

MICHIGAN DEPARTMENT OF TREASURY
SUBSTITUTE FORMS
(9/2014)

MISCELLANEOUS FORMS PROCESS

Miscellaneous forms are defined as: any form **without** a Document Identification Code (Doc ID code) or a scan line.

Only **one** test sample is necessary for submission. The developer ID **must** appear in the lower-left corner (in a minimum of ten point font) on **each** page of every form produced by developer's software.

NEW

Developers must submit forms for review and receive official approval from Forms, Documentation and E-file Services (FDES) before releasing software to their customers. Developers can e-mail forms to FDES (*MIFormsEfile@michigan.gov*).

ELECTRONIC SUBMISSIONS

All electronic submissions should be sent with a cover letter attached. The cover letter should list the enclosed forms. If submitting more than one form, all pages of each form should be submitted together.

Electronic form submissions and questions should be sent to:

MIFormsEfile@michigan.gov

NEW

Questions or requests for additional information should be sent to:

MIFormsEfile@michigan.gov
or call
(517) 636-6824

All developers must complete *Michigan Letter of Intent to Participate in E-file and Substitute Forms, Programs* (Form 4430) each year. Form 4430 is available on the Forms Secure Web site. Once received, FDES will assign new developers a software developer identification number (developer ID).

Design: Each substitute form must follow the design of the official form as to font style and size, arrangement and format, form number, item captions, line numbers, line references, dot leaders, and sequence.

Ink Color: Black ink should be used.

Legibility: All forms must be legible. Treasury reserves the right to reject forms with poor legibility.

Do not submit worksheets for testing.