

Michigan Treasury Online Quick Guide: Michigan Treasury Online (MTO) Sales, Use, and Withholding (SUW) Functionality

This quick guide provides an overview of the functionality available to file and pay Sales, Use, and Withholding (SUW) taxes for existing businesses **beginning January 12, 2015**. Please log in 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"> • A Correspondence tab appears at the top of the MTO screen. You can view correspondence that has been sent to you from the Department of Treasury, including Sales Tax Licenses, General Information Letters, Missing Information Letters, etc.
File and Pay a Tax Return Tab	<ul style="list-style-type: none"> • This tab displays a list of tax types and the due date that a business is required to file. • Click the “File Return” link to file a tax return. • Complete the fields on the form. • Click the green Submit button to file your return. • Past-due taxes are highlighted in red. • Tax returns that are due in the next three months are highlighted in yellow. • If there is a liability, you will be prompted to pay. You can choose to pay at a later time by clicking No and proceeding to the next tab.
View or Amend Filed Returns Tab	<ul style="list-style-type: none"> • This tab provides up to three available options: View Amend Pay or Collections. If the liability has not yet been paid, a Pay link will appear. If the liability is past-due, a Collections link will appear. • In this tab, only Electronic Fund Transfer (EFT) payments are allowed. To pay by check, go to <i>Additional Payment Options</i> tab. • You can make a partial payment by clicking the “I would like to make a partial payment” checkbox. • EFT payments must be made through MTO. The PayConnexion (PCX) system will be decommissioned for SUW tax payments in early 2015. Other tax type payments (including MBT, CIT, and FTW) may still be made through the bizpayments website’s PCX link.
\$ Payment History Tab	<ul style="list-style-type: none"> • This tab displays a list of payments made.
Additional Payment Options Tab	<ul style="list-style-type: none"> • This tab displays a list of tax types for which you owe a liability. • You can pay electronically by clicking the green Pay button. You can pay any amount, for any period, and on any tax type using this option. OR • You can print a voucher and pay by sending a check in the mail by clicking the Print Voucher button. With this option, you can only pay for outstanding liabilities.

You have now successfully learned about the SUW functionality and how to file and pay your existing business SUW taxes.