



# Michigan Treasury Online Quick Guide: Michigan Treasury Online (MTO) Registration Functionality

This quick guide provides an overview of the functionality available to maintain, update, add, or delete Registration information for existing businesses. Please log on to Michigan Business One Stop (MBOS) and access the Michigan Treasury Online (MTO) link to perform this functionality. The available functionality will vary depending on the "delegated access". For more information on Delegated Access, review the Delegated Access Quick Guides.

General Information	<ul style="list-style-type: none"> <li>For assistance with populating a field, click inside the field. An explanation will appear with guidance on populating the field.</li> <li>Tabs which contain a <b>Done</b> button: the button must be clicked to save changes to the individual tab before proceeding.</li> <li>Required fields are noted with a red asterisk.</li> <li>A <b>Correspondence</b> tab is located at the top of the MTO screen. This tab allows you to view your correspondence sent from the Department of Treasury including Sales Tax Licenses, General Information Letters, Missing Information Letters, etc.</li> </ul>
Taxpayer Data Tab	<ul style="list-style-type: none"> <li>This tab displays existing business information.</li> <li>The <b>Business Code (NAICS)</b> field is a required field and must be populated. Use the "Find Code" link to look up a NAICS code for your business.</li> </ul>
Addresses Tab	<ul style="list-style-type: none"> <li>Legal Addresses cannot be deleted, but can be changed. To change a Legal Address, click the <b>Edit</b> button.</li> <li>Other types of addresses (Mailing, Location, and Physical) can be deleted by clicking the <b>Delete</b> button and choosing an end-date.</li> <li>A business can only have one Physical, one Mailing, and one Legal address, but multiple Location addresses.</li> </ul>
Representatives Tab	<ul style="list-style-type: none"> <li>Representatives of your business (including Payroll Service Providers and Powers of Attorney) may be deleted. However, a record will remain in the Treasury system, showing the Representative as end-dated (deleted).</li> </ul>
Owners, Officers, and Partners Tab	<ul style="list-style-type: none"> <li>Business owners cannot change names and addresses of officers. To change an officer, the existing officer record must be deleted by entering an end-date and a new officer must be added.</li> </ul>
Tax Types Tab	<ul style="list-style-type: none"> <li>This tab displays tax types that a business is registered for.</li> <li>Tax types may be edited or discontinued (by entering an end date).</li> <li>New tax types can be added using this tab. No additional forms are necessary to register for a new tax type.</li> </ul>
EFT Application Tab	<ul style="list-style-type: none"> <li>Click the checkbox of the tax type for which you would like to make Electronic Funds Transfer payments.</li> </ul>
Discontinue Business Tab	<ul style="list-style-type: none"> <li>Taxpayers can discontinue a business by providing the requested information</li> <li>When a business is discontinued, the <i>Tax Types</i> tab will show all tax types as discontinued (crossed out). However, the discontinuance will become effective on the end date provided on the <i>Discontinue Business</i> tab.</li> </ul>
Track Updates Tab	<ul style="list-style-type: none"> <li>This tab displays PDF images of changes made to Registration Information in MTO.</li> </ul>
SUBMIT Button	<ul style="list-style-type: none"> <li>The <b>Submit</b> button, located on the left navigation pane below the <i>Track Updates</i> tab, sends all Registration changes to the Department of Treasury systems. In order to submit changes for registration the <b>Submit</b> button must be clicked.</li> <li>The Submission screen displays a Confirmation number, which can be saved and referenced when making a call to the Department of Treasury. Customer Service Representatives can use this Confirmation number to view the changes a business has made. This number can also be found in the <i>Track Updates</i> tab by viewing the PDF image.</li> <li>Clicking the <b>Submit</b> button will notify a taxpayer if any errors were made, and on which tab the errors appear. All errors must be corrected before changes can be submitted.</li> <li>Taxpayers may receive an automated letter if the registration changes are not complete.</li> <li>Please use caution when submitting changes to ensure that all errors are resolved before submitting.</li> </ul>

You have now learned about MTO Registration Functionality and how to successfully maintain, update, add, or delete Registration information for your existing business.