MTO Learning Series

Access MTO: Register your business with Treasury

- E-Registration Tax Service
- e-register by connecting to a business

Disclaimer

This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at **michigan.gov/taxes**.

registration basics

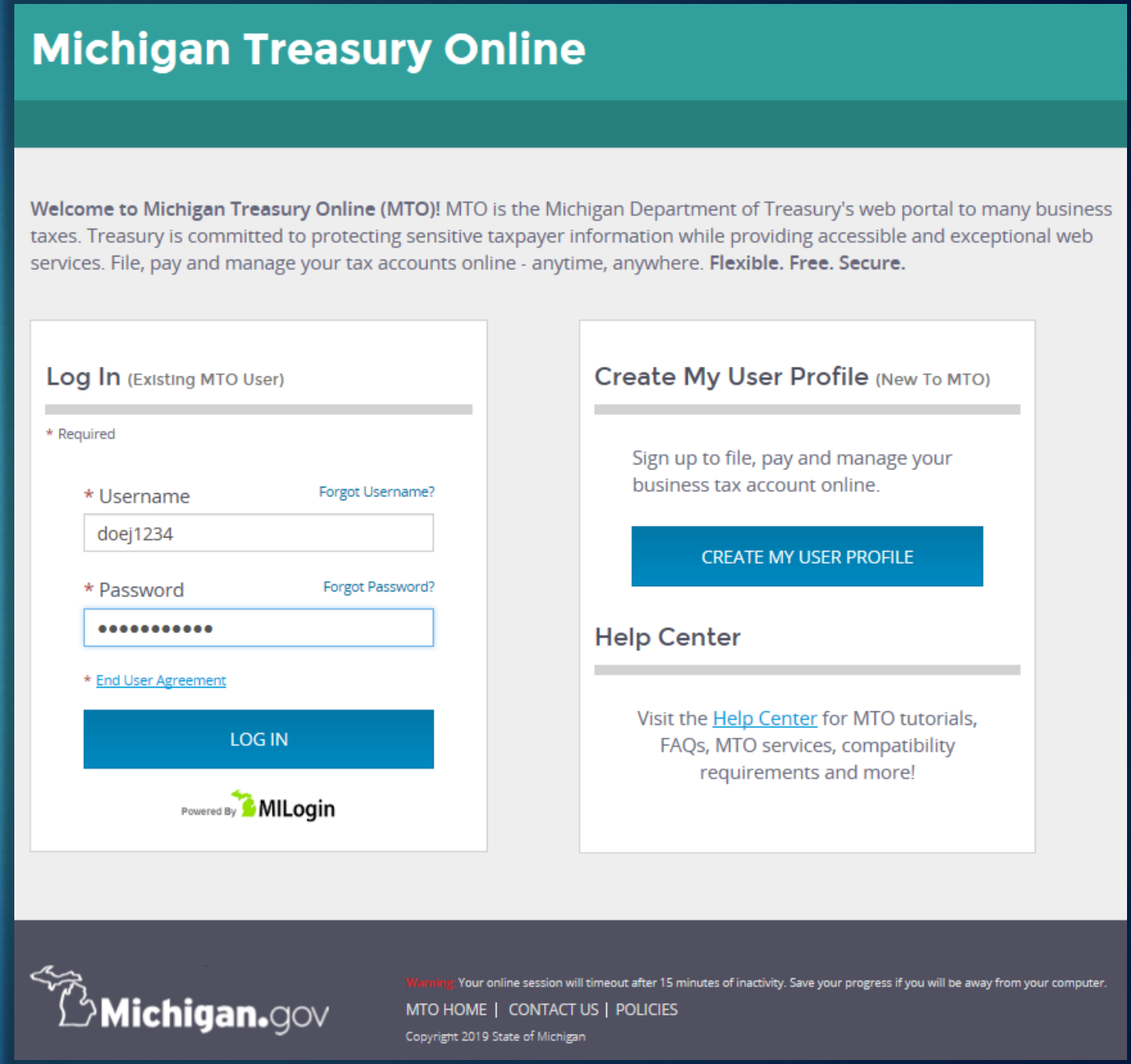
Treasury requires you to register for business taxes.

- electronic or paper application: Form 518, *Registration for Michigan Taxes*
  - **electronic application through MTO processed in 5-10 minutes**
  - paper application can take up to 30 days to process
- unable to use MTO web services until we process your registration application
- update your business' registration information with Treasury
  - MTO's *Manage Business Registration* Tax Service
  - paper Form 163, *Notice of Change or Discontinuance*

log in to MTO

mto.treasury.michigan.gov

On the left side of the screen, use your personal credentials to log in to MTO.



MTO homepage

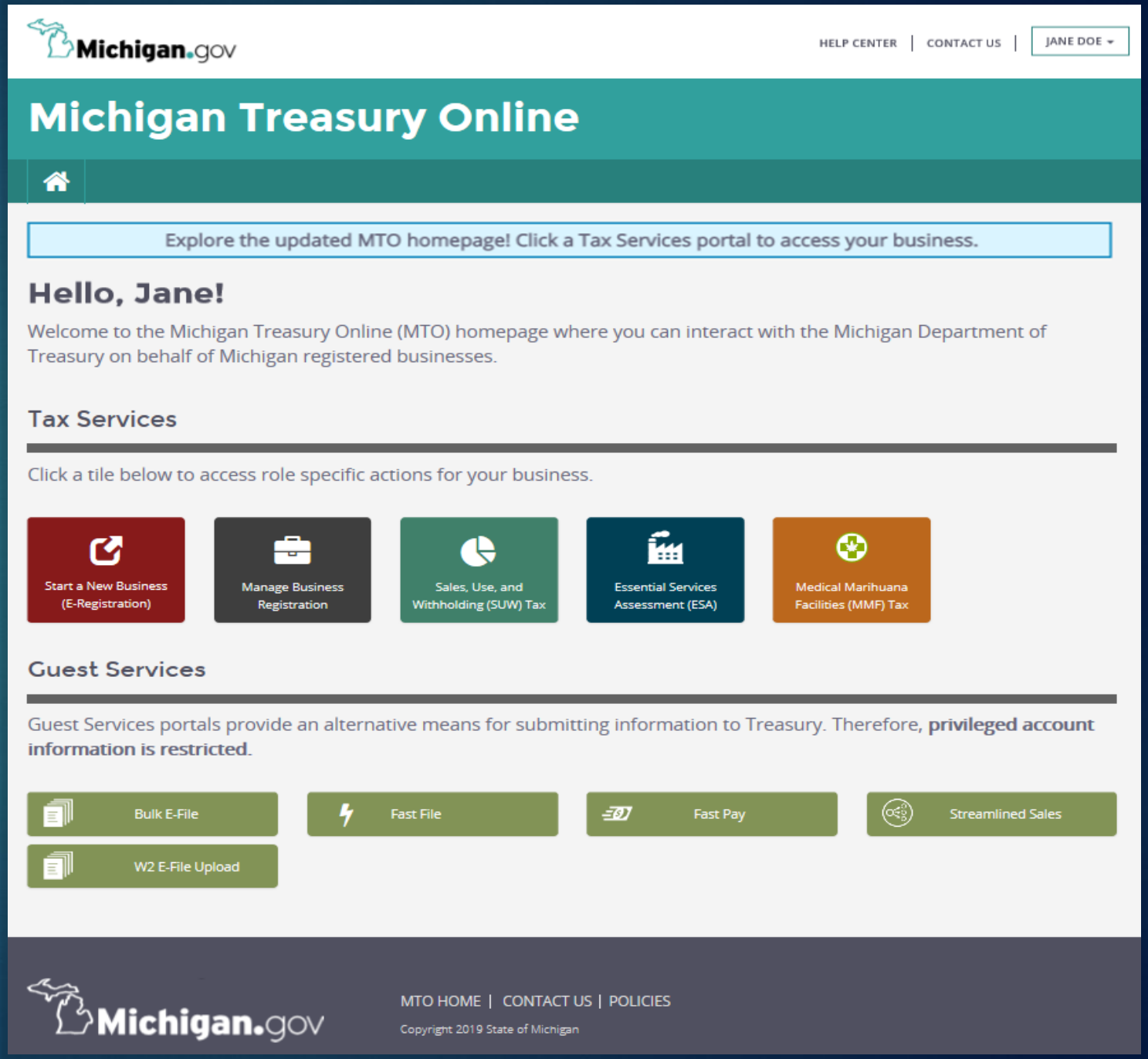
After logging in you will arrive on the MTO homepage.

to e-register:

- click the ***Start a New Business (E-Registration)*** Tax Service

  or

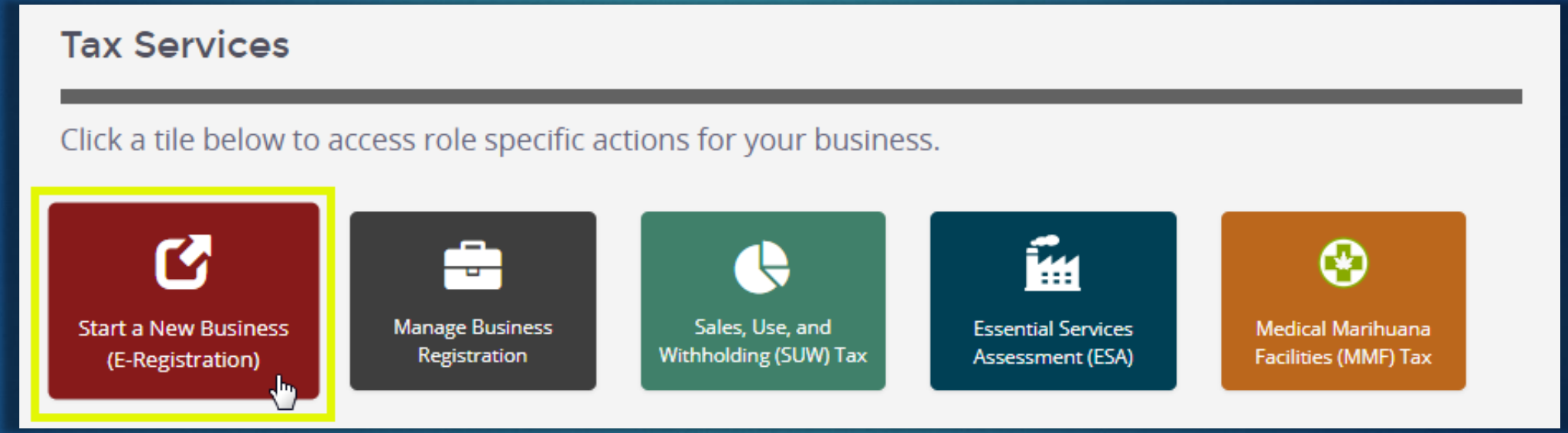
- select any other Tax Service, then click ***Create a New Relationship***



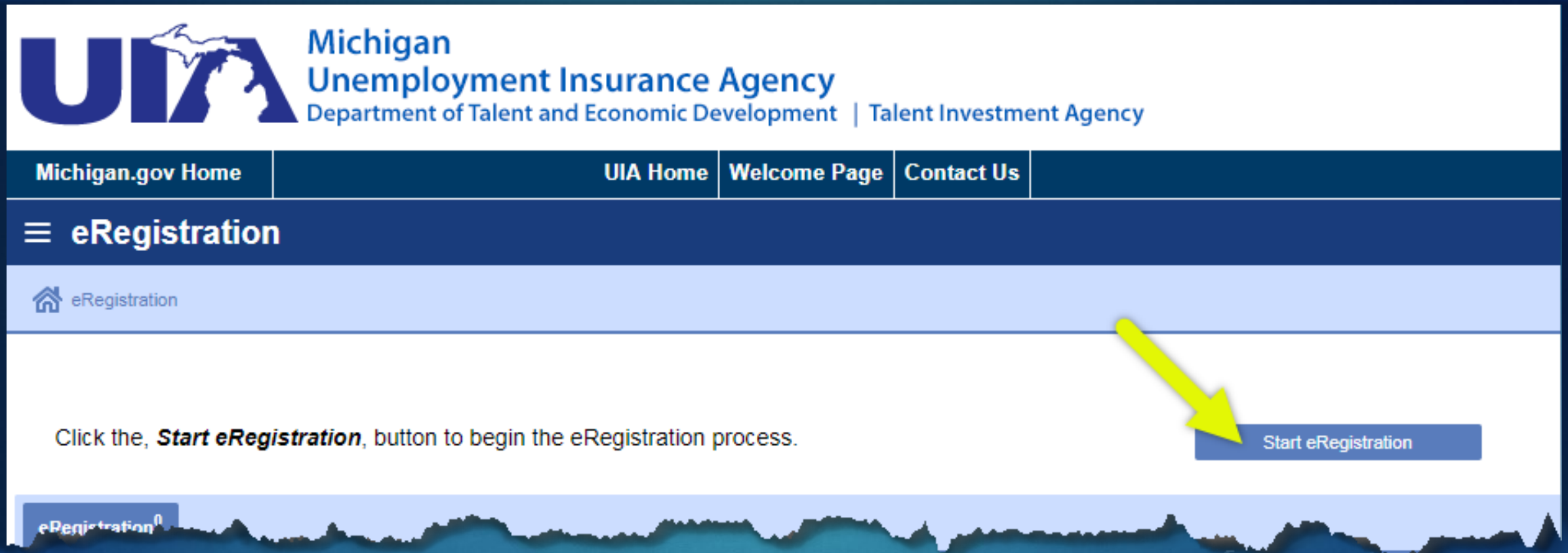
E-Registration Tax Service

IN 6 EASY STEPS

Step 1: select *Start a New Business (E-Registration)* on the MTO homepage



Step 2: click *Start eRegistration*



MTO will connect you the Michigan Unemployment Insurance Agency (UIA)'s website to complete the application.

NOTE: While the registration application is shared, all filing and reporting requirements are done separately because Treasury and UIA are different state departments. Visit michigan.gov/uia for UIA's post-registration instructions.

Step 3: complete all steps

eRegistration

eRegistration > New Registration

1. Steps 12 of 12 completed | 2. Certify and Submit Application

Steps 12 of 12 completed

- Step 1: Select Registration Reasons
  Registration Reason:
- Step 2: Answer Liability Question for Michigan Unemployment Taxes
- Step 3: Federal Employer Identification Number
  FEIN:
- Step 4: Enter Business Information
  Legal Name:
- Step 5: Enter Corporate Information
  LARA Corporate ID Number:
- Step 6: Enter Officer Information
- Step 7: Enter Location Information
  Legal Address:
- Step 8: Add Additional MI Locations
- Step 9: Enter Tax Information
- Step 10: Schedule A - Liability Questionnaire -
- Step 11: Schedule B - Successorship Questionnaire: Part 1
- Step 12: Schedule B - Successorship Questionnaire: Part 2

LEGEND

- Click to view more information
- The Step is Complete
- The Step Contains Errors
- Required fields designated by:
  - A triangle in the top left corner
  - A tooltip that says required

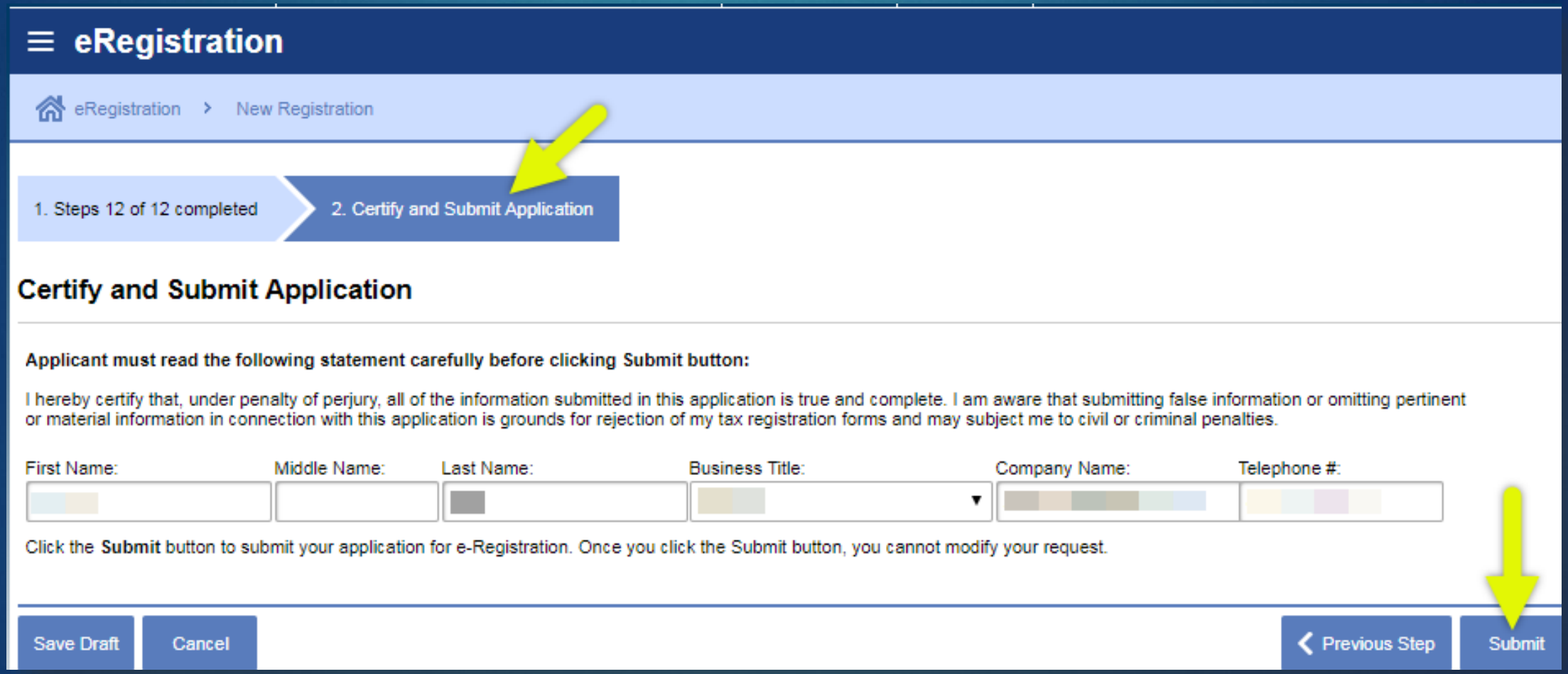
  Required fields, left blank, will block the availability of future steps.

Save Draft | Cancel | Previous Step | Next Step

Medical Marihuana Facilities (MMF) tax is not on this registration application.

If you are responsible for MMF tax, you must register for sales tax on this application. After you are licensed by the Department of Licensing and Regulatory Affairs (LARA) you will add MMF tax to your existing Treasury registration through MTO's *MMF* Tax Service.

Step 4: certify and submit the application



Step 5: registration confirmation number

eRegistration

eRegistration › New Registration › Confirmation

Confirmation

Confirmation - Please Print this Page for your Records

IMPORTANT INFORMATION: Please read the following information pertaining to a new tax law.

Michigan Tax Change Information
On May 25, 2011, Governor Rick Snyder signed legislation enacting into law the Michigan Corporate Income Tax (CIT). The CIT took effect January 1, 2012, and replaced the Michigan Business Tax (MBT), except for certain businesses that wish to retain certain certificated credits.

Michigan's Corporate Income Tax (CIT) imposes a 6 percent income tax on entities that are treated as C Corporations for federal income tax purposes. Insurance companies and financial institutions pay special taxes.

To obtain more information on the Michigan Corporate Income Tax, please go to www.michigan.gov/treasury

Thank you for submitting your e-Registration for Michigan Taxes!

Please return to e-Registration in 2-3 business days to check the status of your application. Use the following information below to locate and track your registration status:

- FEIN: [redacted]
- Confirmation ID: 1-[redacted] 76

Information from the Department of Treasury:

Your application for Michigan Business Taxes will be electronically sent to the Department of Treasury.

If the status of your application is 'Submitted', the Department of Treasury has received and is processing your application.

If the status of your registration is 'Completed', your application was successfully processed and you are registered with the Department of Treasury. If you checked the Sales Tax box on your application, your original Sales Tax License will arrive within 7 days. If you do not receive this information within this period, please contact our Registration unit at (517) 636-6925.

If your mailing address is for an accountant or other representative, complete and submit Form 151(Power of Attorney) to Treasury.

If you are using a payroll service you will need to complete and submit Form 3683.

Please write your FEIN Account Number on the documentation.

Please mail them to:
Registration Unit
Michigan Dept. of Treasury
PO Box 30477
Lansing, MI 48909

Printable View

OK

After receiving your registration confirmation number, wait 5 – 10 minutes while Treasury receives and process your application.

Step 6: return to the MTO homepage

Tax Services

Click a tile below to access role specific actions for your business.

- Start a New Business (E-Registration)
- Manage Business Registration
- Sales, Use, and Withholding (SUW) Tax
- Essential Services Assessment (ESA)
- Medical Marihuana Facilities (MMF) Tax

Guest Services

Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted**.

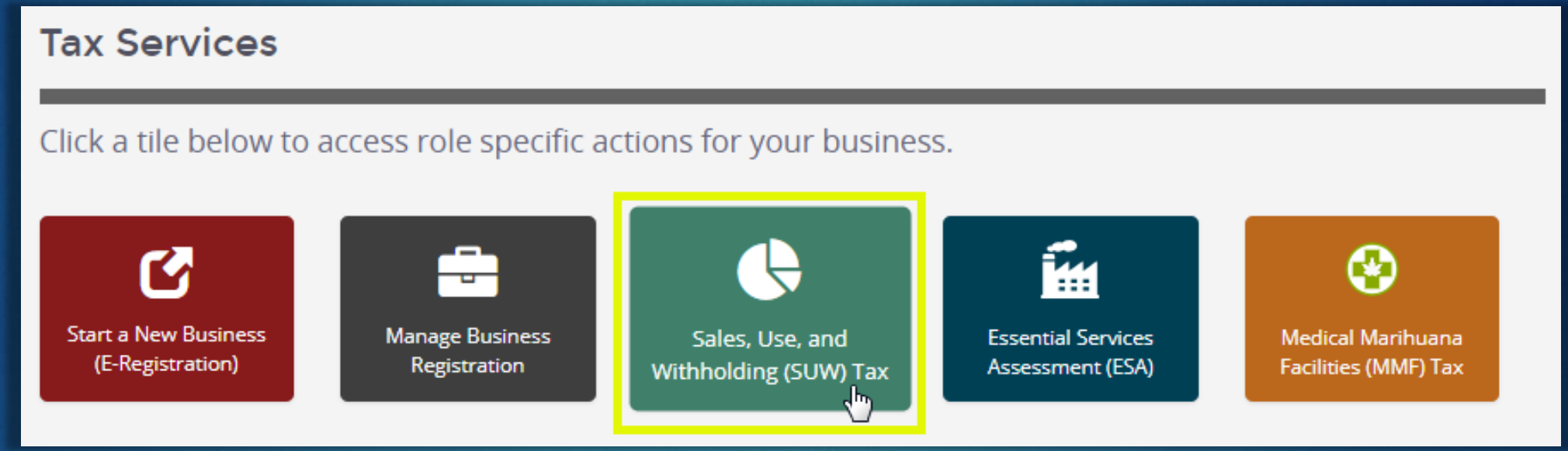
- Bulk E-File
- Fast File
- Fast Pay
- Streamlined Sales
- W2 E-File Upload

You are now ready to use MTO web services. Select a Tax Service to connect to the business.

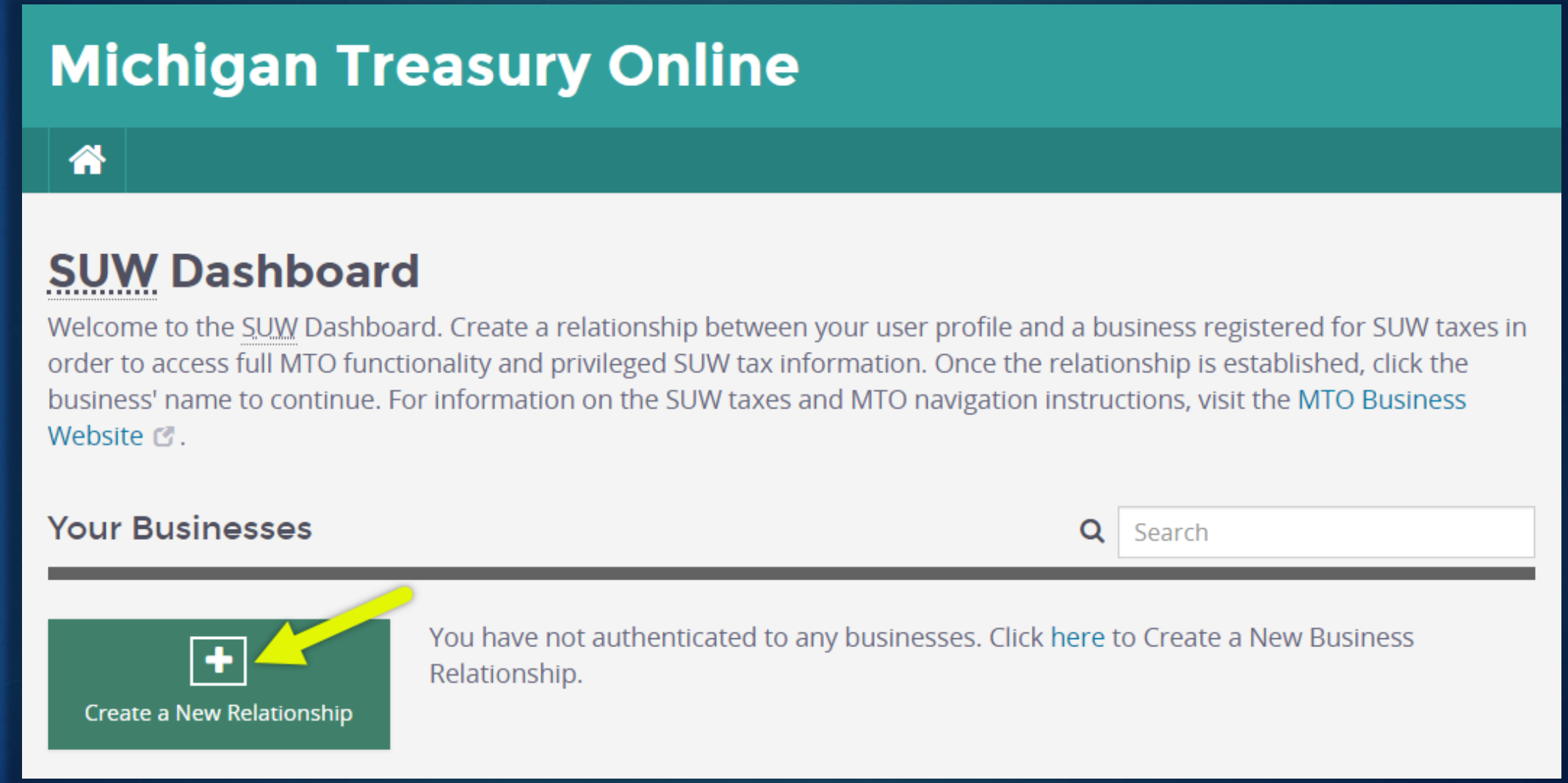
e-register by connecting to a business

IN 8 EASY STEPS

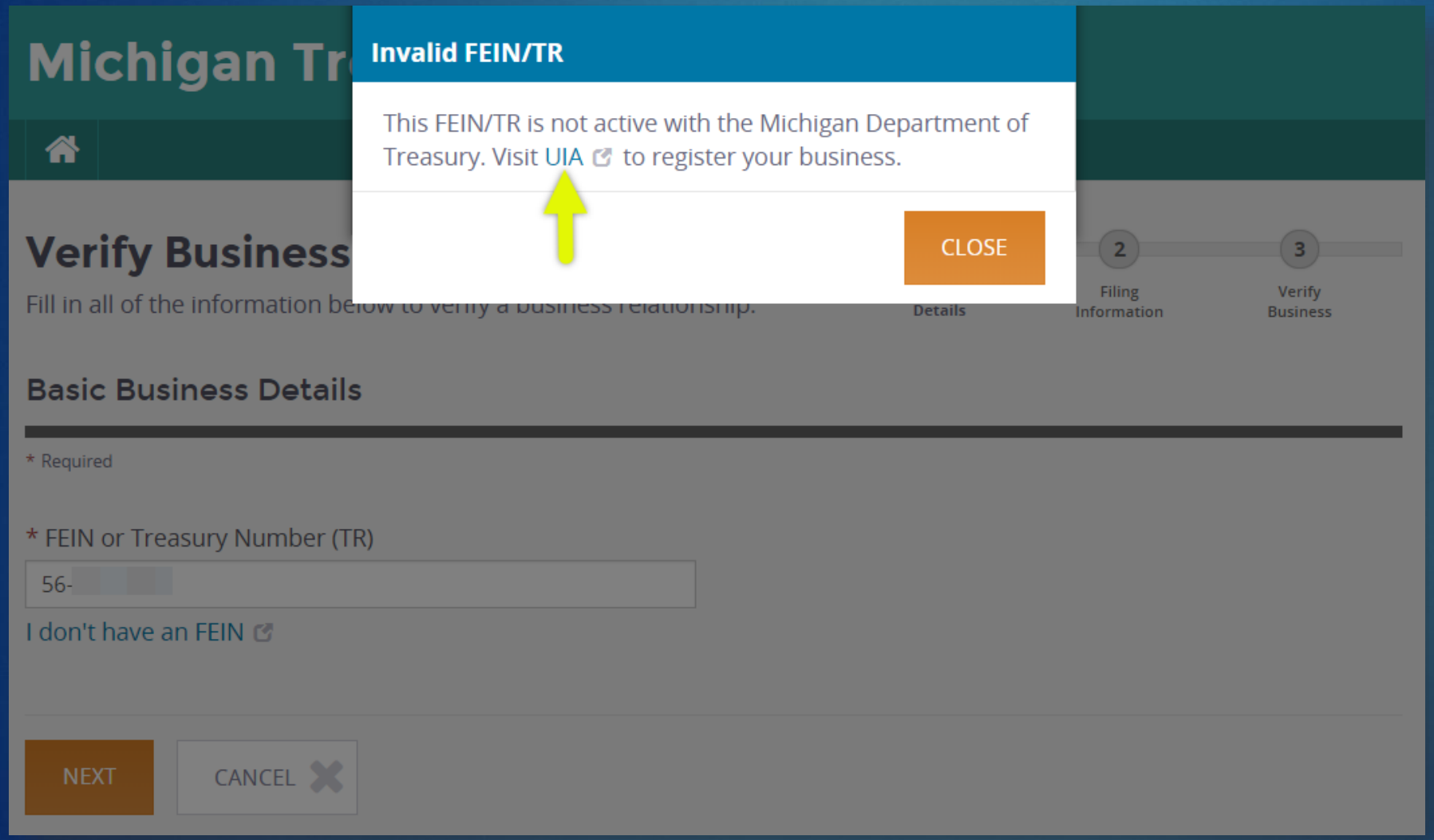
Step 1: select a Tax Service on the MTO homepage



Step 2: Dashboard – click *Create a New Relationship*



Step 3: identify the business

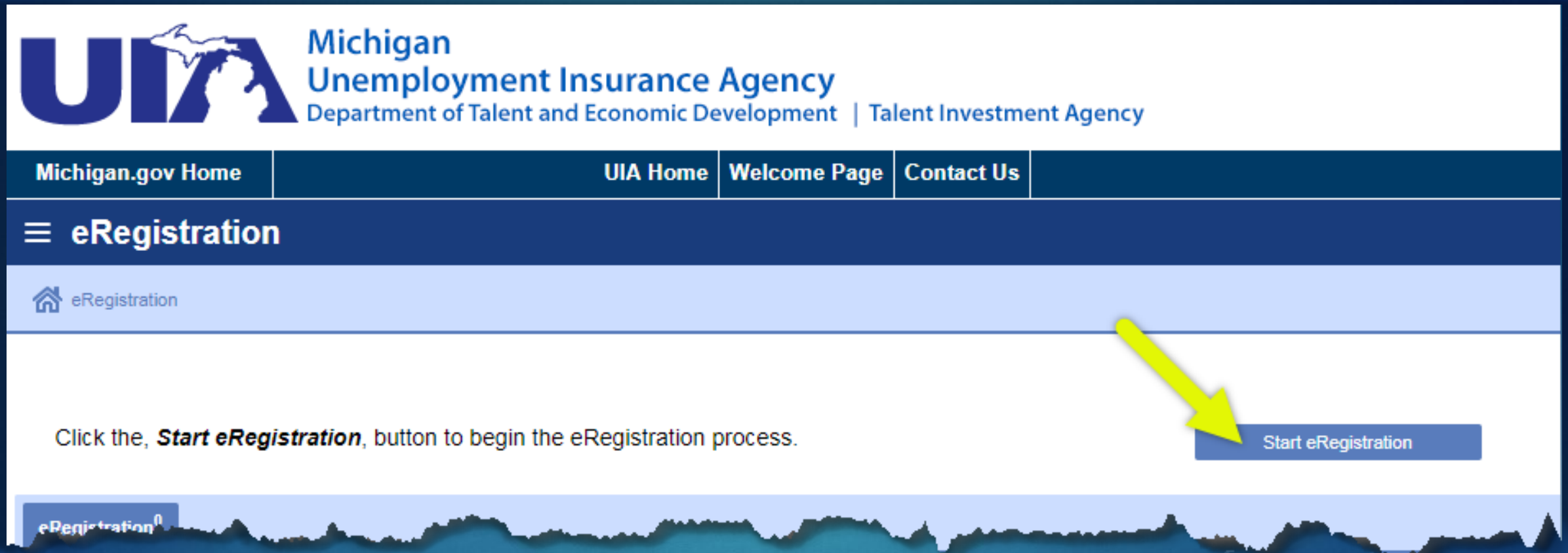


Enter your FEIN or Treasury Registration (TR) number.

If you are not actively registered with Treasury, you will receive the message shown to the left.

Follow the UIA link to complete the e-registration application.

Step 4: click *Start eRegistration*



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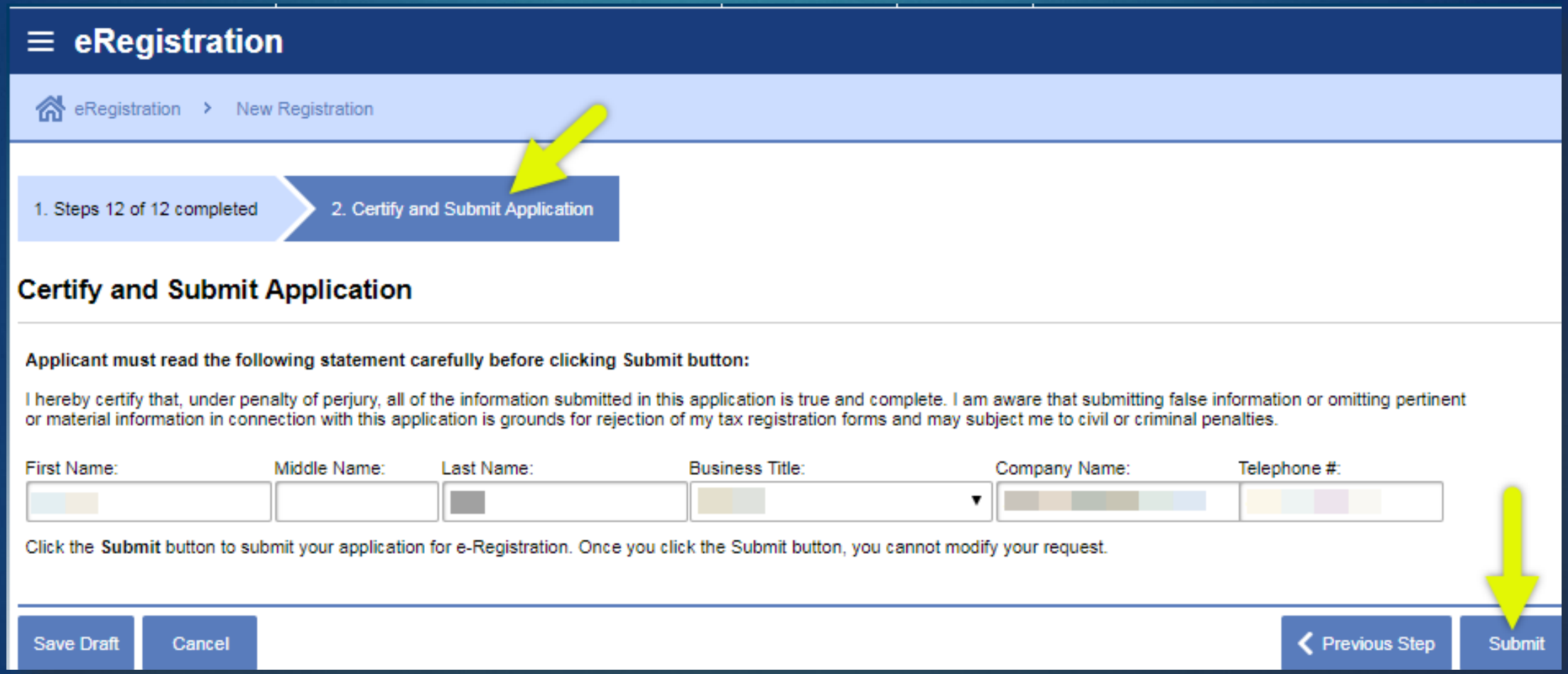

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Michigan Department of

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