

# *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](https://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](https://mto.treasury.michigan.gov)

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

## Michigan Treasury Online

Welcome to Michigan Treasury Online (MTO)! MTO is the Michigan Department of Treasury's web portal to many business taxes. Treasury is committed to protecting sensitive taxpayer information while providing accessible and exceptional web services. File, pay and manage your tax accounts online - anytime, anywhere. **Flexible. Free. Secure.**

### Log In (Existing MTO User)

\* Required

\* Username

[Forgot Username?](#)

doej1234

\* Password

[Forgot Password?](#)

●●●●●●●●

\* [End User Agreement](#)

LOG IN

Powered By  MILogin

### Create My User Profile (New To MTO)

Sign up to file, pay and manage your business tax account online.

CREATE MY USER PROFILE

### Help Center

Visit the [Help Center](#) for MTO tutorials, FAQs, MTO services, compatibility requirements and more!

# 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**

The screenshot shows the Michigan Treasury Online (MTO) homepage. At the top left is the Michigan.gov logo. At the top right are links for 'HELP CENTER', 'CONTACT US', and a user profile for 'JANE DOE'. Below the navigation bar is a teal header with the text 'Michigan Treasury Online'. A home icon is visible on the left. A light blue banner contains the text: 'Explore the updated MTO homepage! Click a Tax Services portal to access your business.' Below this is a greeting: 'Hello, Jane!' followed by a welcome message: 'Welcome to the Michigan Treasury Online (MTO) homepage where you can interact with the Michigan Department of Treasury on behalf of Michigan registered businesses.' A section titled 'Tax Services' includes the instruction: 'Click a tile below to access role specific actions for your business.' There are five colored tiles: 'Start a New Business (E-Registration)' (red), 'Manage Business Registration' (dark grey), 'Sales, Use, and Withholding (SUW) Tax' (green), 'Essential Services Assessment (ESA)' (dark blue), and 'Medical Marijuana Facilities (MMF) Tax' (orange). Below this is a 'Guest Services' section with the text: 'Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted.**' There are five green tiles for guest services: 'Bulk E-File', 'W2 E-File Upload', 'Fast File', 'Fast Pay', and 'Streamlined Sales'. The footer contains the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2019 State of Michigan'.

# *E-Registration Tax Service*

**IN 6 EASY STEPS**

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

## Tax Services

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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 Marijuana  
Facilities (MMF) Tax

# Step 2: click *Start eRegistration*

The screenshot shows the Michigan Unemployment Insurance Agency (UIA) website. At the top left is the UIA logo, which includes a map of Michigan. To the right of the logo, the text reads "Michigan Unemployment Insurance Agency" and "Department of Talent and Economic Development | Talent Investment Agency". Below this is a navigation bar with links for "Michigan.gov Home", "UIA Home", "Welcome Page", and "Contact Us". A dark blue banner below the navigation bar contains the text "eRegistration" with a hamburger menu icon to its left. Underneath this banner is a light blue bar with a home icon and the text "eRegistration". The main content area is white and contains the instruction: "Click the, **Start eRegistration**, button to begin the eRegistration process." A yellow arrow points from the right side of the page towards a blue button labeled "Start eRegistration". At the bottom of the page, there is a decorative silhouette of a forest against a light blue background.

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](https://michigan.gov/uia) for UIA's post-registration instructions.

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 >

# Step 3: complete all steps

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

## eRegistration

eRegistration > New Registration

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

### Certify and Submit Application

Applicant must read the following statement carefully before clicking **Submit** button:

I hereby certify that, under penalty of perjury, all of the information submitted in this application is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for rejection of my tax registration forms and may subject me to civil or criminal penalties.

First Name:  Middle Name:  Last Name:  Business Title:  Company Name:  Telephone #:

Click the **Submit** button to submit your application for e-Registration. Once you click the **Submit** button, you cannot modify your request.

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](http://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) 636-8925.

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 3883.

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

# Step 5: registration confirmation number

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

# Step 6: return to the MTO homepage

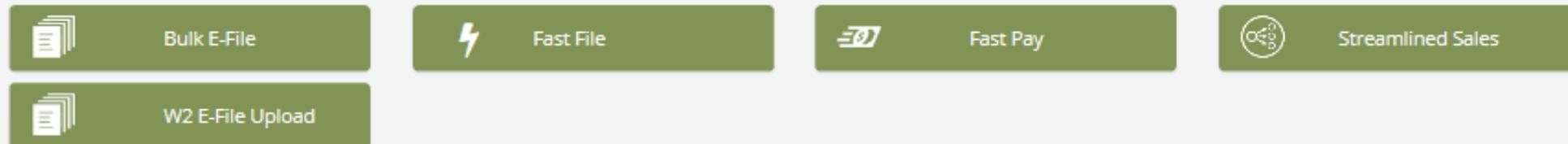
## Tax Services

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



## Guest Services

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



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

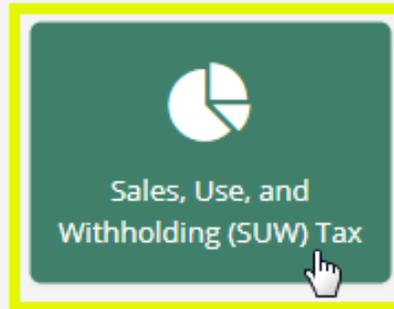
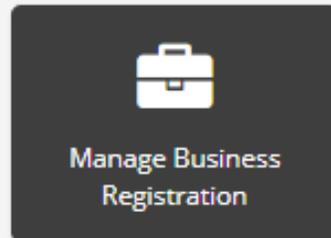
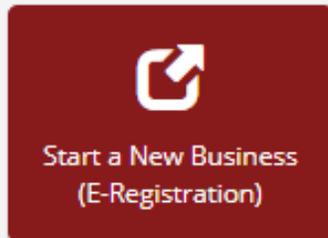
**e-register by connecting to a business**

***IN 8 EASY STEPS***

# Step 1: select a Tax Service on the MTO homepage

## Tax Services

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



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

## Michigan Treasury Online



### SUW Dashboard

Welcome to the SUW Dashboard. Create a relationship between your user profile and a business registered for SUW taxes in order to access full MTO functionality and privileged SUW tax information. Once the relationship is established, click the business' name to continue. For information on the SUW taxes and MTO navigation instructions, visit the [MTO Business Website](#) .

#### Your Businesses



Create a New Relationship

You have not authenticated to any businesses. [Click here](#) to Create a New Business Relationship.

# Step 3: identify the business

The screenshot shows the Michigan Treasury website's 'Verify Business' page. A modal error message is displayed over the form. The error message has a blue header 'Invalid FEIN/TR' and a white body with the text: 'This FEIN/TR is not active with the Michigan Department of Treasury. Visit [UIA](#) to register your business.' A yellow arrow points to the 'UIA' link. An orange 'CLOSE' button is at the bottom right of the modal. The background form is dimmed and shows a progress bar with steps 'Details', 'Filing Information', and 'Verify Business'. The 'Verify Business' step is active. Below the progress bar, the form has a section 'Basic Business Details' with a '\* Required' label. A text input field for '\* FEIN or Treasury Number (TR)' contains '56-'. Below the field is a link 'I don't have an FEIN'. At the bottom of the form are 'NEXT' and 'CANCEL' buttons.

**Michigan Treasury**

**Invalid FEIN/TR**

This FEIN/TR is not active with the Michigan Department of Treasury. Visit [UIA](#) to register your business.

**CLOSE**

**Verify Business**

Fill in all of the information below to verify a business relationship.

Details Filing Information **Verify Business**

**Basic Business Details**

\* Required

\* FEIN or Treasury Number (TR)

56-

[I don't have an FEIN](#)

**NEXT** **CANCEL**

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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#### LEGEND

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Save Draft Cancel < Previous Step Submit

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Printable View

OK

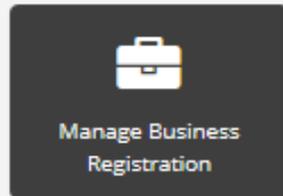
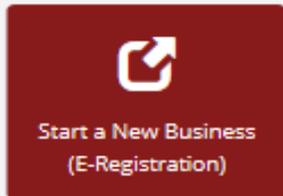
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# Step 8: return to the MTO homepage

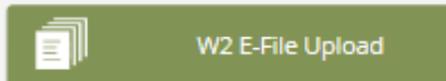
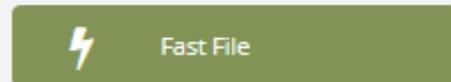
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*Michigan Department of*

**TREASURY**