Michigan Tax Preparer Handbook for Electronic Filing

2016
Individual Income Tax E-file
(includes City of Detroit e-File)
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CHAPTER 1. GENERAL INFORMATION

1.1. Important Information

Michigan electronic filing (e-file) publications and forms are available on Treasury’s Web site at www.MIfastfile.org. For questions about the e-file program contact FDES.

- E-File Web Site: www.MIfastfile.org
- FDES Coordinator: Scott Bunnell
- Testing and File Specifications: Nancy Agostini and Mark Chambers
- E-Mail: MIFormsEfile@michigan.gov

Treasury does not recommend sending account-specific information over the Internet. Federal and State disclosure laws require that taxpayer privacy and confidential records be protected. Therefore, Treasury will not send account-specific information over the Internet in response to an e-mail inquiry.

Forms, Documentation and E-File Services (FDES) staff is unable to provide return status information or address specific taxpayer account issues. Should an error occur on the Michigan return during processing, Treasury will communicate directly with the taxpayer through the regular error resolution process. Treasury’s Customer Contact staff will discuss return situations with the preparer if the appropriate authorization box has been completed on the return.

1.2. E-mail LISTSERV for Tax Professionals

The Treasury Tax Professional LISTSERV is a free service that disseminates mass e-mail messages within seconds to all subscribers. Sign up to receive electronic communications on Treasury’s e-file programs and other information of interest. To subscribe or for additional information, visit the Tax Preparer’s Web site at www.MIfastfile.org.

1.3. State Return Self Service Options

Treasury offers a variety of services designed to assist taxpayers and most are available 24 hours a day, seven days a week. To obtain information about an account using the Internet and Telephone Options listed below, the following information from the return is needed:

- Social Security number (SSN) of the primary filer
- Tax year of the return
• Adjusted gross income (AGI) or total household resources
• Filing status

1.3.1. Internet Options
Visit www.michigan.gov/incometax to find the following information:
• Current year forms and instructions
• Answers to many tax preparation questions
• Most commonly used tax forms
• Free assistance in preparing tax returns
• Retirement, Pension, Interest, Dividends, Capital Gain Estimators
• Other tax resources

Visit www.michigan.gov/iit to:
• Check the status of a return
• Check estimated payments made during the year
• Check the status of letters sent to Treasury
• Pay tax due on the MI-1040, and make quarterly estimated income tax and individual income tax extension payments
• Change an address
• Ask a specific question about an account

The secure Web site was designed specifically to protect personal tax information.

1.3.2. Telephone Options
Treasury’s Automated Information Service 517-636-4486 phone system for State returns is used to:
• Request the status of a refund
• Check the status of a letter sent to Treasury
• Request information on estimated payments
• Order current tax year forms

IIT taxpayers who do not have Internet service may call Customer Contact staff at 517-373-0616.

1.3.3. City of Detroit Return Self Service Options
Treasury’s City of Detroit Income Tax Administration 517-636-5829.

Forms, instructions, and additional information is available at www.michigan.gov/citytax.
CHAPTER 2. INDIVIDUAL INCOME TAX E-FILE

2.1 Benefits of Individual Income Tax E-file

**Expanded services offered.** E-file is a valuable addition to a tax preparer’s list of client services, which can mean more clients. In addition, prospective clients can find an authorized e-file provider at [www.irs.gov](http://www.irs.gov).

**Faster refunds for e-file returns.** E-filed returns are processed faster than paper returns. Allow 14 days before checking the status of the Michigan e-filed return by visiting [www.michigan.gov/iit](http://www.michigan.gov/iit) and clicking on “Check My Income Tax Info.” Clients can also choose direct deposit and have their State refund deposited directly into their account at the financial institution of their choice. Clients can check the status of their City of Detroit e-filed return by visiting [www.michigan.gov/citytax](http://www.michigan.gov/citytax).

**Payment with tax due returns.** New for 2016, payment on a tax due return can be made using direct debit at the same time the tax return is e-filed. Filers can even select the date the payment will be debited from their account (up to 90 days, but not beyond April 18, 2017).

**Improved return accuracy.** Treasury processes the same data the tax preparer enters into the computer. When e-filing federal, State and City of Detroit returns together, much of the same data is used so information is entered only once, again lessening the possibility of error. Treasury computers automatically check returns for mistakes. When easy-to-fix mistakes, like math errors or missing forms are found, the return is sent back for correction. The error can then be fixed and sent back to Treasury which prevents a simple mistake from holding up a refund.

**Detailed error conditions.** Modernized e-file (MeF) business rules pinpoint the location of the error in the return and provide complete information in the acknowledgement file that is passed back to the transmitter. MeF business rules use simple wording to clarify each error that triggers a rejection. Treasury will provide up to ten business rule errors per return.

**Increased customer satisfaction.** Only tax preparers and their clients see the return. Tax information is encrypted and transmitted directly to the IRS and Treasury. An acknowledgment is then sent to verify the return was received and accepted for processing.

**Prior Year Returns.** Michigan tax returns for 2014, 2015 and 2016 will be accepted during the 2017 processing year. City of Detroit tax returns for 2015 and 2016 will be accepted during the 2017 processing year.

**Portable Document Format (PDF) attachments.** MeF accepts PDF attachments with e-filed returns. See page 18 for more information on attachments that will be accepted by Michigan.
2.2. Introduction
Treasury partners with the IRS to provide e-filing of IIT returns. The Federal/State (Fed/State) e-file Program enables taxpayers to e-file both federal and state (including City of Detroit) returns through tax preparers as part of the program’s effort to provide “one-stop shopping” for tax preparation and filing. The State and/or City standalone e-file Program enables taxpayers to e-file their State and/or City of Detroit return separately from the federal return.

E-filing is the most efficient way to file your federal, State and City of Detroit IIT returns. The IRS and Treasury will begin accepting 2016 returns in January 2017 and encourage taxpayers to use e-file and direct deposit as the fastest way to receive their refunds.

Michigan, along with many other state revenue agencies, is requesting additional information in an effort to combat stolen-identity tax fraud to protect taxpayers and their tax refund. If the taxpayer has a driver’s license or state issued identification card, please provide the requested information from it. Providing the information could help process their return more quickly. The return will not be rejected if the taxpayer’s driver’s license or state-issued identification information is not provided.
2.3. Highlights and Important Information for Tax Year 2016

Michigan Tax Rate ............................................................................ 4.25%
Personal Exemption ........................................................................ $4,000
Special Exemption for Disabled ....................................................... $2,600
Qualified Disabled Veteran Deduction ............................................. $400

Pension Deduction

Single Filer
- Born before 1946: private pension limit .................................... $49,861
- Born in 1946-1949: Standard deduction against all income ... $20,000
- Born in 1950 through 1952 ....................................................... $20,000
- Born after 1952, pension not deductible* .............................. 0

Jointly Filed
- Born before 1946: private pension limit .................................... $99,723
- Born in 1946-1949: Standard deduction against all income ... $40,000
- Born in 1950 through 1952 ....................................................... $40,000
- Born after 1952, pension not deductible* .............................. 0

Senior Interest, Dividend, and Capital Gains

Single Filer (not available for senior born after 1945) ............... $11,115
- Jointly Filed (not available for senior born after 1945) ........... $22,229

City of Detroit Resident Tax Rate ...................................................... 2.4%
City of Detroit Nonresident Tax Rate ............................................. 1.2%
City of Detroit Exemption Allowance ............................................ $600

*Exception: Taxpayers who have reached age 62 and receive Social Security exempt retirement benefits due to employment with a governmental agency may be eligible for a pension deduction. See the MI-1040 instruction book for additional information.
2.4. E-file Mandate
To optimize operational efficiency and improve customer service, Treasury mandated e-filing of IIT returns.

Tax preparers who complete 11 or more IIT returns are required to e-file all eligible returns. Software developers producing tax preparation software or computer-generated forms must support e-file for all Michigan and City of Detroit IIT forms that are included in the software package.

2.5. City of Detroit Individual Income Tax Returns
City of Detroit returns are included as part of the Michigan return and will be covered under the IIT e-file mandate. Tax preparers who complete 11 or more IIT returns are required to e-file all eligible returns. Software developers producing tax preparation software or computer-generated forms must support e-file for all Michigan and City of Detroit IIT forms that are included in their software package.

When transmitting the return as a State/City submission only one acknowledgment will be issued. Both the Michigan and City of Detroit return must pass schema validation and e-file business rules to receive an accepted acknowledgment.

Beginning with the 2016 City of Detroit individual income tax return, payment of tax due returns can be made by direct debit. See Section 2.27 for additional information.

Beginning in calendar year 2017, employers required to withhold Detroit income tax on compensation will remit the withholding payment to the Michigan Department of Treasury. Watch for additional information at www.michigan.gov/citytax in November 2016.

2.6. Pension Benefits
Individuals born during the period January 1, 1946 through January 1, 1950 who have reached age 67 may be eligible for a subtraction of $20,000 for single filers, or $40,000 for joint filers against all income, rather than solely against retirement and pension income.

Individuals who reach age 62 in 2016 (born in 1954) who receive pension benefits from employment with governmental agencies not covered by the Social Security Act, may be eligible for a $15,000 pension subtraction or $30,000 if both spouses on a jointly filed return received pension benefits from an “uncovered” governmental agency. Recipients who deduct taxable railroad retirement benefits or military retirement benefits due to service in the U.S. Armed Forces or Michigan National Guard on Schedule 1, line 11 may have lower deduction limits if these deductions total more than $34,861. For additional information, including a worksheet, to determine an allowable subtraction for those who qualify, visit Treasury’s Web page www.michigan.gov/taxes and select Tax Forms and Instructions.
<table>
<thead>
<tr>
<th>Filing Status</th>
<th>Birth Year</th>
<th>Retirement Benefits Tier</th>
<th>Retirement Benefits Deduction Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single/Separate</td>
<td>Before 1946</td>
<td>Tier 1</td>
<td>All public plus private benefits up to $49,861 combined</td>
</tr>
<tr>
<td>Single/Separate</td>
<td><strong>1946-1952</strong></td>
<td>Tier 2</td>
<td>$20,000</td>
</tr>
<tr>
<td>Single/Separate</td>
<td>After 1952</td>
<td>Tier 3</td>
<td>No deduction***</td>
</tr>
<tr>
<td>*Joint</td>
<td>Before 1946</td>
<td>Tier 1</td>
<td>All public plus private benefits up to $99,723 combined</td>
</tr>
<tr>
<td>*Joint</td>
<td><strong>1946-1952</strong></td>
<td>Tier 2</td>
<td>$40,000</td>
</tr>
<tr>
<td>*Joint</td>
<td>After 1952</td>
<td>Tier 3</td>
<td>No deduction***</td>
</tr>
</tbody>
</table>

*On a joint return, determine the eligibility for deducting retirement benefits using the age of the older spouse.

**Taxpayers born during the period January 1, 1946 through January 1, 1950 do not deduct retirement benefits; you are eligible for the Michigan Standard Deduction. (See Michigan Schedule 1, line 25 instructions)**

***Individuals who reach age 62 in 2016 (born in 1954) who receive pension benefits from employment with governmental agencies not covered by the Social Security Act, may be eligible.

2.7. Form 1099-R Distribution Code

The codes for pension subtractions from box 7 of Form 1099-R must be included in the federal record information and on the Michigan Pension Schedule (Form 4884). Distribution Code 1 (Early Distribution) are not qualifying retirement and pension benefits and are not eligible to be reported on Form 4884.

2.8. Filing Extension for Military Personnel Serving in a Combat Zone

United States military personnel serving in a combat zone on April 18, 2017, will be given 180 days after leaving the combat zone to file their federal and State tax returns and will be exempt from penalties and interest. “Combat Zone” should be entered for these returns in the Michigan Preparer Notes. Military income earned from service in a combat zone must be included in total household resources. While military income earned from service in a combat zone is not included in AGI, it must be included in total household resources for the property tax and home heating credits. This includes income in boxes 1 and 12 of the W-2. Visit [www.michigan.gov/taxes](http://www.michigan.gov/taxes) for more information.

2.9. General Information

Information from the W-2 and 1099 form is entered in the software and transmitted with the e-file return. **W-2 and 1099 forms should not be mailed to Treasury.** The Withholding Tax Schedule (Schedule W) and City Withholding Tax Schedule (City Schedule W) should be provided to the taxpayer with the printed copy of the return. Taxpayers claiming Flow-Through Withholding (FTW) are not eligible for e-file.
2.10. Key Dates and Reference Information

2.10.1. Michigan IIT E-file Calendar
For Tax Year January 1, to December 31, 2017:

- E-file Return Acceptance Period: Identical to the IRS
- Transferring Returns to the IRS and Treasury: Identical to the IRS

**Michigan Individual Income Tax e-file Payment Voucher**
(MI-1040-V) Payments Due: April 18, 2017

**City Individual Income Tax e-file Payment Voucher**
(City-V) Payments Due: April 18, 2017

- Deadline to File *Home Heating Credit Claim* (MI-1040CR-7): September 30, 2017
- Deadline to Transmit Michigan Returns Electronically: Identical to the IRS

2.10.2. Acknowledgment System

2.10.3. State Program Description
- Type of e-file Program: Fed/State and State and/or City Standalone
- Number of State Taxpayers: 5 million
- Average State Refund (2015): $469.05

**Direct Deposit**
- State Return: Yes
- City of Detroit: No

**Direct Debit/Automatic Fund Withdrawals**
- State Return: Yes, or by using e-Payments. Visit [www.michigan.gov/iit](http://www.michigan.gov/iit) for more information.
- City of Detroit: Yes
- Warehouse Direct Debit Payments: Yes, for 90 days, but not beyond April 18, 2017
- Michigan Signature Required:
  - No – Fed/State and/or City (linked)
  - Yes – State and/or City Standalone (unlinked)
2.11. Publications
The following publications provide information for tax professionals participating in the Fed/State e-file program.


Publication 1345 Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns

Publication 4164 Modernized e-File (MeF) Guide for Software Developers and Transmitters

Publication 3112 IRS e-file Application and Participation

Publication 4557 Safeguarding Taxpayer Data Guidelines

Publication 4600 Safeguarding Taxpayer Information

Form 9325 Acknowledgment and General Information for Taxpayers Who File Returns Electronically

Treasury Publications and Forms: [www.MIfastfile.org](http://www.MIfastfile.org)

Michigan Tax Preparer Handbook for Electronic Filing 2016 (Publication 3015)

Michigan Individual Income Tax Declaration for Electronic Filing (MI-8453)

Michigan Individual Income Tax e-file Payment Voucher (MI-1040-V)

City Individual Income Tax e-file Payment Voucher (City-V)

2.12. 1040 MeF Program
Tax preparers and transmitters accepted into the IRS e-file program may participate in the 1040 Fed/State e-file Program and e-file the State and/or City of Detroit return through the MeF program.

Michigan accepts two kinds of submissions:

- Fed/State (linked)
- State and/or City of Detroit Standalone (unlinked)

2.13. How Fed/State/City E-file Works
Tax preparers and transmitters accepted into the IRS Fed/State 1040 MeF Program may file federal, State and/or City of Detroit returns together in one transmission to the IRS Service Center. The State and/or City submission can be linked to the IRS submission by including the IRS SubmissionId of the federal return. If the State and/or City submission is linked to an IRS submission (also referred to as the Fed/State return), the IRS will check to see if there is an accepted IRS SubmissionId. If there is not an accepted federal return, the IRS will deny the State and/or City submission and a rejection acknowledgment will
be sent to the transmitter. Treasury has no knowledge that the State return was denied (rejected) by the IRS. If there is an accepted federal return under the IRS SubmissionId, MeF will perform minimal validation on the State and/or City submission. The State and/or City data will then be made available for retrieval by Treasury. After the State and/or City data is retrieved, it will be acknowledged and, if accepted, processed by Treasury.

**Note:** The IRS recommends if a state submission is linked to an IRS submission, to send the IRS submission first, and after it has been accepted, send in the state submission.

### 2.14. How State and/or City Standalone (unlinked) E-file Works

The federal return does not have to be e-filed and accepted before e-filing the State and/or City of Detroit standalone return. However, the federal tax return should be computed before computing the Michigan and/or City of Detroit tax return.

Tax preparers and transmitters accepted in the IRS e-file program may participate in the State and/or City Standalone e-file program when supported by their software. If the Electronic Return Originator (ERO) does not link the State and/or City return to a previously accepted federal return (also referred to as State Standalone return), the IRS will perform minimal validation on the State and/or City of Detroit return. If the return passes validation, the State and/or City of Detroit submission will then be made available for retrieval by Treasury. After the State and/or City submission is retrieved, it will be acknowledged and, if accepted, processed by Treasury.

Treasury will acknowledge receipt of all returns retrieved from the IRS. The transmitter should receive the Michigan acknowledgment within three days from the date the return is successfully transmitted to the IRS. The Electronic Transmitter Identification Number (ETIN) must be entered correctly in the software to receive acknowledgments.

When filing a combined Michigan and City of Detroit return, both the State and City of Detroit return must be accepted to receive an “Accepted” acknowledgment. If an error occurs in either the State or City of Detroit return, both returns will be rejected.

All returns, whether e-filed or paper-filed, are subject to Treasury audit and can be delayed regardless of the acknowledgment code received. Returns are processed and refunds are issued daily.

### 2.15. Application and Acceptance Process

#### 2.15.1 Who May Participate

Tax preparers and transmitters accepted into the IRS MeF program may participate in Michigan 1040 e-file program and e-file Michigan Individual Income Tax or City of Detroit returns through the MeF program. The IRS mandates preparers filing 11 or more IIT returns to e-file those returns, with minor exceptions. Michigan would expect any preparer e-filing federal returns to also e-file the Michigan and City of Detroit returns.
To participate, applicants must first apply to the IRS and be accepted. Individuals must register with IRS e-Services and create a new (or revised) IRS e-file application. Individuals can contact the IRS e-help toll-free at 1-866-255-0654 for assistance.

*Publication 3112 IRS e-file Application and Participation* specifies the application process and requirements for federal participation. The definitions used by the IRS of the various categories of electronic filers, EROs, transmitters, or software developers also apply for Michigan e-filing purposes.

**Once accepted into the IRS e-file program, participation in Michigan’s e-file program is automatic.** Michigan will use the Electronic Filing Identification Number (EFIN) assigned by the IRS. Michigan does not assign any additional identification numbers.

IRS regulations require paid tax preparers to use Preparer Tax Identification Numbers (PTINs) for all tax returns and refund claims. Visit the IRS Web site at [www.irs.gov](http://www.irs.gov) for more information.

To participate in Michigan’s Fed/State and State and/or City of Detroit Standalone e-file programs, e-filers must use software that has successfully completed the IRS and Michigan Assurance Testing System (ATS). Confirm that the software chosen has been approved for Michigan and/or City of Detroit and the Treasury e-file program is operational before transmitting returns.

If, after acceptance, a tax preparer/transmitter or software company has production problems, Treasury reserves the right to suspend that tax preparer or software company until the problems are resolved to Treasury’s satisfaction.

Treasury may conduct a suitability check on applicants who have been accepted in the Fed/State e-file program. Participation in the program may be denied if a company is not registered to conduct business in Michigan, or if there is an outstanding tax liability with Michigan.

A list of approved software companies is available on Treasury’s Web site. Tax preparers are not required to file test returns with Michigan.

**2.16. Michigan Portion of the Electronic Return**

The Michigan portion of an electronic return consists of data transmitted electronically and the supporting paper documents. The paper documents contain information that cannot be transmitted electronically.

**2.16.1. Electronic Michigan Returns**

Michigan e-file will support the following 2016 IIT forms and schedules:

<table>
<thead>
<tr>
<th>Form</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3174</td>
<td>Direct Deposit of Refund</td>
</tr>
<tr>
<td>4013</td>
<td>Resident Tribal Member Annual Sales Tax Credit</td>
</tr>
</tbody>
</table>
### Form Title

<table>
<thead>
<tr>
<th>Form</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4642</td>
<td>Voluntary Contributions Schedule</td>
</tr>
<tr>
<td>4884</td>
<td>Michigan Pension Schedule</td>
</tr>
<tr>
<td>4973</td>
<td>Pension Continuation Schedule</td>
</tr>
<tr>
<td>4976</td>
<td>Home Heating Credit Claim MI-1040CR-7 Supplemental</td>
</tr>
<tr>
<td>5049</td>
<td>Married Filing Separately and Divorced or Separated Claimants Schedule</td>
</tr>
<tr>
<td>MI-1040</td>
<td>Michigan Individual Income Tax Return</td>
</tr>
<tr>
<td>MI-1040CR</td>
<td>Homestead Property Tax Credit Claim</td>
</tr>
<tr>
<td>MI-1040CR-2</td>
<td>Homestead Property Tax Credit Claim for Veterans and Blind People</td>
</tr>
<tr>
<td>MI-1040CR-5</td>
<td>Farmland Preservation Tax Credit Claim</td>
</tr>
<tr>
<td>MI-1040CR-7</td>
<td>Home Heating Credit Claim</td>
</tr>
<tr>
<td>MI-1040D</td>
<td>Adjustments of Capital Gains and Losses</td>
</tr>
<tr>
<td>MI-1040H</td>
<td>Schedule of Apportionment (e-file limited to six occurrences)</td>
</tr>
<tr>
<td>MI-2210</td>
<td>Underpayment of Estimated Income Tax</td>
</tr>
<tr>
<td>MI-4797</td>
<td>Adjustments of Capital Gains and Losses from Sales of Business Property</td>
</tr>
<tr>
<td>MI-8949</td>
<td>Sales and Other Dispositions of Capital Assets</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>Additions and Subtractions</td>
</tr>
<tr>
<td>Schedule CR-5</td>
<td>Schedule of Taxes and Allocation to Each Agreement</td>
</tr>
<tr>
<td>Schedule NR</td>
<td>Michigan Nonresident and Part-Year Resident</td>
</tr>
<tr>
<td>5118</td>
<td>City of Detroit Resident Income Tax Return</td>
</tr>
<tr>
<td>5119</td>
<td>City of Detroit Nonresident Income Tax Return</td>
</tr>
<tr>
<td>5120</td>
<td>City of Detroit Part-Year Resident Income Tax Return</td>
</tr>
<tr>
<td>5121</td>
<td>City of Detroit Withholding Tax Schedule (City Schedule W)</td>
</tr>
<tr>
<td>5253</td>
<td>City Withholding Tax Schedule Continuation Schedule</td>
</tr>
</tbody>
</table>

### Note

Information from the W-2 and 1099 forms is entered in the software and transmitted with the e-file return. Do not mail W-2 and/or 1099 forms to Treasury. All W-2 and 1099 information, when applicable, is required when submitting a State and/or City standalone return.

When the following forms are included, the MI-1040 can be e-filed, but the forms listed below must be mailed to the address indicated on the form.

<table>
<thead>
<tr>
<th>Form</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI-1045</td>
<td>Application for Michigan Net Operating Loss Refund</td>
</tr>
<tr>
<td>4*</td>
<td>Application for Extension of Time to File Michigan Tax Returns</td>
</tr>
<tr>
<td>MI-1310</td>
<td>Claim for Refund Due a Deceased Taxpayer</td>
</tr>
<tr>
<td>MI-1040ES*</td>
<td>Michigan Estimated Individual Income Tax Voucher</td>
</tr>
</tbody>
</table>

*If the taxpayer makes either the extension payment or estimated payments electronically, there is no need to mail the identified form to Treasury.*
**Note:** Michigan will accept e-file returns for deceased taxpayers. If a U.S. 1310 is required, that data must be included within the federal folder of the Michigan e-file return. When e-filing on behalf of a single, deceased taxpayer with a balance due federal return and a refund Michigan return, the Michigan return can be e-filed and the U.S. 1310 or Claim for Refund Due a Deceased Taxpayer (MI-1310) and required documents included as a PDF attachment when supported by the software or mailed to Treasury.

### 2.16.2. PDF Attachments
Following is a list of IIT forms, line references, and filing conditions where PDF attachments are accepted by Michigan.

<table>
<thead>
<tr>
<th>Form</th>
<th>Line</th>
<th>Description</th>
<th>File Name</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Returns</td>
<td>POA.p</td>
<td>Power of Attorney</td>
<td>POA.pdf</td>
<td>No</td>
</tr>
<tr>
<td>City Returns</td>
<td>CityPOA.pdf</td>
<td>Power of Attorney</td>
<td>CityPOA.pdf</td>
<td>No</td>
</tr>
<tr>
<td>All Returns</td>
<td>MI-1310</td>
<td>MI-1310</td>
<td>MI1310.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040</td>
<td>18</td>
<td>Other State Returns</td>
<td>OtherStateReturn.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040</td>
<td>26</td>
<td>Worksheet to allow claimants to identify percentages they are allowed to claim for a farmland preservation tax credit.</td>
<td>FarmlandK1.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040</td>
<td>26</td>
<td>A breakdown of the taxable value and property taxes for the farmland preservation tax credit.</td>
<td>Assessor.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040CR</td>
<td>10</td>
<td>Property Tax Statement</td>
<td>PropertyTaxStatement.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040CR-2</td>
<td>21</td>
<td>Custodial Party End of Year Statement</td>
<td>FEN851.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040CR-7</td>
<td>24</td>
<td>Letter from the landlord that states the portion of the monthly payment that constitutes rent or if not available, the prorated share of property taxes</td>
<td>SpecialHousingStmt.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040CR</td>
<td>21</td>
<td>Business Activity Worksheet</td>
<td>BusinessActivity.pdf</td>
<td>No</td>
</tr>
</tbody>
</table>

16
<table>
<thead>
<tr>
<th>Form</th>
<th>Line</th>
<th>Description</th>
<th>File Name</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule 1</td>
<td>11</td>
<td>Claiming a subtraction of taxable railroad retirement benefits. This can include income from the RRB-1099 and/or RRB-1099R.</td>
<td>RRB1099R.pdf</td>
<td>No</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>22</td>
<td>Claiming Michigan subtraction for federal Schedule R but not required to include Schedule R with federal return.</td>
<td>FedSchR.pdf</td>
<td>No</td>
</tr>
<tr>
<td>MI-1040H</td>
<td>12</td>
<td>Unitary Calculation</td>
<td>UnitaryCalculation.pdf</td>
<td>Yes</td>
</tr>
<tr>
<td>5119</td>
<td>Part 5</td>
<td>Finance Director Approval Letter</td>
<td>ApprovalLetter.pdf</td>
<td>Yes</td>
</tr>
<tr>
<td>5121</td>
<td>Part 3</td>
<td>Employer Letter and Work Log</td>
<td>EmployerLetterAndWorkLog.pdf</td>
<td>No</td>
</tr>
<tr>
<td>5119 5120</td>
<td>28</td>
<td>U.S. Form 2106, Employee Business Expenses</td>
<td>FedForm2106.pdf</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*See note in Exclusions from E-file Section regarding the MI-1310.

### 2.16.3. Exclusions from E-file

The taxpayer is **not eligible for e-file** for the 2016 tax year if:

<table>
<thead>
<tr>
<th>Form</th>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td></td>
<td>Filing federal returns or forms excluded in MeF.</td>
</tr>
<tr>
<td>MI-1040H</td>
<td>19</td>
<td>Claiming the Historic Preservation Tax Credit (Form 3581).</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>24</td>
<td>Claiming both the Michigan Standard Deduction (line 24) and the dividend/interest/capital gain deduction (line 26) as the unremarried surviving spouse of someone born before 1946 who was at least 65 at the time of death.</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>24</td>
<td>Filing Schedule 1 and claiming the Michigan Standard Deduction on line 25 with a birthdate of January 1, 1950</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>25</td>
<td>Claiming a pension/retirement subtraction using form 4884 when the oldest of filer or spouse is born in 1947 and died during the tax year before reaching age 67.</td>
</tr>
<tr>
<td>Schedule 1</td>
<td>25</td>
<td>Claiming a pension/retirement subtraction using Section D of form 4884 when the oldest of the filer or spouse is born January 1, 1955.</td>
</tr>
<tr>
<td>MI-1040CR-7</td>
<td>13b</td>
<td>Claiming more deaf/disabled/blind exemptions than the total personal, child and dependent adult exemptions.</td>
</tr>
<tr>
<td>Form</td>
<td>Line</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MI-1040CR-5</td>
<td>8</td>
<td>Using different total household resources than on the MI-1040CR, MI-1040CR-2 or MI-1040CR-7.</td>
</tr>
<tr>
<td>MI-8949</td>
<td>1</td>
<td>Filing with more than 36 short-term capital gains/losses.</td>
</tr>
<tr>
<td>MI-8949</td>
<td>3</td>
<td>Filing with more than 48 long-term capital gains/losses.</td>
</tr>
<tr>
<td>MI-4797</td>
<td>2</td>
<td>Filing with more than 16 sales/exchanges of property held more than one year.</td>
</tr>
<tr>
<td>MI-4797</td>
<td>10</td>
<td>Filing with more than 13 ordinary gains/losses of property held one year or less.</td>
</tr>
<tr>
<td>MI-4797</td>
<td>19</td>
<td>Filing with more than 17 gains from disposition of property under Sections 1245, 1250, 1252, 1254 and 1255.</td>
</tr>
<tr>
<td>Schedule W</td>
<td>Table 3</td>
<td>Reporting Flow-Through Withholding (FTW)</td>
</tr>
<tr>
<td>MI-1040X-12</td>
<td></td>
<td>Filing the Amended Michigan Income Tax Return</td>
</tr>
<tr>
<td>MI-1041</td>
<td></td>
<td>Filing the Fiduciary Income Tax Return</td>
</tr>
<tr>
<td>MI-1040H</td>
<td>12</td>
<td>Filing with more than 28 entities unitary with one another for which combining apportionment.</td>
</tr>
<tr>
<td>5121</td>
<td>Part 2</td>
<td>Reporting City Tax Paid by A Partnership</td>
</tr>
<tr>
<td>5119</td>
<td>Part 5</td>
<td>Filing with more than one occurrence of business income apportionment.</td>
</tr>
</tbody>
</table>

### 2.16.4. Nonelectronic Portion of Michigan Returns

The nonelectronic portion of the Michigan return consists of the following supporting documents:

- *Michigan Individual Income Tax Declaration for e-file (Form MI-8453)*. See the "Michigan E-file Signature Process" section of this Handbook for more information on Form MI-8453.

- *Michigan Individual Income Tax e-file Payment Voucher (Form MI-1040-V)*. State tax due returns must submit payment by April 18, 2017. Form MI-1040-V should only be used for e-file payments. For other payment options see Section 2.27, Tax Refund and Payment Information.

- *City Income Tax e-file Payment Voucher (Form City-V)*. City tax due return must submit payment by April 18, 2017. Form City-V should only be used for e-file payments. For other payment options see the Section 2.27, Tax Refund and Payment Information.

- *Michigan Direct Debit of Individual Income Tax Payment (Form 5472)* provides the taxpayer with a copy of their direct debit request entered in the electronic return submission.

- *Farmland Preservation Tax Credit Claim (Form MI-1040CR-5)*. Part 2 of Form MI-1040CR-5 or the signed statement to Treasury. Farmland returns claiming
unequal distribution of property taxes on jointly owned land must have a distribution statement signed by all owners.

Do not mail a copy of Form MI-1040CR-5 or the signed statement to Treasury. A copy of the signed statement should be retained to avoid reduction and/or denial of the credit. Treasury may request at a later date a copy of the signed statement to verify the unequal distribution claimed.

- **PDF Attachments** listed in Section 2.22.2 when PDF attachments are not supported by the software.

### 2.17. Michigan E-file Signature Process

#### 2.17.1. Fed/State and/or City Returns
Michigan will accept the federal signature method (Self-Selected Personal Identification Number (PIN) or Practitioner PIN). Michigan does not require any additional signature documentation. If the taxpayer chooses to complete Form MI-8453, Treasury recommends the tax preparer retain it for six years. Do not mail Form MI-8453 to Treasury.

#### 2.17.2. State and/or City Standalone Returns
State and/or City standalone returns can be signed using “shared secrets” or Form MI-8453 signature document. Shared secrets consist of the SSN(s), previous year’s AGI or total household resources, and the previous year’s tax due or refund amount. If Form MI-8453 is used, the tax preparer should retain a copy of Form MI-8453. Form MI-8453 should not be mailed to Treasury.

The AGI or total household resources and refund or tax due amount must be from the previous year’s return. Treasury can accept this information from the original return, amended return, or return as corrected by Treasury.

If the return is signed by using shared secrets and the return is rejected because the shared secrets do not match, the taxpayer/tax preparer may correct the shared secrets information and retransmit. There is no limit on how many times the return can be retransmitted in this circumstance.

#### 2.17.3. Declaration of Taxpayer
After the return has been prepared and before the return is transmitted electronically, the taxpayer (and spouse, if a joint return) must verify the information on the return and sign and date Form MI-8453. The tax preparer or transmitter must provide the taxpayer with a copy of the form. Tax preparers and EROs are prohibited from allowing taxpayers to sign a blank Form MI-8453.

### 2.18. Corrections to Form MI-8453
If the tax preparer or transmitter makes changes to the electronic return after the taxpayer has signed Form MI-8453 but before the data has been transmitted, the tax preparer or
transmitter must have the taxpayer complete a corrected Form MI-8453 if the following conditions apply:

- Federal AGI differs from the amount on the electronic return by more than $25.
- The Michigan or City of Detroit refund changes by more than $5.

Nonsubstantive changes are permissible on Form MI-8453, provided the tax preparer or the person making the corrections initials the changes.

2.18.1. Volunteer Groups
If a taxpayer chooses to complete Form MI-8453, it should not be mailed to Treasury. Volunteer tax preparers must provide taxpayers with the MI-8453 and instruct them to retain a copy with their tax records.

2.19. Important Reminders for Michigan Return Preparation

2.19.1. Direct Deposit
Direct deposit information is part of the electronic record; therefore, a separate Form 3174 does not have to be completed for e-file. However, remember that the direct deposit information for the federal and State returns can be different. This is especially important when the taxpayer has a Refund Anticipation Loan (RAL).

Note: Treasury cannot make any changes to Direct Deposit information after the return is transmitted.

Direct deposit requests associated with a foreign bank account are classified as International ACH Transactions (IAT) and not allowed. If a direct deposit income tax refund is forwarded or transferred to a financial institution in a foreign country, the direct deposit will be returned to Treasury. If this occurs, the refund will be converted to a check (warrant) and mailed to the address on the tax return. Taxpayers should contact their financial institution for questions regarding the status of their bank account.

Direct deposit is not available for City of Detroit refunds. All City of Detroit tax refunds will be issued as warrants (checks) and mailed to the taxpayer.

2.19.2. Schedule 1
Line 14 on Schedule 1 should include compensation received for active duty in the U.S. Armed Forces included in AGI. Compensation from the U.S. Public Health Service, contracted employee pay, civilian pay, and DITY pay are not considered military pay.

Line 22 (Miscellaneous Subtractions) on Schedule 1 must include a description of the subtraction. “Miscellaneous” or “Misc.” is not acceptable. Include the federal schedule reference, such as “See U.S. Schedule R, line 19,” if applicable. The Preparer Notes field may be used for additional description information if necessary. Gambling winnings reported on Form 1099G are not an allowable subtraction on Schedule 1.
2.19.3. Homestead Property Tax Credit
A taxpayer must be a Michigan resident for at least six months in 2016 to be eligible for the homestead property tax credit.

To verify accurate information and avoid processing delays and/or adjustment of the credit, Treasury recommends the taxpayer provide property tax statements to support the property taxes claimed on Homestead Property Tax Credit Claim (MI-1040CR). These property tax statements may be attached as “PropertyTaxStatement.pdf.”

Property taxes should not be estimated. Ad valorem taxes that were levied on the homestead in 2016, including collection fees up to 1 percent of the taxes, can be claimed no matter when they are paid. Most special assessments for drains, sewers, and roads do not meet specific tests and may not be included in the computation of the credit. Special assessments may be included only if they are levied using a uniform millage rate, are based on taxable value, and are either levied in the entire taxing jurisdiction or they are used to provide police, fire, or advanced life support services and are levied township-wide, except for all or a portion of a village.

Homeowners are required to enter the taxable value on Form MI-1040CR, line 9. Homeowners are not eligible for a homestead property tax credit on their home if their home has a taxable value of more than $135,000 (excluding vacant farmland classified as agricultural). Returns received without the taxable value for homeowners will be rejected on e-file business rule 201.

2.19.4. Farmland Preservation Tax Credit
It may be helpful to ask the taxpayer to provide copies of the agreements being claimed to verify information and avoid processing delays.

Multiple names on property tax statements indicate joint ownership. Returns filed claiming joint ownership must have the signed distribution statement for all other owners. Tax preparers should retain a copy of the signed statement in their records. Do not mail the signed Form MI-1040CR-5 to Treasury. To avoid the credit being reduced or denied at a later date, the tax preparer must be able to provide a copy of the signed statement upon request.

Farmland agreement numbers consist of:

- **County Code**: First two digits of the agreement number.
- **Contract Number**: The middle set of numbers between the county code and the expiration date. This number may or may not include a letter depending on if the agreement has been split.
- **Expiration Date**: Last eight digits of the agreement number. The first four digits are always “1231.” The last four digits are the year the agreement expires.
2.19.5. Property Development Rights
Taxpayers filing Property Development Rights (PDR) on Form MI-1040CR-5/Schedule CR-5 are eligible for e-file. A PDR is an easement purchased from the landowner by the Michigan Department of Agriculture and Rural Development on behalf of the State of Michigan to protect prime farmland from development.

PDR numbers will begin with the county code where the land is located, followed by the purchase number (always begins with “PR”), followed by the date “12319999.” The “12319999” date is used as a default date for e-file purposes only; a PDR does not have an expiration date (e.g. 19-PR2625-12319999).

2.19.6. Preparer Notes
Software may include a Preparer Notes area for the State return. The purpose of this field is to capture additional descriptive information from lines that did not have sufficient space. Michigan Preparer Notes can contain up to 150 characters. Tax preparers are encouraged to utilize Preparer Notes when supported by the software.

Using Preparer Notes for both federal and State and/or City returns may reduce the need for Treasury to write to the taxpayer for additional information.

Examples of information that can be included in Preparer Notes:

- “Combat Zone” if taxpayer is serving in a combat zone
- “Federal Extension granted to MM-DD-CCYY” if taxpayer has been granted an extension to file his or her federal return
- Explanation of a large subtraction
- Explanation of a property tax credit and/or home heating credit claim when two or more taxpayers are sharing a home
- How taxpayer met expenses when total household resources is very low
- Explanation if using a mailing address other than taxpayer’s residence
- City of Toledo tax
- Co-owners share of property taxes
- Explanation of multiple credits filed from the same address
- Explanation of multiple family dwellings
- Explanation of taxpayers paying room and board/property tax credits
- Farmland agreement number reduced for exception by percent
- Identify where prior year farmland refund is included on federal return.
2.20. Transmitting the Michigan Electronic Return
The ERO, tax preparer, and/or electronic transmitter must follow all electronic transmitting procedures, communication requirements, and technical specifications required by the IRS and Treasury to participate in the State and IRS MeF programs.

2.20.1. Acknowledgment of Electronic Returns
The Michigan acknowledgment informs transmitters that the Michigan return data has been received. The Michigan acknowledgment is separate from the federal acknowledgment.

If a federal return is rejected, the accompanying Michigan return will also be rejected. If the error is one that can be corrected, both return records may be retransmitted to the IRS. Do not assume that an acknowledgment from the IRS is a guarantee of receipt by Michigan.

Under normal processing conditions, the Michigan acknowledgment file is available to a transmitter within three business days of successful transmission to the IRS. Transmitters who transmit for EROs and tax preparers must notify taxpayers of the Michigan acknowledgment at the time of receipt.

If filing a combined State and City return, both the State and City return must be accepted. If an error occurs in either the State return or City return, both filings will be rejected.

2.20.2. Status Codes Received from Treasury
Treasury will perform certain checks on the State and City return during the acceptance process. All returns, whether e-filed or paper-filed, are subject to Treasury audit, and can be delayed regardless of the acknowledgment code given. Should an error occur on the Michigan and or City of Detroit return during processing, Treasury will communicate directly with the taxpayer through the regular error resolution process. Treasury will discuss return situations with the preparer if the appropriate authorization box has been completed on the return.

Acceptance Status:

Accepted  Electronic return was accepted and will be reviewed and processed. All e-filed returns are subject to Michigan audit and can be delayed regardless of the status code given.

Rejected  Electronic return was rejected. If the Michigan and/or City of Detroit return was rejected, a Rule Number which describes the reason for the rejection will be provided. If the Michigan and/or City of Detroit return is rejected, it can be retransmitted as a State and/or City Standalone return. If the return was rejected the preparer may correct the error and retransmit the return. There is no limit on how many times a State and/or City Standalone return can be retransmitted.

The IIT e-file Business Rules (rejection codes and descriptions) are posted in a separate document on Treasury’s Web site at www.MIfastfile.org, under the Tax Preparer tab.
2.21. Tax Refund and Payment Information
Treasury will accept e-file returns with a balance due at any time during the e-file processing season. Taxpayers who e-file returns with tax due are responsible for submitting payment of the balance due by April 18, 2017. If full payment of that tax due is not submitted by April 18, 2017 the taxpayer will receive a bill with applicable penalty and interest.

2.21.1. State Tax Due Returns
In the event that tax is due on the return, the taxpayer must submit payment by April 18, 2017. Payments can be made by:

- **New for tax year 2016**: Direct debit from a checking or savings account when the return is e-filed and supported by the software. A direct debit is a tax payment electronically withdrawn from the taxpayer’s bank account through the tax software used to electronically file the individual income tax return. Submitting the electronic return with the direct debit information provided, acts as the taxpayer’s authorization to withdrawal the funds from their bank account. Requesting the direct payment is voluntary and only applies to the electronic return that is being filed.
  
  **Important**: When the State return has tax due and the City return has a refund, the City refund cannot be reduced to cover the State tax due.

- Warehousing the tax payment allows the taxpayer to designate the date the payment will be withdrawn from their bank account. Treasury will accept a warehoused payment date up to 90 calendar days, but not beyond April 18, 2017. Direct debit requests after April 18, 2017 due date cannot be warehoused and must contain a direct debit date that is equal to the transmission date of the e-filed return. Treasury will not withdraw a payment from the designated bank account prior to the requested debit date. Allow three (3) to four (4) business days from the direct debit date for the payment to be withdrawn from the account.

Penalty and interest will accrue on any tax due that has not been paid by the due date of the return. The day the return was transmitted, if accepted by Michigan, is the received date.

- Mailing Form MI-1040-V with a check or money order after e-filing the MI-1040 return. The MI-1040-V should not be attached to a copy of the return and should not be used for any other payments made to the State of Michigan (such as a City tax due). When the payment is made electronically, there is no need to mail the MI-1040-V to Treasury.

- Michigan Individual Income Tax e-Payments system by direct debit (e-Check) from a checking or savings account, or by using a credit or debit card. Michigan IIT filers have the option of making payments electronically using Michigan’s Individual Income Tax e-Payments system. Paying electronically is easy, fast, and secure. The available payment types include IIT tax payments (tax due on the MI-1040),
quarterly estimated income tax payments, and individual income tax extension payments. Payments can be made using direct debit (e-Check) from a checking or savings account, or credit or debit card. There is no fee for e-Check payments. Credit and debit payments will be charged a convenience fee (2.35 percent of the total payment for credit cards and a flat fee of $3.95 for debit cards) which is paid directly to the payment processing vendor. Visit www.michigan.gov.iit for more information.

2.21.2. City Tax Refunds

Direct deposit will not be available for City of Detroit refunds. All City of Detroit tax refunds will be issued as warrants and mailed to the taxpayer.

2.21.3. City Tax Due Returns

In the event that tax is due on the return, the taxpayer must submit payment by April 18, 2017. Payments can be made by:

- **New for tax year 2016**: Direct debit from a checking or savings account when the return is e-filed and supported by the software. A direct debit is a tax payment electronically withdrawn from the taxpayer’s bank account through the tax software used to electronically file the individual income tax return. Submitting the electronic return with the direct debit information provided, acts as the taxpayer’s authorization to withdrawal the funds from their bank account. Requesting the direct payment is voluntary and only applies to the electronic return that is being filed.

  **Important**: When the City return has tax due and the State return has a refund, the State refund cannot be reduced to cover the City tax due.

- Warehousing the tax payment allows the taxpayer to designate the date the payment will be withdrawn from their bank account. Treasury will accept a warehoused payment date up to 90 calendar days, but not beyond April 18, 2017. Direct debit requests after April 18, 2017 due date cannot be warehoused and must contain a direct debit date that is equal to the transmission date of the e-filed return. Treasury will not withdraw a payment from the designated bank account prior to the requested debit date. Allow three (3) to four (4) business days from the direct debit date for the payment to be withdrawn from the account.

Penalty and interest will accrue on any tax due that has not been paid by the due date of the return. The day the return was transmitted, if accepted by Michigan, is the received date.

- Mailing Form City-V with a check or money order after e-filing the City of Detroit return. The City-V should not be attached to a copy of the return and should not be used for any other payment made to the State of Michigan (such as a Michigan tax due on Form MI-1040). When the payment is made electronically, there is no need to mail the City-V to Treasury.
Payments using Michigan’s Individual Income Tax e-Payments system is not available for City of Detroit tax due returns.

2.22. Responsibilities of Electronic Filers, Transmitters, and ERO’s
E-filers, transmitters, and EROs must abide by the terms set forth in the Michigan and IRS guidelines; and must maintain a high degree of integrity, compliance, and accuracy to continue to participate in the Michigan 1040 MeF programs.

2.22.1. ERO or Tax Preparer
An ERO is the person or firm who constructs the return information for the taxpayer for the purpose of electronically filing a tax return. Treasury requires that participants first be accepted into the IRS MeF program to participate in the State program.

Preparers have been entrusted with the task of filing a client’s tax return and must assume responsibility of ensuring the return arrives at Treasury. In the event that the e-filed State and/or City return fails to arrive or is rejected and cannot be retransmitted, tax preparers must notify their clients to file a paper return.

2.22.2. Transmitter
A transmitter is the business or individual who electronically sends the file of return data to Treasury. In most cases, the software developer will be the transmitter.

2.22.3. Program Compliance

All authorized e-file providers must be diligent in recognizing and preventing fraud and abuse in the e-file program. Providers with problems involving fraud and abuse may be suspended or expelled from participation in Michigan’s e-file program, be assessed civil and preparer penalties, or be subject to legal action. Refer to IRS Publication 4557 Safeguarding Taxpayer Data, A Guide for Your Business, and Publication 4600 Safeguarding Taxpayer Information.

2.22.4. Timeliness of Filing
Transmitters must ensure electronic returns are transmitted timely. The date the electronic return is posted and acknowledged by Treasury constitutes the receipt date of the return and payment when applicable. Any return not acknowledged by Treasury as “accepted” is considered not filed.

Transmitters should confirm that Treasury has issued an acknowledgment of the Michigan return before considering the State and/or City filing complete.
2.22.5. Changes on the Return
After an electronic return is acknowledged as accepted, it cannot be recalled, intercepted, or changed in any manner. If either the ERO or taxpayer wishes to change any entries on an accepted e-filed return, an amended paper return must be filed.

2.22.6. Acknowledgment of the Michigan Return
Once Treasury has acknowledged an electronic return, transmitters are required to notify their EROs of acceptance within five business days.

After an electronic return is acknowledged as accepted, it cannot be recalled, intercepted, or changed in any manner. If either the ERO or taxpayer wishes to change any entries on an accepted electronic return, an amended return must be filed.

Transmitters and EROs must advise taxpayers that e-file returns are usually processed within 14 business days. Allow 14 days before checking the status of an e-filed return by visiting www.michigan.gov/iit and clicking on “Check My Income Tax Info.” To check the status of the e-filed City return visit www.michigan.gov/citytax

Treasury will discuss any inquiries regarding a return with errors with the taxpayer or agent who has a power of attorney on file for the year in question.

CHAPTER 3. DIRECT DEPOSIT

3.1. Benefits of Direct Deposit
Michigan taxpayers can elect to have their Michigan income tax refunds directly deposited into their checking or savings accounts. When e-filing, direct deposit is part of the electronic record. Direct deposit is not available for City of Detroit refunds. City of Detroit tax refunds will be issued as warrants (checks) and mailed to the taxpayer.

Direct Deposit is:

- **Convenient.** The refund is deposited directly into the taxpayer’s account at the financial institution of their choice.
- **Safe.** Refunds made by direct deposit are never lost or stolen.
- **Reliable.** Refunds are deposited electronically, even when taxpayers are on vacation or traveling on business.
- **Confidential.** On average, fewer people will see a taxpayer’s account information with direct deposit than with paper checks.

3.2. General Information about Direct Deposit
Treasury will not honor direct deposit requests made by persons who owe individual or business taxes, or have another State or federal debt that would result in their refunds being offset. This includes third-party debts such as child support, garnishments, or levies.
Treasury is not responsible for the misapplication of a direct deposit that is caused by error, negligence, or malfeasance on the part of the taxpayer, ERO, transmitter, software developer, financial institution, or any of their agents.

The authorization for direct deposit is voluntary and must be renewed yearly.

An e-filer who functions as an ERO must:

- Ensure the taxpayer is aware of the general information regarding a direct deposit.
- Not charge a separate fee for direct deposit.
- Accept a direct deposit election to the financial institution designated by the taxpayer.
- Ensure that a taxpayer electing direct deposit meets the eligibility requirements. The taxpayer must provide proof of account from the financial institution the taxpayer designates to receive the direct deposit. This information is best obtained from official financial institution records, account cards, checks, or share drafts that contain the taxpayer’s name and address. The account must be in the taxpayer's name.

- Direct Deposit requests associated with a foreign bank account are classified as IAT. If an income tax refund direct deposit is forwarded or transferred to a financial institution in a foreign country, the direct deposit will be returned to Treasury. If this occurs, the refund will be converted to a check (warrant) and mailed to the address on the tax return. Taxpayers should contact their financial institutions for questions regarding the status of their bank account.

- Verify the direct deposit information on Form MI-1040 or Form 3174 (if a paper filing becomes necessary) is correct and is the information transmitted with the electronic portion of the return.

Note: The RTN and account number may appear in different places on your check.
• Enter the number from left to right and leave unused boxes blank. Include hyphens but omit spaces and special symbols. The Routing Transit Number (RTN) is usually found between these symbols: | | . The sample check above shows where the RTN and account number may appear.

• The RTN must be nine digits. If the first two digits are not “01” through “12” or “21” through “32,” the direct deposit will be rejected and a refund check will be sent to the address as filed on the return.

• Michigan tax preparers may recognize a valid Michigan RTN because it generally begins with “07” or “27,” which is the Federal Reserve District that Michigan is in. “07” is for banks and “27” is for credit unions. Upper Peninsula banks may have “09” or “29.”

• Ensure the direct deposit of refund for Michigan is not deposited in an RAL account for the federal refund.

If Form MI-1040CR-7 is filed, it is important that box 7 be checked if heating costs are currently included in rent.

Tax preparers should advise the taxpayer that once an electronic return has been accepted for processing by the State, the direct deposit election cannot be rescinded. The RTN of the financial institution or the bank account number cannot be changed.

When checked, the taxpayer will receive a refund and may choose direct deposit instead of receiving a paper check.

If box 7 is not checked, a State of Michigan energy draft will be issued. Energy drafts must be redeemed at the taxpayer’s utility company; therefore, direct deposit is not available.

3.3. Limitations of Direct Deposit
If Treasury is unable to honor a request for direct deposit, a refund check (warrant) will be mailed to the taxpayer’s address on the return. Following are some reasons for not honoring a direct deposit request:

• The taxpayer’s account was closed after the direct deposit request was submitted.

• The taxpayer asked to have the refund deposited into a foreign financial institution or foreign branch of a U.S. financial institution. The State of Michigan can only make direct deposits to accounts in U.S. financial institutions that are located in the United States.

• The taxpayer or spouse owes a debt to the State of Michigan or to a third party that requires the State to retain all or part of the refund. Treasury must satisfy this debt before issuing any remaining refund. Examples of third-party debts include child support arrearages and debts covered by a garnishment served against the
refund or credit. If this situation occurs, the taxpayer will receive a letter stating the refund amount and to which debt it was applied. Depending upon the amount of the debt, there could be no remaining refund.

- The financial institution returns the direct deposit because an incorrect RTN or account number was entered on the electronic record.

Treasury limits the number of deposits that can be made into any one account. Therefore, Michigan is not able to process returns when a refund is deposited into the Rush Visa Card account referenced at www.rushcard.com/index.aspx. Participation in this program would significantly delay clients' refunds.

Any assistance in discouraging taxpayers from participating in the Rush Visa Card program in Michigan would be appreciated. If the volume of accounts using this service is too large, Treasury would have to look at the possibility of issuing paper refunds to any returns with this account number listed on the return. Treasury appreciates all cooperation in this matter.

Taxpayers should review their monthly statements or contact their financial institutions for Direct Deposit verification. When attempting to locate a direct deposit, taxpayers should request their financial institutions research savings, checking, or other accounts before contacting their tax preparers or Treasury. Taxpayers cannot elect to use direct deposit for their Michigan refund when they are sending their City of Detroit submission in the same transmission and electing to use direct debit for their City of Detroit tax due.

CHAPTER 4. DIRECT DEBIT

4.1. Benefits of Direct Debit
Beginning in the 2017 processing year, Michigan taxpayers can elect to use direct debit when e-filing their tax due IIT returns. A direct debit is a tax payment electronically withdrawn from the taxpayer's checking or savings account when the return is e-filed and direct debit is supported by the software. Submitting the electronic return with the direct debit information provided, acts as the taxpayer's authorization to withdraw the funds from their bank account. Requesting the direct payment is voluntary and only applies to the electronic return that is being filed. Direct debit is available for both the Michigan and City of Detroit returns.

Benefits of Direct Debit:

- **Convenient.** The payment is withdrawn directly from the taxpayer’s account at the financial institution of their choice. Requesting the direct payment is voluntary and only applies to the electronic return that is being filed.

- **Efficient.** Both the payment and return are e-filed at the same time.
• **Warehousing.** E-file the return now and schedule the payment for a later date (up to 90 calendar days, but not beyond April 18, 2017).

• **Cost.** The State pays the cost to initiate the direct debit.

4.2. General Information about Direct Debit

Payments will be allowed with e-filed returns when supported by the software and transmitted with the electronic return.

The return with payment must receive an “Accepted” acknowledgment by Treasury to be accepted as timely.

**Warehousing a payment.** Warehousing the tax payment allows the taxpayer to designate the date the payment will be withdrawn from their bank account. Treasury will accept a warehoused payment date up to 90 calendar days, but not beyond April 18, 2017. Direct debit requests after April 18, 2017 due date cannot be warehoused and must contain a direct debit date that is equal to the transmission date of the e-filed return. Treasury will not withdraw a payment from the designated bank account prior to the requested debit date. Allow three (3) to four (4) business days from the direct debit date for the payment to be withdrawn from the account.

4.3. Limitations of Direct Debit

Taxpayers cannot elect to use direct debit for their City of Detroit tax due when they are electing to use direct deposit for their Michigan refund and sending their Michigan submission in the same transmission.

Separate payments must be initiated when the taxpayer owes for both State and City returns.

Direct debit requests associated with a foreign bank account are classified as International Automated Clearing House Transactions (IAT). If the income tax direct debit is forwarded or transferred to a financial institution in a foreign country, the direct debit will be returned to Treasury. If this occurs, the withdrawal will not be honored and the income tax must be paid by mailing the MI-1040-V and/or City-V with a check or money order. Taxpayers should contact their financial institutions for questions regarding the status of their bank account.

Taxpayers should review their monthly statements or contact their financial institutions for Direct Debit verification. When attempting to locate a direct debit withdrawal, taxpayers should request their financial institutions research savings, checking, or other accounts before contacting their tax preparers or Treasury.
4.4. Form 5472, Direct Debit of Individual Income Tax Payment

Form 5472 provides a record of the direct debit request included in the Michigan and/or City of Detroit electronic submissions and should not be mailed to Treasury.

Form 5472 is not a confirmation the payment was successfully withdrawn from the taxpayer’s bank account. Taxpayers should review their monthly statements or contact their financial institutions for direct debit verification.