

Tobacco Products Tax Electronic Filing Application

This form is issued under authority of Public Act 327 of 1993, as amended.

Business Legal Name	Telephone Number	Tax Identification Number (FE, TR, or ME Number)	
Business Legal Address	City	State	ZIP Code

Based on your average tax return filing size, choose your primary filing option. See page 2 for additional information

Filing Type: Web Direct ASCII Flat File Both

Name	Telephone Number	Email Address
Permissions <input type="checkbox"/> Prepare Tax Returns <input type="checkbox"/> Inventory Adjuster <input type="checkbox"/> Order Cigarette Stamps	Action <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Renew	User ID

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INTERNET FTP SERVER DISCLAIMER: The system is for the use of authorized clients only. Individuals using the computer network system without authorization, or in excess of their authorization, are subject to having all their activity on this computer network system monitored and recorded by system personnel. To protect the computer network system from unauthorized use and to ensure the computer network system is functioning properly, system administrators will monitor this system. Anyone using this computer network system expressly consents to such monitoring and is advised that if such monitoring reveals possible conduct of criminal activity, system personnel may provide the evidence of such activity to law enforcement officers. Access is restricted to authorized clients only. Unauthorized access is a violation of state, federal, civil and criminal laws. AUTHORIZATION Each party shall adopt an electronic identification number and password consisting of codes for each electronic transmission transmitted by such Party. The identification number and password when included as part of the report filed pursuant to this Agreement, shall constitute the signature (Signature) of the Licensee on the Report as if such Report were actually signed by the Licensee. Each Party agrees that any Signature of a Party affixed to or contained in any transmitted electronic transmission shall be sufficient to verify the Party originated such electronic transmission. Neither Party shall disclose to any unauthorized person the Signature of the other Party. Each Party agrees to maintain adequate back-up files to recreate electronic transmission as required. Back-up files shall be subject to the terms of this Agreement to the same extent as the original data. Electronic transmissions shall be retained for such periods as required by Michigan statutes.

Authorized Signature	Title	Date
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Filing Option Instructions/Information

Web Direct Fillable Forms

Web Direct Fillable Forms allows you to complete your tax return forms online. To use this option, you must enter in all required tax return information on each schedule form. Depending upon the forms and schedules you are required by license to file with the Michigan Department of Treasury, this option may include entering all required detail data on each Tobacco Products invoice for products imported or acquired.

ASCII Flat File

ASCII Flat File allows you to transfer a file of formatted tax data to the Michigan Electronic Filing System. This option is usually used by filers that have large amounts of detail data and/or computer application systems that can export data files in the format required by the state. With ASCII Flat File you do not have to re-enter tax data on forms (see WEB DIRECT FILLABLE FORMS above) but it will require testing, validation and certification of your formatted data files before you will be allowed to file with the state. Therefore, careful consideration must be taken when selecting the option to file electronically. Once registered to file your tax return information electronically, you will not be allowed to change filing options online. To change filing options you must complete and sign another application form.

Tobacco Tax Permissions - Add or Remove Authorized Contact

Prepare Returns - The person with this permission is able to compile and complete the monthly Tobacco Tax Return(s) including filing amendments. The assigned User ID and Password will be accepted as a valid signature. This role will include the ability to submit returns electronically, add, change, amend or delete a return. The person with this permission may view tax return confirmation numbers and add or remove an authorized contact.

Order Stamps - The person with this permission is able to order Tobacco Stamps electronically using the Tobacco Automated System. The person with this permission may view confirmation and tracking numbers to verify the status of a previous stamp order.

Inventory Adjuster - The person with this permission is able to return stamped cigarettes to the manufacturer and/ or damaged and unused cigarette stamps to the Department. This person will be authorized to request adjustment(s) to the stamp inventory. The request must be approved by the Department before the adjustment is valid. In addition the person with this permission will be able to file inventory adjustments on the web for return of unstamped tobacco product to the manufacturer or return of any tobacco product from customers and report these returns to the Department using the web forms access online.

Tobacco Tax Filer Add/Renew/Remove - Permissions - Example

Name John Doe	Telephone Number 555-555-5555	Email Address doe@example.ord
Permissions: <input checked="" type="checkbox"/> Prepare Tax Returns <input checked="" type="checkbox"/> Inventory Adjsuter <input type="checkbox"/> Order Cigarette Stamps	Action: <input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Renew	User ID
Name John Doe	Telephone Number 555-555-5555	Email Address doe@example.ord
Permissions: <input type="checkbox"/> Prepare Tax Returns <input type="checkbox"/> Inventory Adjsuter <input type="checkbox"/> Order Cigarette Stamps	Action: <input type="checkbox"/> Add <input checked="" type="checkbox"/> Remove <input type="checkbox"/> Renew	User ID