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Notice to Statutory Refund Claimants

MiMATS - Logon Instructions

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This notice was sent to businesses or individuals who have previously submitted a statutory refund claim. Taxpayers now have the ability to submit statutory refund claims online through our e-Services portal at <https://mimats.michigan.gov/tap>. Please follow the steps below to gain access to your account.

Creating a Logon

To create a logon from the home page, click **Create a Logon** under Register.

1. Fill out the required fields and click **Next**
2. Review your request and click **Submit**.
3. A confirmation email will be sent to the email address provided with a link guiding you back to the Log In page.

Logging into e-Services

1. Log in with the Username and Password you provided in Step 1 above. Click **Log In**.
2. For your security, you will be asked for an authentication code the first time you attempt to log in. Click **Send Authentication Email**. An authentication code will be emailed to you.
3. Enter the Authentication Code; you may click **Yes** if you want to save your browser as a Trusted Browser. Click **Log In**.

Requesting Access to Your Account

1. Once you have created your logon and are logged in, click **Access an Existing Account** under "I Want To".
2. Enter the ID of the business or individual you are attempting to gain access to. Click **Next**.
3. Check **I am an Owner / Officer / Claimant**. Click **Next**.
4. Answer **Yes** to the question "Are you attempting to gain access to a business or individual that has only submitted claims for a statutory refund? Click **Next**.
5. Answer **Yes** to the question "Did you receive the Welcome to e-Services letter with a letter ID?"
6. Enter the Letter ID located in the top right of the letter. Click **Next**.
7. Review your request and click **Submit**.
8. You should now have access to your Statutory Refund Account.

Third Party or Employee

If you would like to gain access to the account as a third party or employee, check I am a Third Party / Employee. Click **Next**.

1. If you would like to request access from an existing web logon that owns the account, click **Request Access from Owner**. Click **Next**.
 - a. Review your request click **Submit**.

- b. The owner/officer of the business you are requesting access to will need to review your request before you gain access to the account.
2. If you would like to submit a Power of Attorney, click **Attach Power of Attorney Form**.
 - a. Click **Add**.
 - b. Choose Power of Attorney in the drop down.
 - c. Enter a description of the document.
 - d. Browse and attach a valid Power of Attorney document. Click **Save**.
 - e. Review your "Add Access to Existing Account Summary" and click **Submit**.
 - f. The Michigan Department of Treasury will have to review your request before you can gain access to the account.

For questions, please contact the **Motor Fuel Tax Unit at 517-636-4600**. Please note that these instructions are subject to change as the system is updated.