



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

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MTT 2021-4

MTT NOW ACCEPTING AMERICAN EXPRESS CARDS

Effective immediately, the Michigan Tax Tribunal is happy to announce that our e-filing system now accepts American Express credit cards for payment of filing fees. Now, our e-filing users may pay by Visa, MasterCard, American Express, and Discover credit card.

SUBMISSION OF EVIDENCE VIA USB FLASH DRIVE

The Tribunal has seen an increase in the submission of evidence via USB flash drives. While it is acceptable to submit documentation in this way, the Tribunal would like to outline the following:

1. Currently, the Tribunal is processing mail in-office up to two times per week. If you send a USB drive to the Tribunal via USPS or other designated delivery service, there is a possibility the USB drive will not be received with ample time to download the contents and upload it to the Tribunal's case management software before the date of the hearing. It would be helpful to notify the Tribunal at taxtrib@michigan.gov that you are sending a USB flash drive.
2. If the Tribunal cannot open the contents of the USB flash drive, we will contact the submitting party and it is the party's responsibility to submit the contents using a different means (e.g., e-mail, e-filing).
3. After all contents of a USB flash drive are retrieved, the Tribunal will send the USB flash drive back to the submitting party.

SMALL CLAIMS HEARINGS – USE OF CONFERENCE LINES

As a reminder, the Tribunal began using conference call-in lines for our telephone Small Claims hearings. The Notice of Hearing will specify the call-in number and guest passcode to use to gain entry to the conference line. Please remember to call in at least five (5) minutes prior to the start time of your hearing in order for the hearing to timely start. Finally, parties no longer need to submit a telephone change form as the Tribunal will no longer be calling parties or representatives for Small Claims hearings.

Sincerely,

Steven M. Bieda
Chairperson, Michigan Tax Tribunal