Michigan Department of

TREASURY

Engagement. Service. Improvement.

Upload Income Statements

Michigan Treasury Online (MTO) Learning Series

Rev. January 2021

Income Statements – Overview

- Income statements are:
  - Internal Revenue Service (IRS) forms filed by persons or businesses who pay compensation to persons or businesses.
  - IRS determines the type of federal form required and the State of Michigan follows these federal guidelines.
- Treasury requires issuers to file state copies of income statements including W-2, W-2C, W-2G, 1099-R, 1099-MISC, and 1099-NEC.
- Treasury filing due dates:
  - most due on or before January 31
  - Form 1099-MISC is the exception: paper filed due February 28, electronically filed due March 31

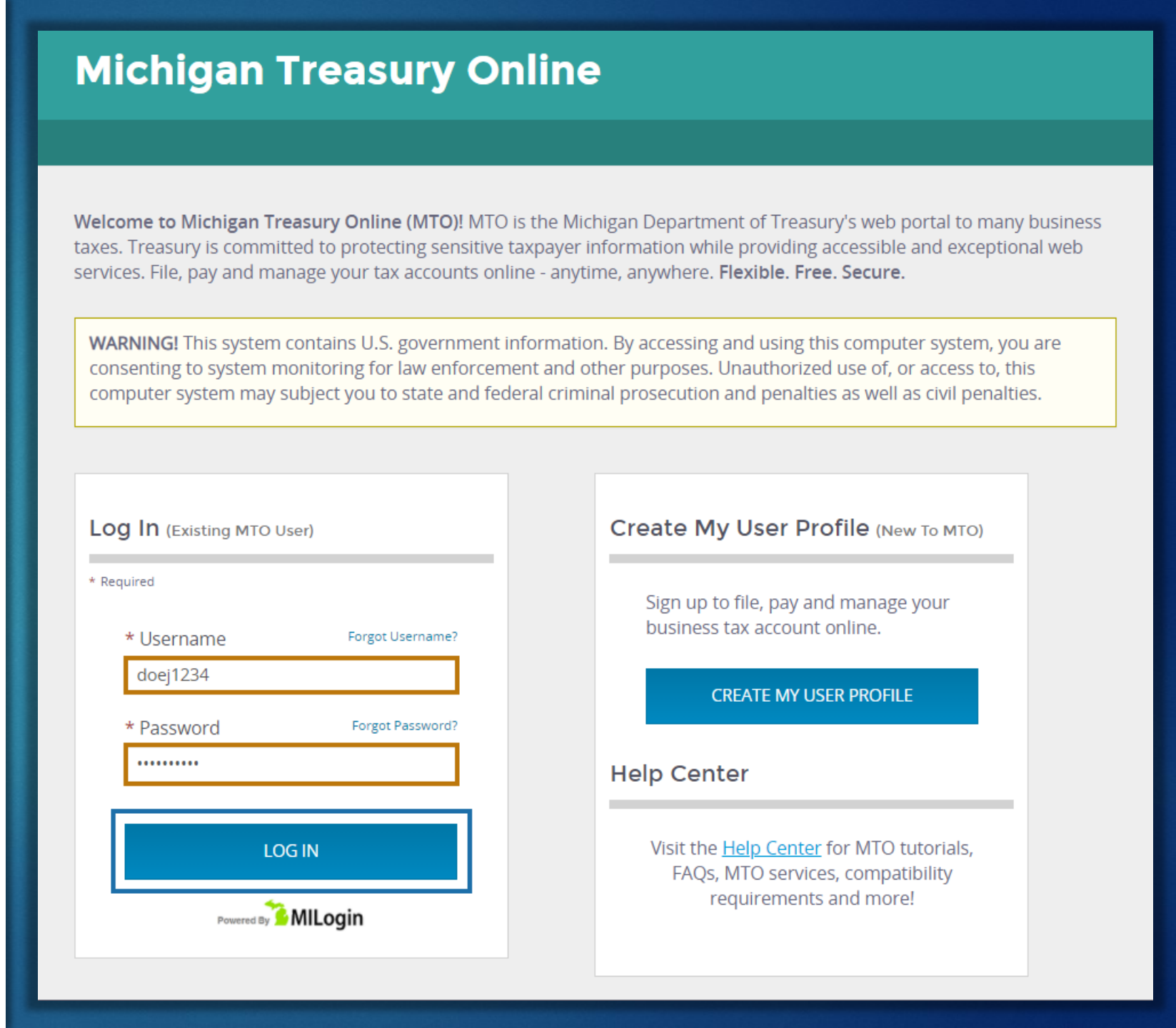
Upload Income Statements

7 EASY STEPS

Step 1

Log in to MTO

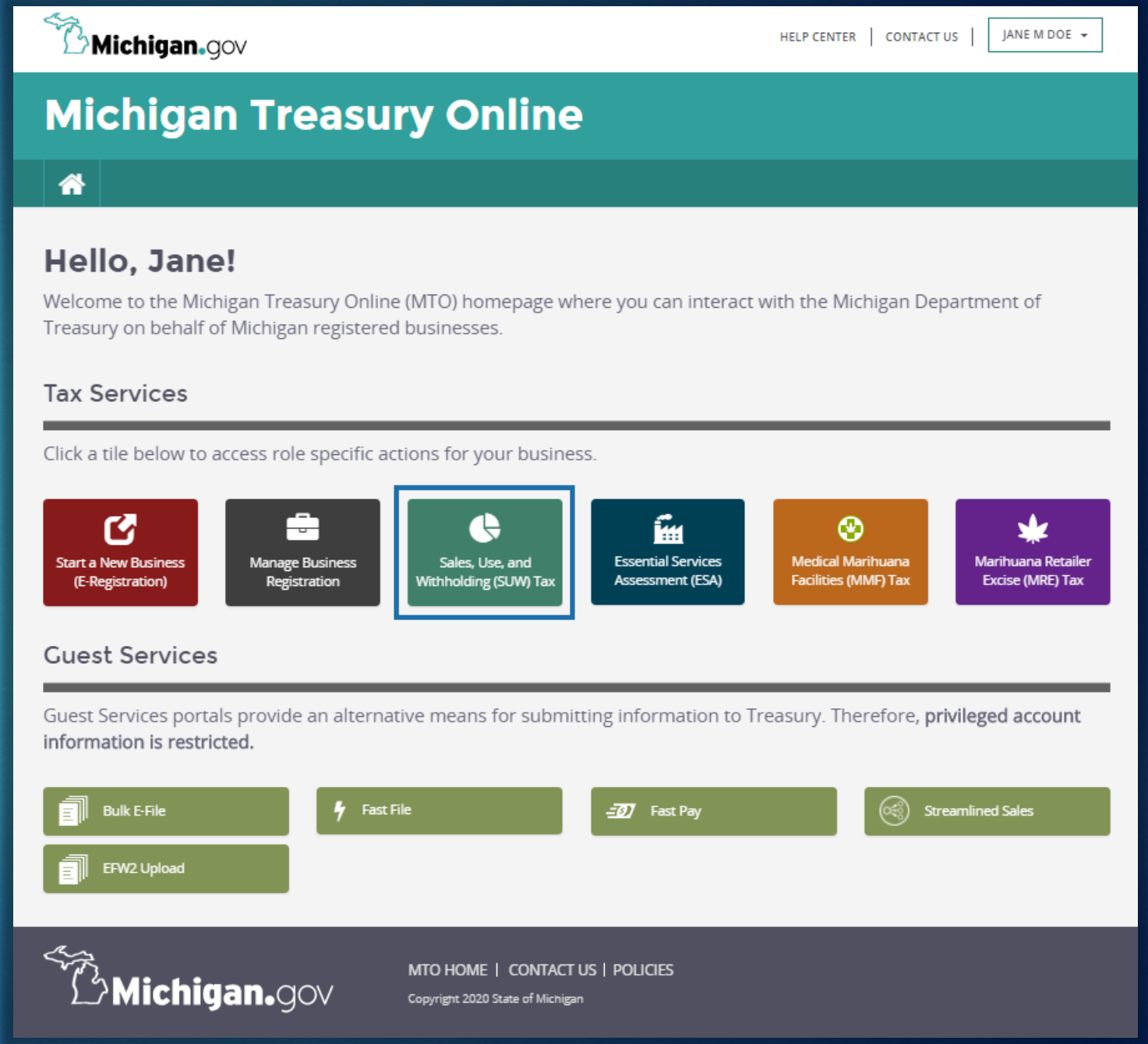
- Visit the MTO log in page at mto.treasury.michigan.gov
- Under *Existing MTO User*, enter your personal Username and Password.
- Then, click **LOG IN**.
- If you are new to MTO or do not have a personal user profile, view the **Create Your User Profile** tutorial.



Step 2

Arrive at the MTO Homepage; access the Sales, Use, and Withholding (SUW) Tax portal.

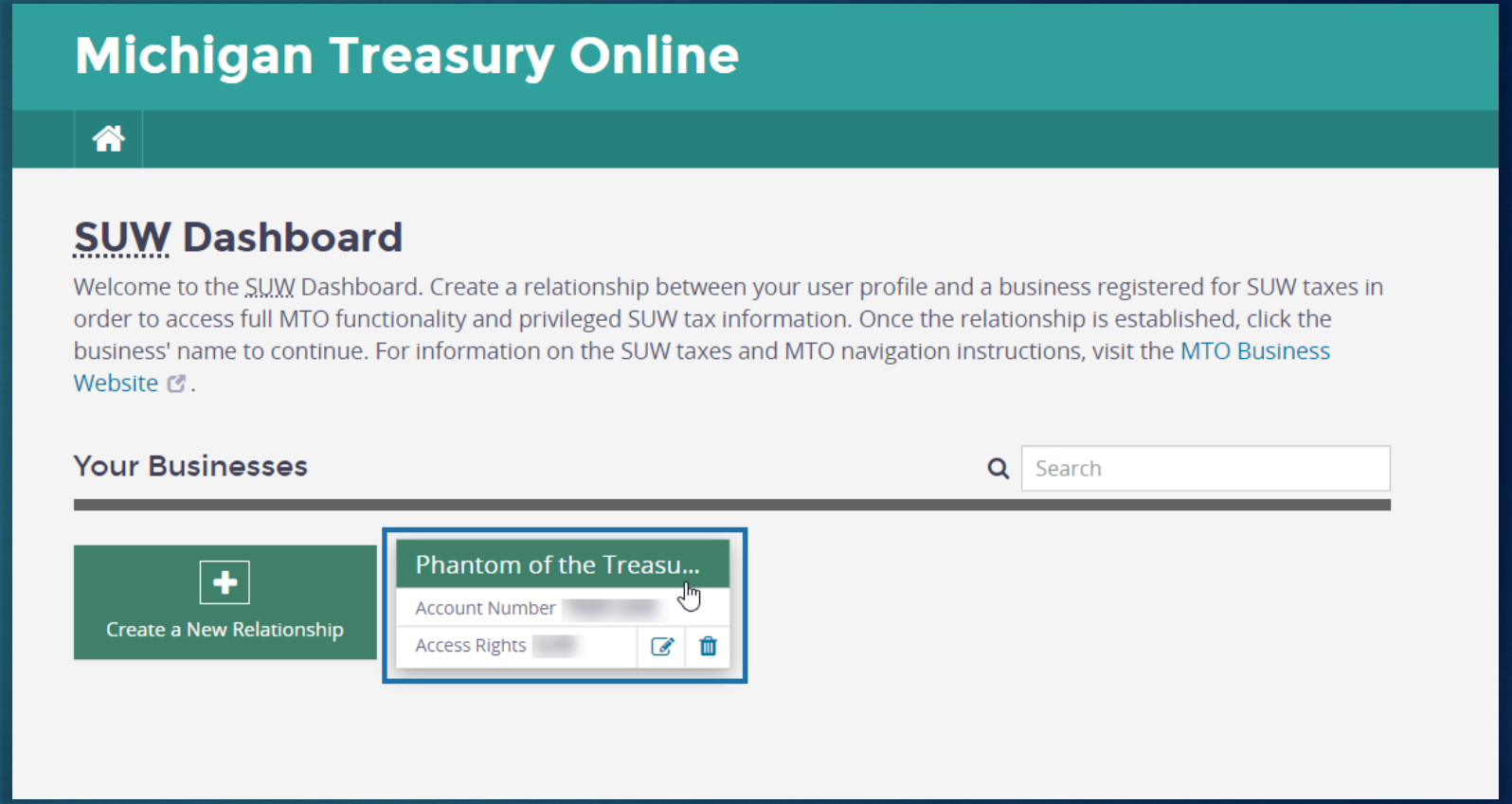
- You're ready to begin interacting with Treasury!
- Click *SUW Tax* under the Tax Services section.



Step 3

Arrive at the SUW Dashboard; select a business account from the Your Businesses section.

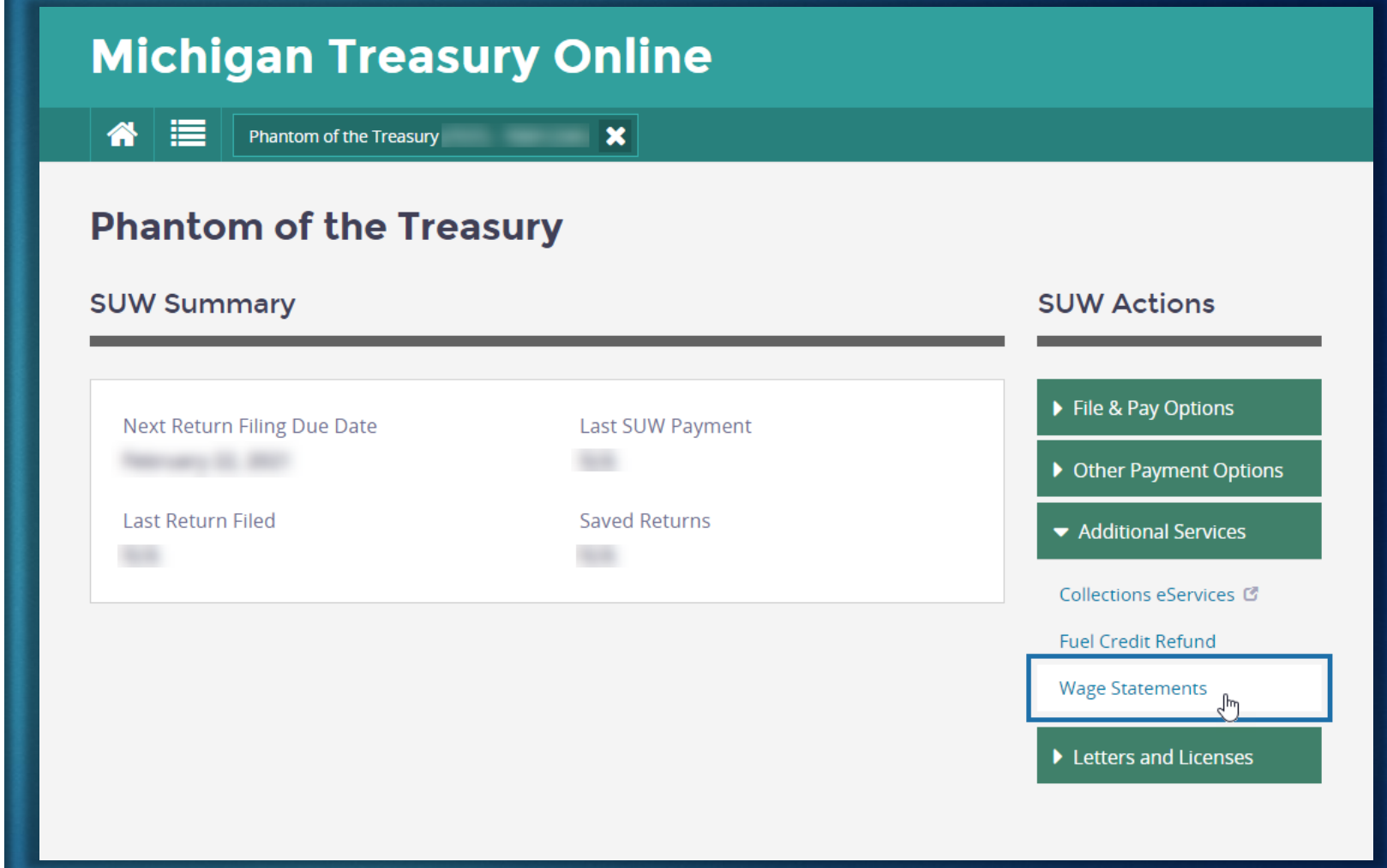
- The SUW Dashboard lists all the business accounts you are connected to for sales, use, and withholding tax purposes.
- If the business you need is not listed in the Your Businesses section, view the **Connect to a Business** tutorial.
- Click the name of the business.



Step 4

Arrive at the Summary page and navigate to the Wage Statements page.

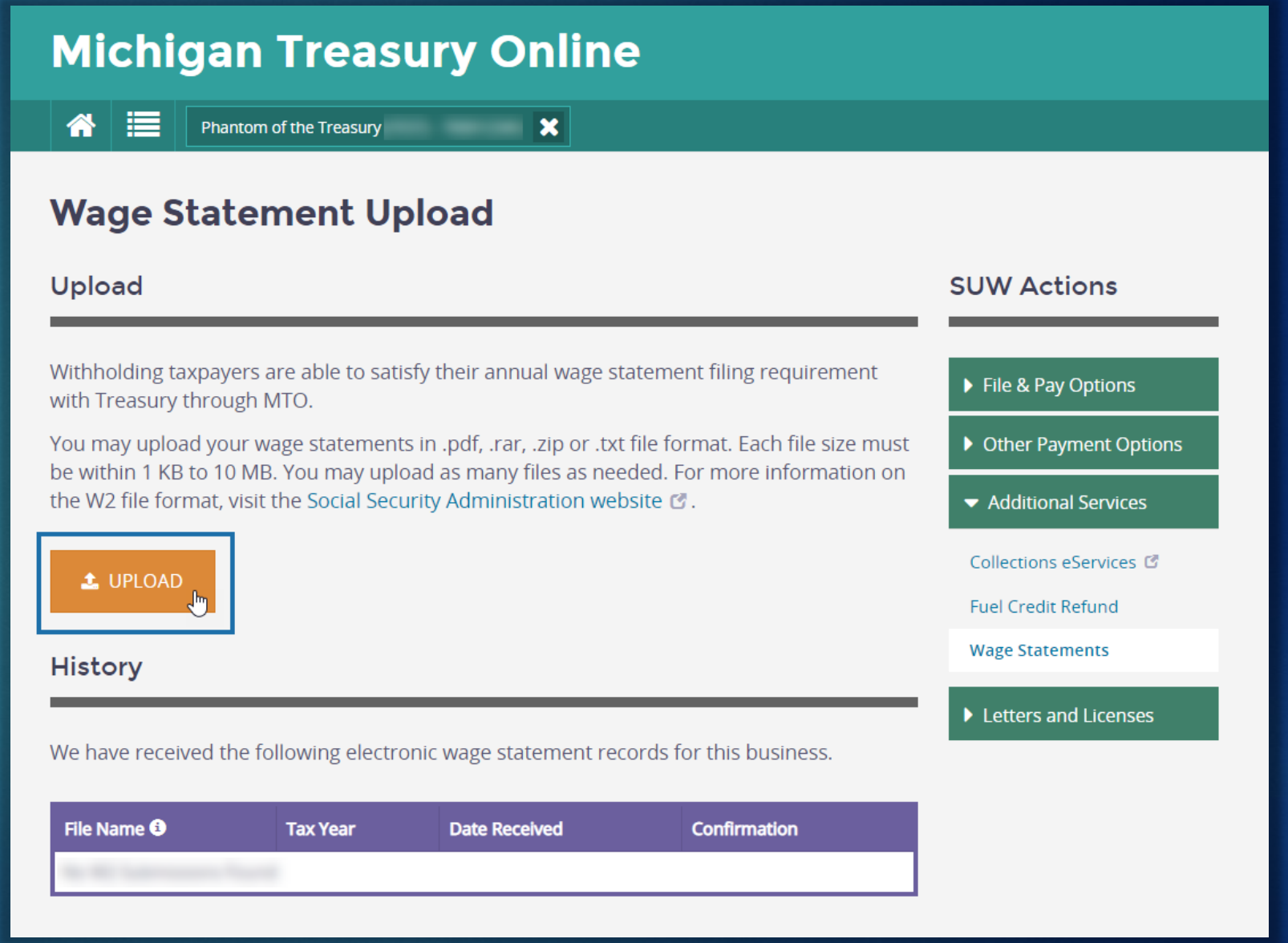
- The Summary page provides high-level details about this business' SUW filings and payments.
- SUW Actions list all the ways you can interact with Treasury on behalf of this business for SUW taxes.
- Select Additional Services and click Wage Statements.



Step 5

The Wage Statements page.

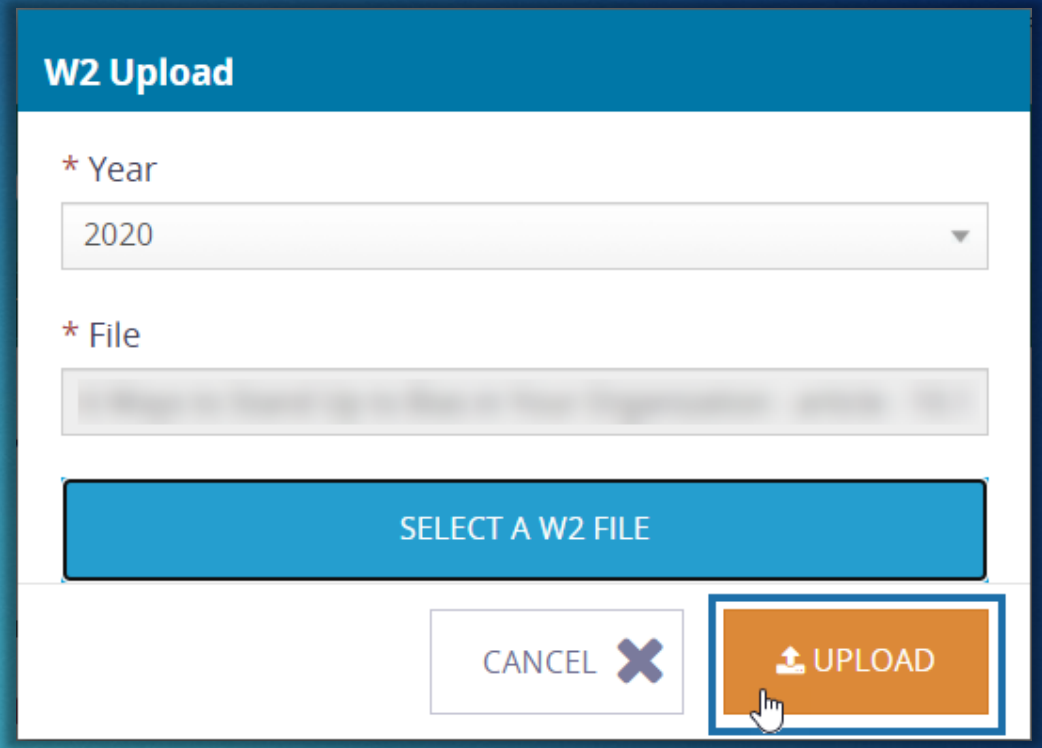
- You can upload W-2 and 1099 income statement information on this page.
- Review accepted file formats and sizes before uploading a file.
- Click Upload to begin.

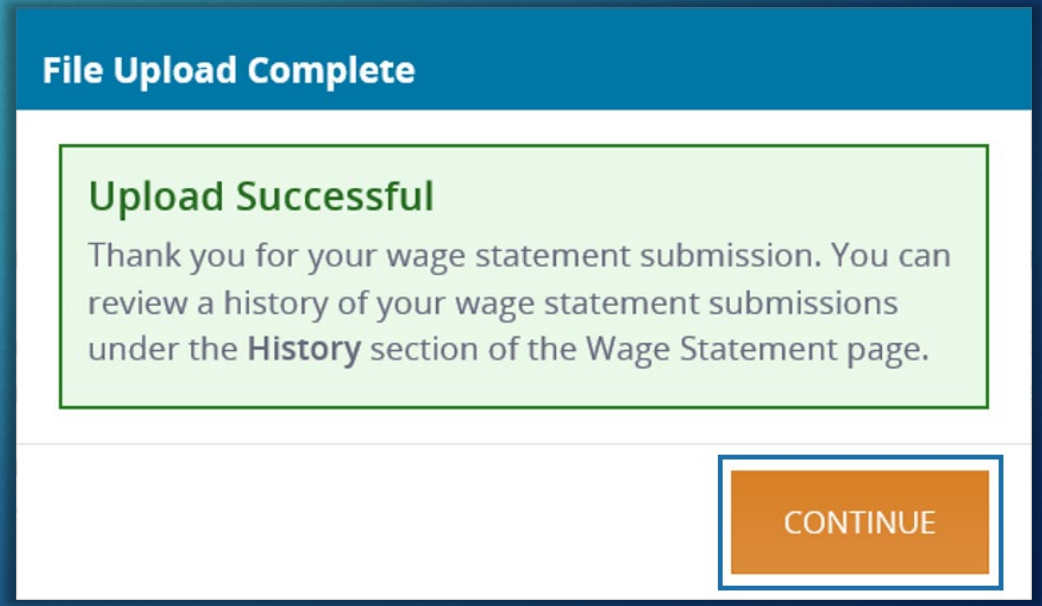


Step 6

Upload your income statement file; receive confirmation.

- Select the income statement tax year from the Year drop-down list.
- Click SELECT A W2 FILE to choose a file from your computer.
- Click Upload to send your file to Treasury.
- You will receive confirmation when your file is accepted. Click Continue.

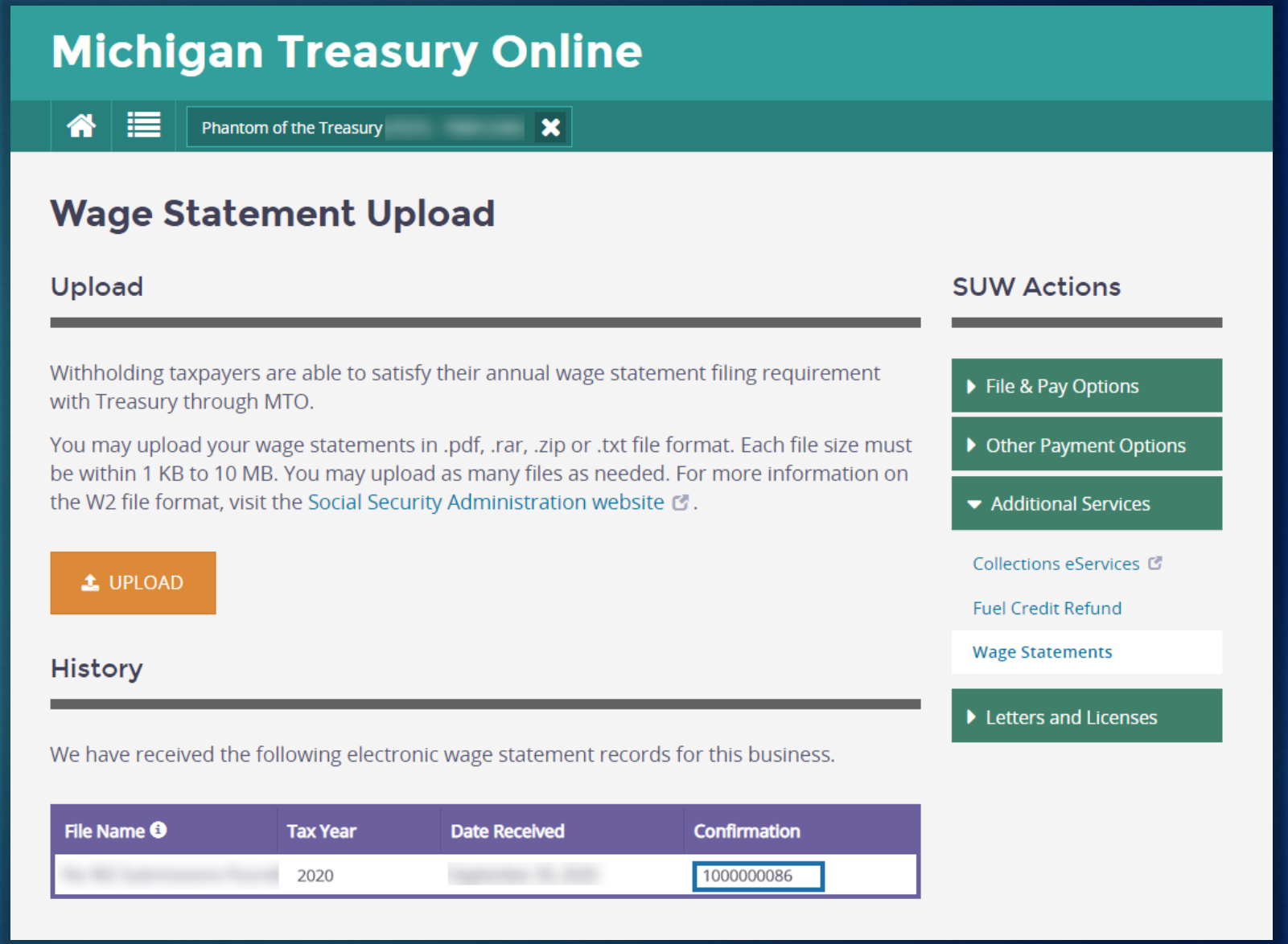




Step 7

Verify confirmation number and file submission.

- You will automatically return to the Wage Statement page.
- Your confirmation number will be listed in the History section.



Disclaimer

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Please contact us with any questions or feedback at TreasuryOutreach@michigan.gov.

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