



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING
November 19, 2003

JAY B. RISING
STATE TREASURER

Notice of Electronic Filing

Exporters, Importers, Carriers, Transporters, Liquefied Petroleum Gasoline, Retail Marine Diesel Dealers and Blenders

In an effort to enhance accuracy and efficiency the Michigan Department of Treasury is **mandating** electronic tax report filing beginning with the March 2004 file period. There are two filing options for file transmission, electronic filing using File Transfer Protocol (FTP) and Web Direct Fillable Forms Filing.

Web Direct Fillable Form Filers: Web Direct Fillable Forms option allows you to complete your tax return forms online. To use this option, you must enter all required tax return information on each schedule form. Depending upon the forms and schedules you are required to file, this option may include entering all required detail on each shipment of fuel.

A conference call and Web based interactive training will be announced at a later date.

Electronic FTP Filers: The transmission format methods to submit your file electronically using FTP are listed below:

1. ANSI X.12, 813 mappings Version 4030
2. Michigan defined ASCII flat file, delimited file
3. XML
4. Other – If you are currently filing under a different ANSI X.12 813 version for another jurisdiction you can modify their system to meet Michigan reporting requirements. Michigan may choose to accept the non-4030 version.

An interactive web page with FTP submission capability will be accessible for all registered filers. We will also offer the ability for the filer to view the success or failure of their submission.

If you choose FTP as your electronic filing transmission option, a trading partner agreement must also be submitted with your application. The Trading Partner Agreement is available on our Web site or you may contact this office at the telephone number below. Applications, format documents, test and production instructions will be available on our Web site at www.michigan.gov/motorfuelefile by December 15, 2003.

Prior to actual return acceptance, all electronic filings must pass format and data requirements. Your first test file must be submitted no later than February 15, 2004.

All Filers: An application for Motor Fuel Electronic Filing is enclosed and must be completed and submitted to the Department by January 5, 2004.

If you have any questions or need assistance prior to the conference, please call 517-636-4600.

Sincerely,

Lyle Mather, Administrator
Customer Contact Division

Enclosure