount	\$	
5. Total Use Tax Due	\$	

Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withdrawals	\$	
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5. Complete the applicable fields on the SUW tax return you have selected to file. Check the “**I declare under penalty of perjury that this return is true...**” statement and 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.”

2016 Sales, Use and Withholding Taxes Monthly/Quarterly Return

Selected Taxes

* Required

Check the box(es) for the taxes you are filing today. By checking a box you are specifying the tax you are filing and you will only be presented with information for that tax.

Sales Tax Use Tax Withholding Tax

Warning
If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by the Department, for failure to file or pay a tax.

[Click here for instructions to complete the electronic filing of this form using MTO.](#)

Sales Tax

1. Gross sales	\$	100,000.00
2. Sales Tax Due	\$	6,000.00
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	\$	6,000.00
5. Total of Allowable Discounts Calculate Discount	\$	
6. Total Sales Tax Due	\$	6,000.00

Use Tax

1. Gross Use ⓘ	\$ 5,000.00
2. Total Use Tax ⓘ	\$ 300.00
3. Total of Allowable Discounts Calculate Discount	\$
4. Total Use Tax Due	\$ 300.00

Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withdrawals ⓘ	\$ 1,000.00
2. Use Liability	\$ 60.00

Withholding Tax

1. Total Amount of Michigan Income Tax Withheld ⓘ	\$ 1,000.00
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Summary

1. Amount of Sales, Use and Withholding Tax Due	\$ 7,360.00
2. Total Prior Payment ⓘ	\$
3. Amount of Tax Due	\$ 7,360.00
4. Penalty Paid With This Return Calculate Penalty ⓘ	\$
5. Interest Paid With This Return Calculate Interest ⓘ	\$
6. Payment Due	\$ 7,360.00

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Note: For all monthly filers that are completing a Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule or a Fuel Supplier Prepaid Sales Tax Schedule, new functionality has been added to both schedules.

- a. A user can add up to 99 lines at a time in the purchases and/or sales tables on the schedules.

Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule

Warning
If you are a retailer only, use the Fuel Supplier Prepaid Sales Tax Schedule.

This schedule must be filed with your Michigan tax return (Form 5080 or amended Form 5092).

This schedule is used to claim credit for prepayments made on retail sales and/or to allow credit for sales of fuel on which prepayments were made and which were delivered to out-of-state locations. Do not use this form if you are a wholesaler who makes no retail sales, makes no deliveries to out-of-state locations and does not blend fuel. You will recover all your payments through sales to retailers or other wholesalers.

Purchases on Which Tax was Pre-Paid to the State

Click the "Add Purchase" button to add additional purchases to the table. Click the "Remove" button to delete any incorrect entries in the table.

Name of Supplier ⓘ	Supplier FEIN ⓘ	Purchase Type ⓘ	Gasoline Gallons Purchased ⓘ	Diesel Gallons Purchased ⓘ	
Marathon	11-1111111	R - Purchase	5,000.00	2,500.00	<input type="button" value="REMOVE"/>

Add Additional Purchases

How many additional purchases?

- b. The supplier/purchaser name, FEIN and purchase/sale type are pre-populated on all future Fuel Prepaid Sales Tax Schedules (Form 5083 and Form 5085) after initial completion of the schedule and associated return.

+ ADD PURCHASE

Name of Supplier	Supplier FEIN	Purchase Type	Gasoline Gallons Purchased	Diesel Gallons Purchased	
Marathon	11-1111111	R - Purchase	Gas Gallons	Diesel Gallons	REMOVE
BP	22-2222222	R - Purchase	Gas Gallons	Diesel Gallons	REMOVE
Shell	33-3333333	R - Purchase	Gas Gallons	Diesel Gallons	REMOVE
Mobil	44-4444444	R - Purchase	Gas Gallons	Diesel Gallons	REMOVE

1. Total Gallons Purchased

1a. Total Gasoline Purchased gal

1b. Total Diesel Purchased gal

2. Prepaid Rate

2a. Prepaid Gasoline Rate %

2b. Prepaid Diesel Rate %

3. Prepaid Tax on Gasoline \$

4. Prepaid Tax on Diesel \$

Sold at Wholesale or to Another Retailer

Click the "Add Sale" button to add additional purchases to the table. Click the "Remove" button to delete any incorrect entries in the table.

+ ADD SALE

Customer Name	Customer FEIN	Gasoline Gallons Sold	Diesel Gallons Sold	
Joe Fuel Shop	55-5555555	Gallons	Gallons	REMOVE



6. Select "***I declare under penalty of perjury***" and then select "***File***" in the "***Final Check-Is Everything Correct?***" box.

Final Check - Is Everything Correct?

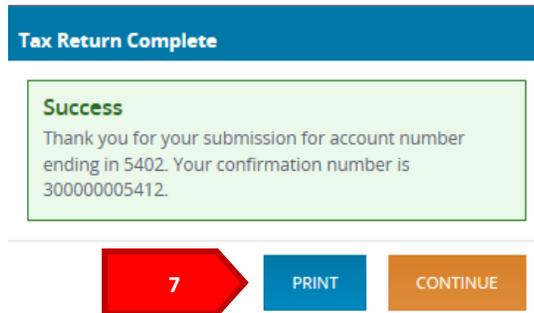
You are about to Save and File this tax return.

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.

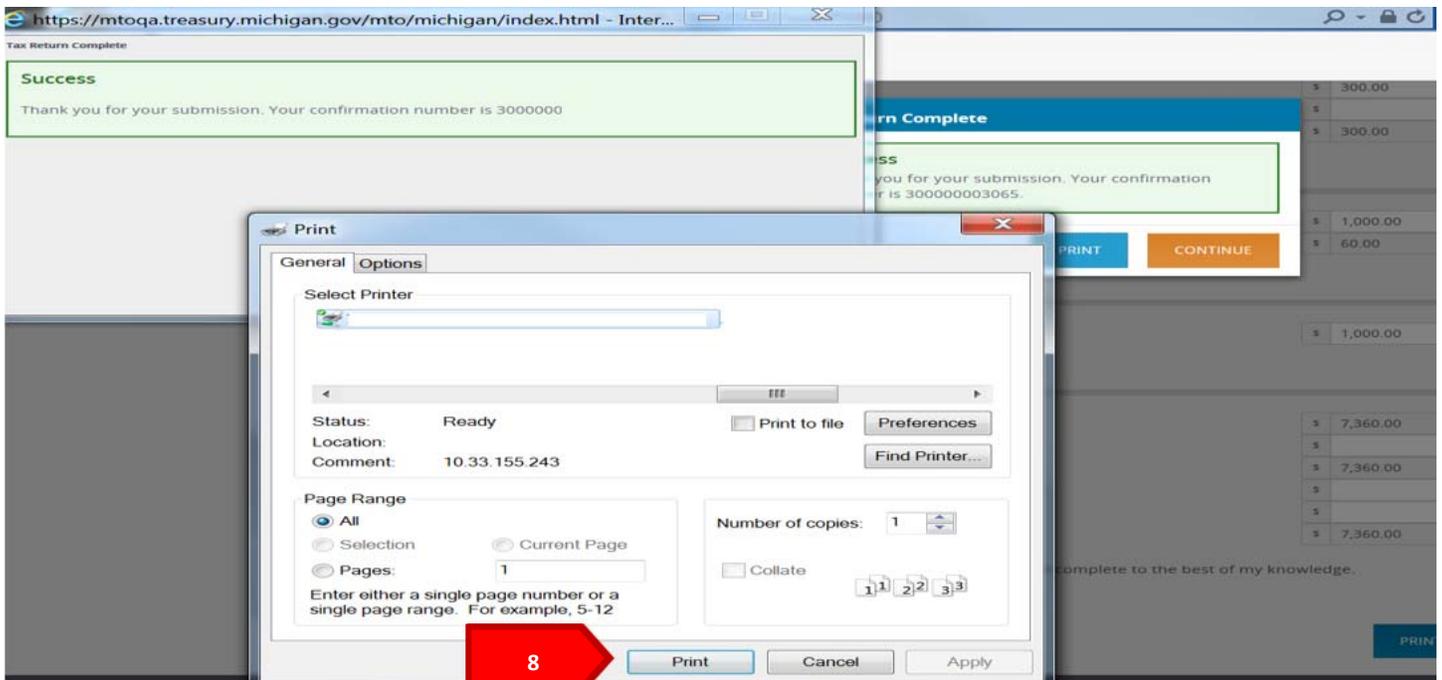
* I declare under penalty of perjury that this return is true and complete to the best of my knowledge.

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

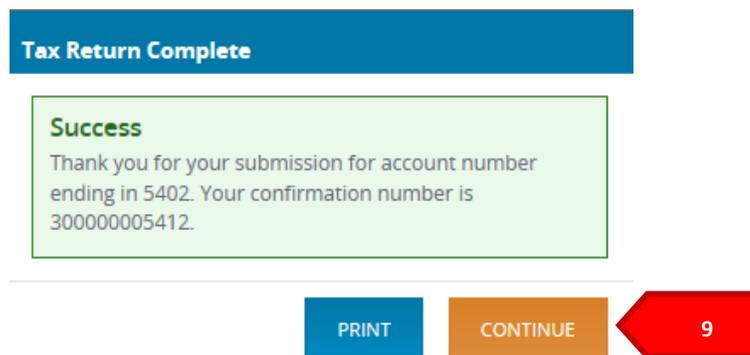


Note: The tax return confirmation number will also be emailed to the email listed in your user profile.

8. 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.



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



10. 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.

Would you like to make a payment?

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	\$ 6,000.00	\$ 1,000.00
Use (Sales/Rentals) Payment	\$ 300.00	\$ 60.00
Use Purchases Payment	\$ 60.00	\$ 7,360.00
Withholding Payment	\$ 1,000.00	\$ 7,360.00
Penalty Payment	\$	\$
Interest Payment	\$	\$
Total Payment	\$ 7,360.00	\$ 7,360.00

Redistribute Payment/Make a Partial Payment

CANCEL **PAY** **10**

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

Leaving Michigan Treasury Online

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.

CANCEL **CONTINUE** **11**

12. 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.**”

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

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

Make a Payment - Sales, Use, Withholding Taxes

Bold fields with * are required.

To ensure proper payment, please verify the payment information below, before clicking Continue.

This payment may take up to two business days to show on your Sales, Use, Withholding account at the State of Michigan and may take up to three business days to appear on your bank or credit card statement.

If you are paying by eCheck the payment date must be at least the next business day.

PAYMENT DETAILS

Payment Amount*: **\$7,360.00** Payment Date*: 03/28/2016

PAYMENT METHOD

New Account*:
 eCheck
 Credit/Debit Card

VISA MasterCard DISCOVER

ECHECK ACCOUNT INFORMATION

Bank Routing Number*:

Bank Account Number*:

Re-enter Bank Account Number*:

Bank Account Type*:
 Checking Savings

Bank Account Category*:
 Consumer Business

Save this account?:
 Yes No

Bank Account Nickname:

Credit and debit card payments will be charged a convenience fee (2.75% of the total payment for credit cards and a flat fee of \$5.95 for debit cards). The fee will be displayed on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged. The fee will appear as a separate transaction on your card statement and is paid directly to the payment processing vendor.

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13. 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.**”

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

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

Verify Payment - Sales, Use, Withholding Taxes

Bold fields with * are required.

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

Your Payment Detail

Payment Amount: \$7,360.00
 Scheduled Payment Date: Mar-28-2016
 Amount Due: \$7,360.00

Your Account Detail

Bank Routing Number: 021110607
 Bank Account Number: XXXXXXXXXXXX6789
 Bank Account Type: Checking
 Bank Account Category: Business

E-mail Address*: j123456@yahoo.com

Send me an email confirmation:

Enter Last four digits of the FEIN or TR Number*: ****

Terms And Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.

In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the Terms and Conditions*:

13

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14. 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.”**

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THIS IS A TEST SITE
Transactions will NOT be processed.

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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: XF48US000004144
Confirmation Date (ET): Mar-25-2016 10:57:04 AM

Your Payment Detail

Payment Amount: \$7,360.00
Scheduled Payment Date: Mar-28-2016
Amount Due: \$7,360.00

Your Account Detail

Bank Routing Number: 021110607
Bank Account Number: XXXXXXXXXXXXX6789
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.

14 [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](#)

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.

CHASE

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To return to MTO, close the pay site by selecting the “X” at the top of the page.



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.