



*Michigan Department of*  
**TREASURY**

**Engagement. Service. Improvement.**

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*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](https://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.

## 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.**

**WARNING!** This system contains U.S. government information. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties as well as civil penalties.

### Log In (Existing MTO User)

\* Required

\* Username [Forgot Username?](#)

doej1234

\* Password [Forgot Password?](#)

\*\*\*\*\*

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!

# 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.

**Michigan.gov** | HELP CENTER | CONTACT US | JANE M DOE ▾

## Michigan Treasury Online

Home

### Hello, Jane!

Welcome to the Michigan Treasury Online (MTO) homepage where you can interact with the Michigan Department of Treasury on behalf of Michigan registered businesses.

#### 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
- Marihuana Retailer Excise (MRE) 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
- EFW2 Upload

**Michigan.gov** | MTO HOME | CONTACT US | POLICIES  
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# 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.

**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**

Account Name	Account Number	Access Rights
Phantom of the Treasu...	[Redacted]	[Redacted]

# 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.

**Michigan Treasury Online**

Phantom of the Treasury

### Phantom of the Treasury

**SUW Summary**

Next Return Filing Due Date	Last SUW Payment
Last Return Filed	Saved Returns

**SUW Actions**

- ▶ File & Pay Options
- ▶ Other Payment Options
- ▼ Additional Services
  - Collections eServices
  - Fuel Credit Refund
  - Wage Statements**
  - ▶ Letters and Licenses

# 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.

The screenshot shows the Michigan Treasury Online interface. At the top, there is a teal header with the text "Michigan Treasury Online". Below the header is a navigation bar with a home icon, a menu icon, and a search box containing "Phantom of the Treasury". The main content area is titled "Wage Statement Upload". It is divided into two columns: "Upload" on the left and "SUW Actions" on the right. The "Upload" section contains text explaining that withholding taxpayers can satisfy their annual wage statement filing requirement through MTO, and lists accepted file formats (.pdf, .rar, .zip, .txt) and sizes (1 KB to 10 MB). A blue-bordered box highlights an orange "UPLOAD" button with an upward arrow icon. Below this is a "History" section with a table of electronic wage statement records. The "SUW Actions" column contains several menu items: "File & Pay Options", "Other Payment Options", "Additional Services" (with a dropdown arrow), "Collections eServices", "Fuel Credit Refund", "Wage Statements" (highlighted in white), and "Letters and Licenses".

### Michigan Treasury Online

Phantom of the Treasury

## Wage Statement Upload

### Upload

Withholding taxpayers are able to satisfy their annual wage statement filing requirement with Treasury through MTO.

You may upload your wage statements in .pdf, .rar, .zip or .txt file format. Each file size must be within 1 KB to 10 MB. You may upload as many files as needed. For more information on the W2 file format, visit the [Social Security Administration website](#).

**UPLOAD**

### History

We have received the following electronic wage statement records for this business.

File Name ⓘ	Tax Year	Date Received	Confirmation

### SUW Actions

- ▶ File & Pay Options
- ▶ Other Payment Options
- ▼ Additional Services
  - Collections eServices
  - Fuel Credit Refund
  - Wage Statements
  - ▶ Letters and Licenses

# 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.

### W2 Upload

\* Year

2020

\* File

SELECT A W2 FILE

CANCEL ✕

UPLOAD

### File Upload Complete

**Upload Successful**

Thank you for your wage statement submission. You can review a history of your wage statement submissions under the **History** section of the Wage Statement page.

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.

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### Michigan Treasury Online

Phantom of the Treasury

## Wage Statement Upload

### Upload

Withholding taxpayers are able to satisfy their annual wage statement filing requirement with Treasury through MTO.

You may upload your wage statements in .pdf, .rar, .zip or .txt file format. Each file size must be within 1 KB to 10 MB. You may upload as many files as needed. For more information on the W2 file format, visit the [Social Security Administration website](#).

**UPLOAD**

### History

We have received the following electronic wage statement records for this business.

File Name	Tax Year	Date Received	Confirmation
	2020		1000000086

### SUW Actions

- ▶ File & Pay Options
- ▶ Other Payment Options
- ▼ Additional Services
  - Collections eServices
  - Fuel Credit Refund
  - Wage Statements
- ▶ Letters and Licenses



# Disclaimer

This is a production of the Michigan Department of Treasury.

The information provided in this tutorial is for illustrative and navigational purposes only and the content does not carry the weight of law, bulletins, or rulings. The topics covered and guidance supplied is subject to change.

Please contact us with any questions or feedback at [TreasuryOutreach@michigan.gov](mailto:TreasuryOutreach@michigan.gov).



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