

## An Automated System That's Easy to Use:

Your User ID, password, bank account number and bank routing number are required to use the Michigan Automated Tax Payment System. When you make your payment, easy to understand prompts guide you through entering your tax payment information. A step-by-step worksheet is provided below for your convenience.

### Commonly Asked Questions:

**When do I make my payments?** Payments can be made through the Michigan Automated Tax Payment System 24 hours a day, 7 days a week. However, payments must be completed by 9 p.m. ET at least one business day prior to the due date to be accepted as timely. Payments can be warehoused up to 90 days in advance.

**How do I add new tax types to be paid by EFT?** If you would like to register to pay additional tax types by EFT, please complete Form 4515, Electronic Funds Transfer (EFT) - Account Update, which is available at [www.michigan.gov/biztaxpayments](http://www.michigan.gov/biztaxpayments).

**Who do I contact if I lose my User ID or password?** If you need to have your User ID or password reset, contact a customer service representative at 1-866-282-1633.

## Michigan Automated Tax Payment System Worksheet

(Go to [www.michigan.gov/biztaxpayments](http://www.michigan.gov/biztaxpayments) or call 1-877-865-2860 to enter your payment detail)

You may photocopy this blank worksheet to use for future payments. Please keep a copy of the completed worksheet and confirmation number received for your files.

- 1 Enter your 5- or 6-digit User Identification Number
- 2 Enter your 4-digit Password
- 3 Select your 5-digit Tax Type Code
- 4 Enter the 4-digit Tax Period and Date  
*The year and month (YYMM) for which you are paying the taxes.*
- 5 Enter the Payment Amounts  
Tax Amount   
Penalty Amount   
Interest Amount
- 6 Enter the Total Payment Amount
- 7 Select or Enter your Bank Account Information
- 8 Select or Enter the 8-digit Business Date the Payment will be taken from your Bank Account (MMDDYYYY)
- 9 Record the Confirmation Number you receive
- 10 Record the Date of the your Transaction

If you have questions, please call **1-866-282-1633** to speak to a customer service representative.