

## Instructions for 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return (Form 5080)

Form 5080 is available for submission electronically using Michigan Treasury Online (MTO) at [mto.treasury.michigan.gov](http://mto.treasury.michigan.gov) or by using approved tax preparation software.

**NOTE:** The address field on this form is required to be completed but will not be used to replace an existing valid address for the purpose of correspondence or refunds. Update address and other registration information using MTO at [mto.treasury.michigan.gov](http://mto.treasury.michigan.gov) or mail a *Notice of Change or Discontinuance* (Form 163).

**IMPORTANT:** This is a return for sales tax, use tax and/or withholding tax. If the taxpayer inserts a zero on or leaves blank any line reporting sales tax, use tax or withholding tax, the taxpayer is certifying that no tax is owed for that tax type. **Only enter figures for taxes the business is registered and/or liable for.** If it is determined that tax is owed the taxpayer will be liable for the deficiency as well as penalty and interest. **Complete the Sales, Use and Withholding Taxes Monthly/Quarterly and Amended Monthly/Quarterly Worksheet (Form 5095, hereafter referred to as Worksheet 5095) prior to completing this form.**

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### PART 1: SALES AND USE TAX

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**Line 1a:** Enter the amount from Worksheet 5095, line 4A.

**Line 1b:** Enter the amount from Worksheet 5095, line 4B.

**Line 2a: Total Sales Tax.** Negative figures are not allowed. Enter gross sales minus allowable deductions, times 6%, which is the amount from line 7A on Worksheet 5095.

**Line 2b: Total Use Tax.** Negative figures not allowed. Enter total receipts from sales, rentals, and services, minus allowable deductions, times 6%, which is the amount from line 7B on Worksheet 5095.

**Line 5: Total Discount Allowed for Timely Filing.** Discounts apply only to 2/3 (0.6667) of the sales and/or use tax collected at the 6 percent tax rate. See below to calculate the discount:

#### Monthly Filer

- If the tax is less than \$9, calculate the discount by multiplying the tax by 2/3 (.6667).
- If tax is \$9 to \$1,200 and paid by the 12th, or \$9 to \$1,800 and paid by the 20th, then enter \$6.
- If the tax is more than \$1,200 and paid by the 12th, calculate discount using this formula: (Tax x .6667 x .0075). The maximum discount is \$20,000 for the tax period.
- If the tax is more than \$1,800 and paid by the 20th, calculate discount using this formula: (Tax x .6667 x .005). The maximum discount is \$15,000 for the tax period.

#### Quarterly Filer

- If the tax is less than \$27, calculate the discount by multiplying the tax by 2/3 (.6667).
- If tax is \$27 to \$3,600 and paid by the 12th, or \$27 to \$5,400 and paid by the 20th, then enter \$18.
- If the tax is more than \$3,600 and paid by the 12th, calculate discount using this formula: (Tax x .6667 x .0075). The maximum discount is \$20,000 for the tax period.
- If the tax is more than \$5,400 and paid by the 20th, calculate discount using this formula: (Tax x .6667 x .005). The maximum discount is \$15,000 for the tax period.

#### Accelerated Filer

- If the tax is paid by the 20th, calculate discount using this formula: (Tax x .6667 x .005). No maximum discount applies.

#### Credit Schedules

- E-file only credit schedules (Form 5083, 5085 and/or 5086) include specific discount calculations. See respective schedule form instructions for more information. If filing a credit schedule with a monthly/quarterly return, calculate the allowable discount on sales tax separate from the sales tax discount calculated on the credit schedule. Sum both sales tax discount amounts and enter on line 5 of this form.

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### PART 2: USE TAX ON ITEMS PURCHASED FOR BUSINESS OR PERSONAL USE

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**Line 7:** Carry amount from line 9 of the Worksheet 5095. To determine use tax due from purchases and withdrawals, multiply the applicable tax base by 6%.

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### PART 3: WITHHOLDING TAX

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**Line 8:** Enter the total Michigan income tax withheld for the tax period.

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### PART 4: TOTAL TAX/PAYMENT DUE

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**Line 9:** If amount is negative, this is the amount available for future tax periods (skip lines 10-14).

**Line 10:** Enter any payments submitted for this period prior to filing the return or any overpayment from prior periods. Liability minus prior/over payments for this period must be greater than or equal to zero. When claiming a prior/over payment, enter only the amount needed to pay the total liability for this return. In the event an overpayment still exists, declare it on the next return reporting a tax liability.

**Line 14: Total Payment Due.** Add lines 11, 12 and 13. Make check payable to the “**State of Michigan.**” Write the **account number**, “**SUW Monthly/Quarterly**” and the **return period** on the check. Do not pay if the amount due is less than \$1.

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## **HOW TO COMPUTE PENALTY AND INTEREST**

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If the return is filed late with tax due, include penalty and interest with the payment. Penalty is 5% of the tax due and increases by an additional 5% per month or fraction thereof, after the second month, to a maximum of 25%. Interest is charged daily using the average prime rate, plus 1 percent.

Refer to [www.michigan.gov/taxes](http://www.michigan.gov/taxes) for current interest rate information or help in calculating late payment penalties.

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## **Tax Assistance**

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For assistance, call 517-636-6925. Assistance is available using TTY through the Michigan Relay Center by calling 711.