



Michigan Treasury Online (MTO) Optimization

Learning Series 7: Other Pay Options

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

June 2016

Customer Friendly

Simplified Process

What's New in MTO?

- Other Pay Options Functionality with the SUW Actions Menu

Learning Series 7 edition on the Other Payment Options functionality.

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionality that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

Other Pay Options Functionality:

Other Pay Options Information –Users who have the Sale, Use, and/or Withholding Tax user role will have access to the Other Payment Options sub-menu. Other Pay Options is housed within the SUW Actions menu inside a taxpayer’s expanded business card in MTO.

- Within the Other Pay Options sub-menu, you can complete the following transactions:
 1. Make a Payment
 2. Manage Payments
 3. Payment history

All three transactions can be completed by selecting one of the links in the Other Payment Options sub-menu.

The screenshot displays the Michigan Treasury Online (MTO) interface for a taxpayer named BERT'S BERRIES. The page is divided into several sections:

- Header:** Michigan.gov logo, HELP CENTER, CONTACT US, and JED BLU.
- Navigation:** Home icon, BERT'S BERRIES - 210175, and a close icon.
- Business Information:**

Legal Address	FEIN
123 ANY STREET MASON, MI 48854	21017
- SUW Summary:**

Next Return Filing Due Date	Last SUW Payment
April 20, 2016	N/A
Last Return Filed	Saved Returns
Sales Tax, Use Tax, Withholding Tax (March 24, 2016)	You have 0 saved returns.
- Available Actions:**
 - ▼ SUW Actions
 - File & Pay Options
 - File and Pay a Tax Return
 - Amend and Pay Processed Returns
 - View and Print Filed Returns
 - Other Payment Options
 - Make a Payment
 - Manage Payments
 - Payment History



MTO IMPROVEMENT: A user is no longer required to enter and maintain a separate set of login credentials to access the pay site.

Make a Payment

This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.

1. To enter the pay site and make a payment, select the **"Pay Now"** button in the Make a Payment screen.

Michigan.gov

Michigan Treasury Online

BERT'S BERRIES - 210175

Make a Payment

Electronic Payment

Select the "Pay Now" button to make an additional payment.

Accelerated Filers
Select the "Pay Now" button to make your prepayment. When you file your reconciliation payment, you must file the return reporting the total amount due for the period including the amount you paid earlier.

PAY NOW

Payment Voucher

If you choose to not pay online, click the "Voucher" button here. You will print a pre-identified voucher for the period to send in with your paper check.
Paying electronically ensures your payment is received by the due date. If you opt to pay online, do not print or mail the voucher.

Tax Type	Period	Date Received

If the filing period you would like to pay by check is not displayed here, use the printable Sales, Use and Withholding Payment Voucher (Form 5094) link. Complete the form, with your business name, account number, return period, and tax(es) you are paying, and send with payment to the address provided.

Available Actions

- SUW Actions
- File & Pay Options
- File and Pay a Tax Return
- Amend and Pay Processed Returns
- View and Print Filed Returns
- Other Payment Options
- Make a Payment**
- Payment History

💡 If you wish to pay by check (and are not an accelerated filer), select the payment voucher displayed for the tax period you wish to make a payment for. If the filing period you would like to pay by check is not displayed, use the printable Sales, Use and Withholding Payment Voucher (Form 5094) link.

2. Enter the payment amounts by tax, select the payment type and payment period and select **"Pay."**

Michigan.gov

Michigan Treasury Online

BERT'S BERRIES - 210175

Make a Payment

Electronic Payment

Select the "Pay Now" button to make an additional payment.

Accelerated Filers
Select the "Pay Now" button to make your prepayment. When you file your reconciliation payment, you must file the return reporting the total amount due for the period including the amount you paid earlier.

PAY NOW

Payment Voucher

If you choose to not pay online, click the "Voucher" button here. You will print a pre-identified voucher for the period to send in with your paper check.
Paying electronically ensures your payment is received by the due date. If you opt to pay online, do not print or mail the voucher.

Tax Type	Period	Date Received

If the filing period you would like to pay by check is not displayed here, use the printable Sales, Use and Withholding Payment Voucher (Form 5094) link. Complete the form, with your business name, account number, return period, and tax(es) you are paying, and send with payment to the address provided.

Available Actions

- SUW Actions
- File & Pay Options
- File and Pay a Tax Return
- Amend and Pay Processed Returns
- View and Print Filed Returns
- Other Payment Options
- Make a Payment
- Payment History

Would you like to make a payment?

Displayed are the amounts due based on your return. Any credit resulting from prepaid sales tax will not be reflected in your total payment due.
Select the "Redistribute Payment/Make a Partial Payment" checkbox to manually enter the total payment due after you have subtracted any credit resulting from prepaid sales tax.

Payment Due

Sales Payment	\$ 1,000.00
Use (Sales/Rentals) Payment	\$ 600.00
Use Purchases Payment	\$
Withholding Payment	\$ 400.00
Penalty Payment	\$ 0.00
Interest Payment	\$ 0.00
Total Payment	\$ 2,000.00

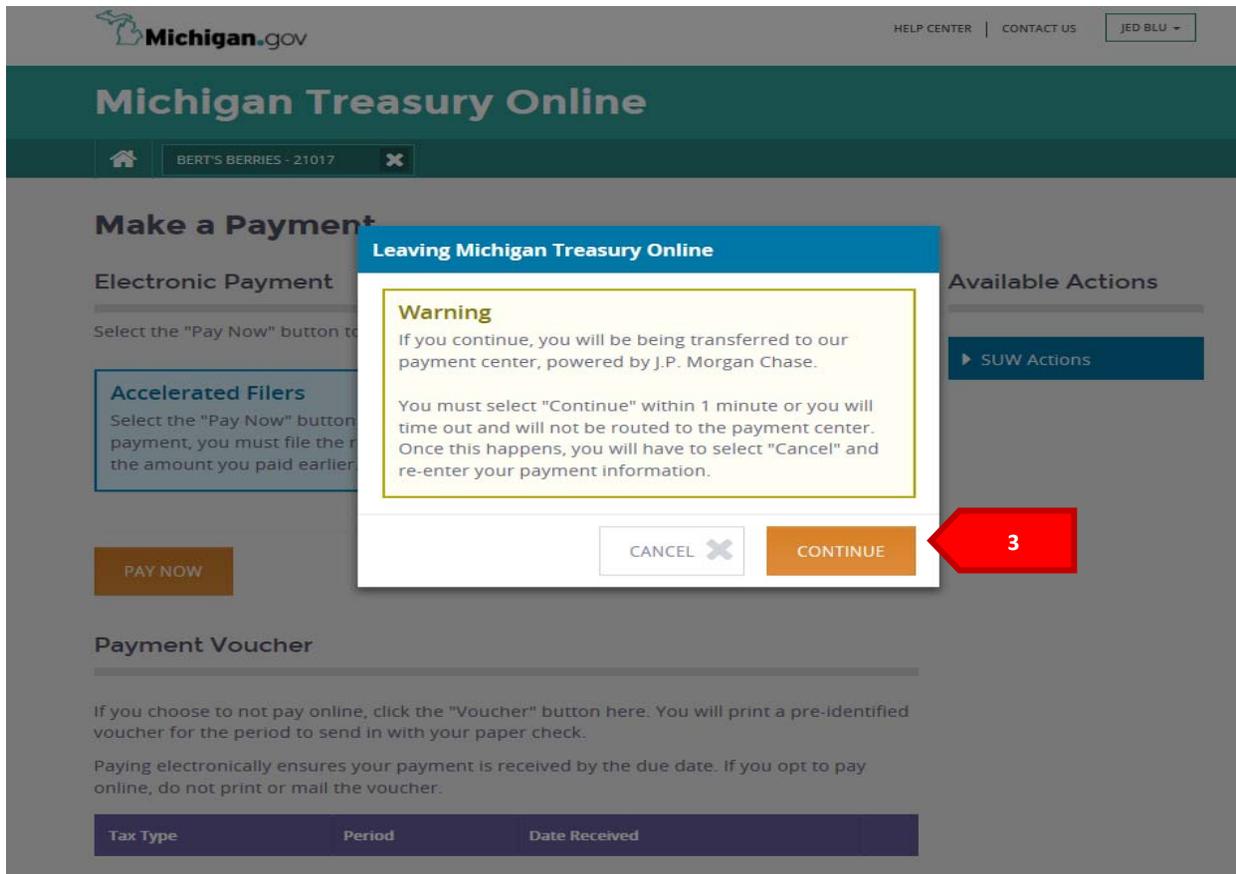
* Payment Type: Month

* Payment Month: January

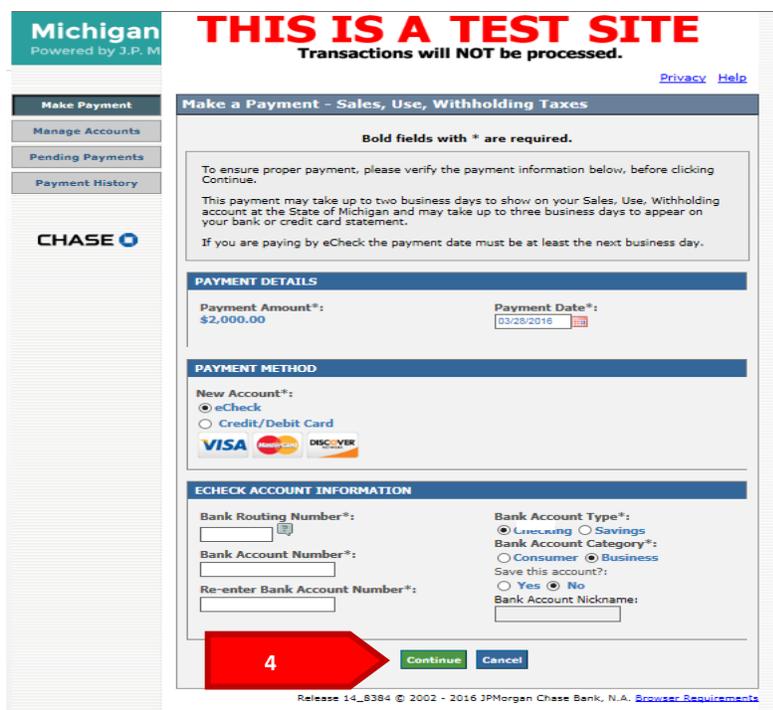
* Payment Year: 2016

CANCEL **PAY**

3. Select "**Continue**" on the Leaving Michigan Treasury Online warning box.



4. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select "**Continue**."



5. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the **“I accept the Terms and Conditions”** checkbox and **“Confirm.”**

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Verify Payment - Sales, Use, Withholding Taxes

Bold fields with * are required.

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

Duplicate Payment Warning
To continue making another new payment, press Confirm.
If you do not want to make another new payment, press Cancel.
Our records show that on Mar-25-2016, you submitted a \$7,360.00 payment for Sales, Use, Withholding Taxes. Your payment date was: Mar-28-2016

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

Your Payment Detail
Payment Amount: **\$2,000.00**
Scheduled Payment Date: **Mar-28-2016**
Amount Due: **\$2,000.00**

Your Account Detail
Bank Routing Number: **02111**
Bank Account Number: **XXXXXXXXXXXXXXXX6789**
Bank Account Type: **Checking**
Bank Account Category: **Business**

E-mail Address*:

Send me an email confirmation:

Enter Last four digits of the FEIN or TR Number*:

Terms And Conditions
PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION
By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.
In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.
PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the Terms and Conditions*:

5

6. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click **“Continue to the Main Menu.”**

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Payment Confirmation - Sales, Use, Withholding Taxes

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.
To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: **XF4BUS000004145**
Confirmation Date (ET): **Mar-25-2016 12:14:39 PM**

Your Payment Detail
Payment Amount: **\$2,000.00**
Scheduled Payment Date: **Mar-28-2016**
Amount Due: **\$2,000.00**

Your Account Detail
Bank Routing Number: **02111**
Bank Account Number: **XXXXXXXXXXXXXXXX6789**
Bank Account Type: **Checking**
Bank Account Category: **Business**

E-mail Address *: **j1234blu@yahoo.com**

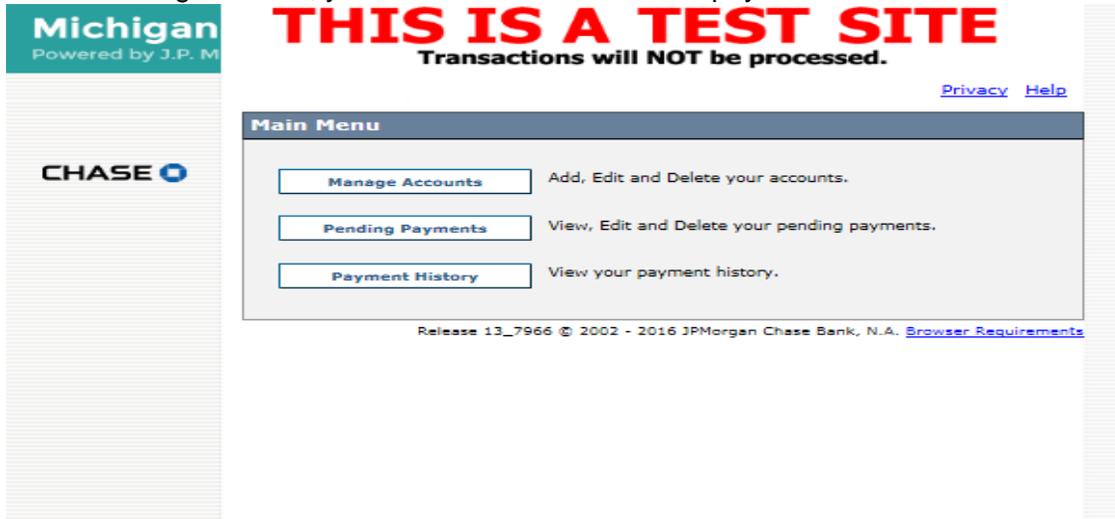
Please keep a record of your Confirmation Number, or [print](#) this page for your records.

6

Select the printer button to print a copy of this page

Release 14_8384 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

7. After selecting continue, you will be routed back to the pay site main menu.



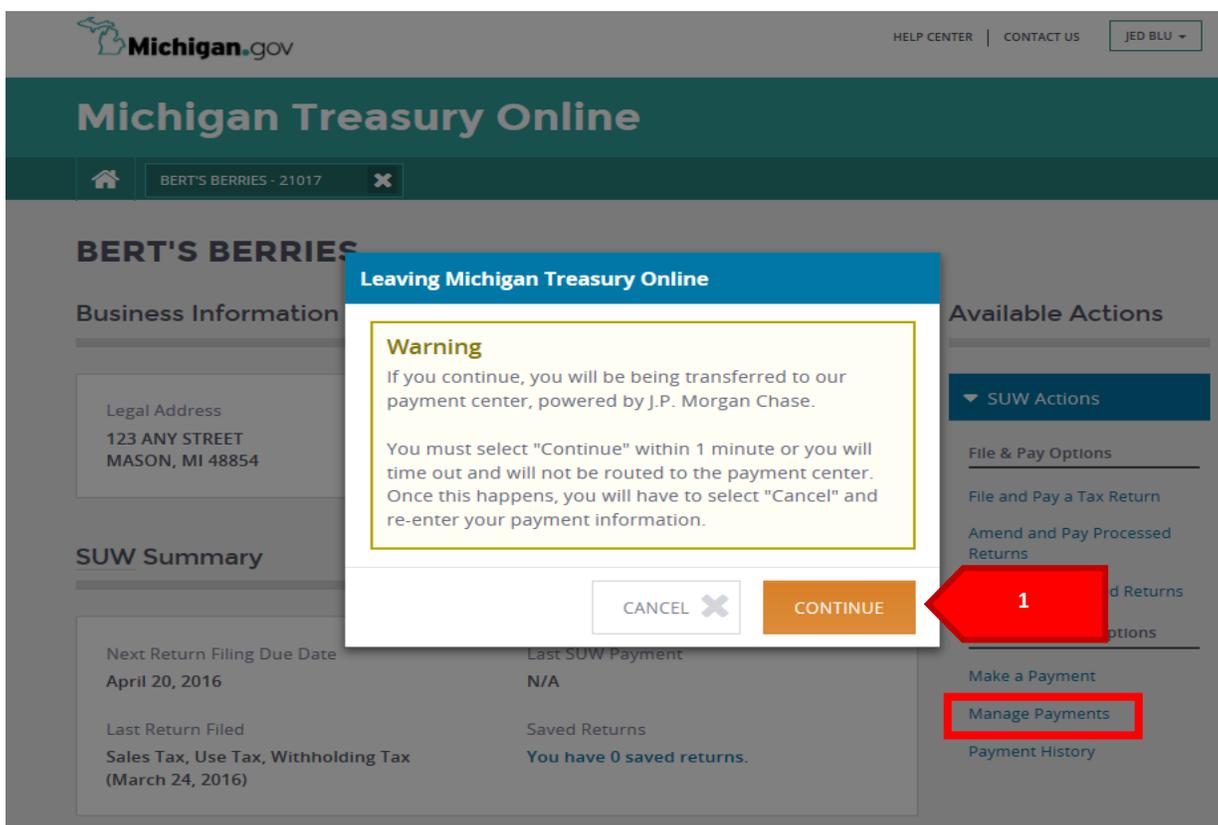
 On this menu you can add, edit, or delete an eCheck and credit/debit card account, view, edit or delete any pending payments and view payment history. The menu options will also be available on the left side of the page after you have selected Manage Accounts, Pending Payments or Payment History.

Manage Payments:

Manage Payments routes the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and view EFT payment history.

Add, Edit, and Delete eCheck Account:

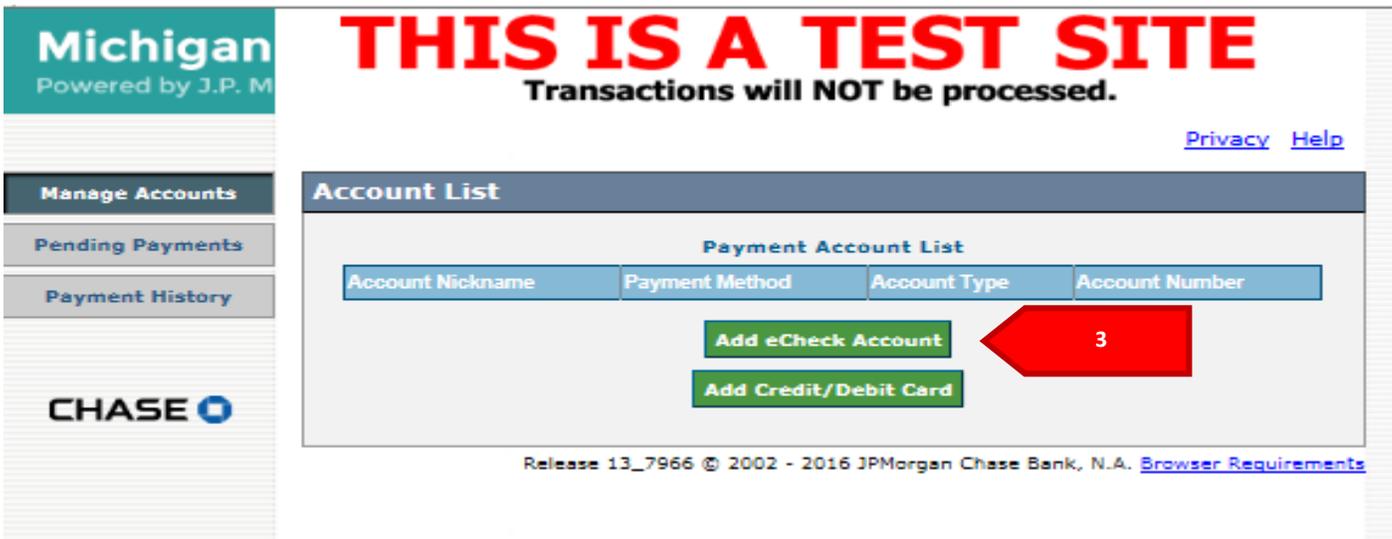
1. Select the “**Manage Payments**” link under the Other Payment Options sub-menu then select “**Continue**” on the Leaving Michigan Treasury Online warning box.



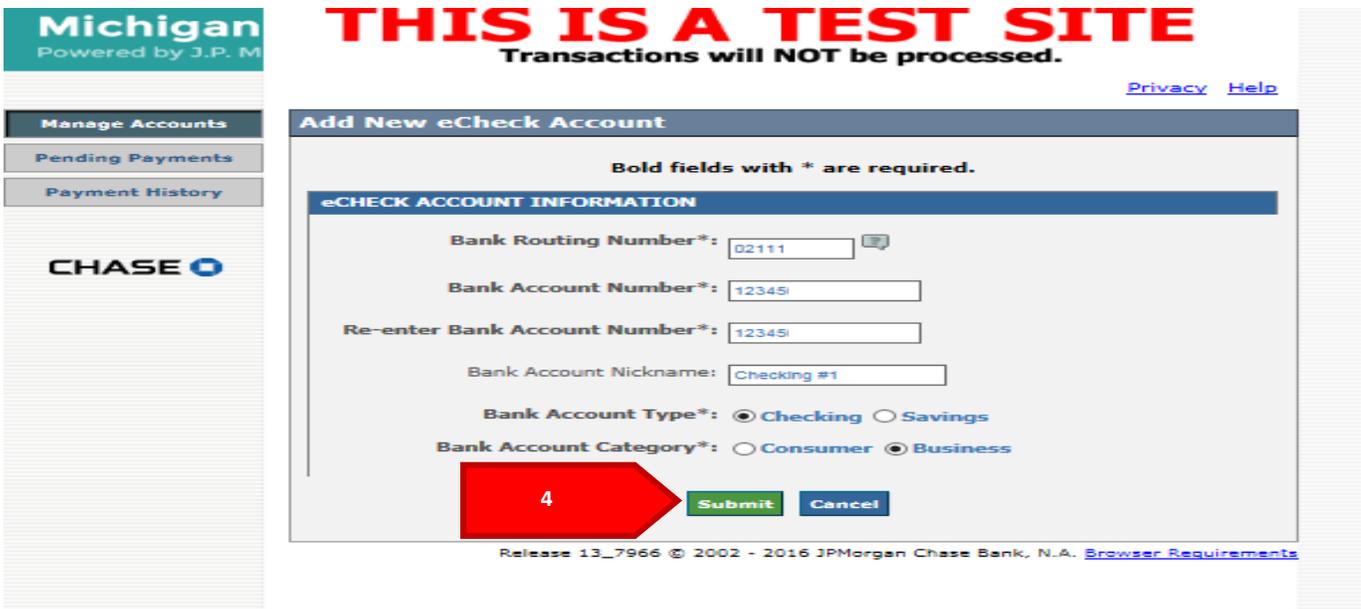
2. You have now been routed to the pay site main menu. Select “**Manage Accounts**” to add, edit or delete an eCheck or credit/debit card account.



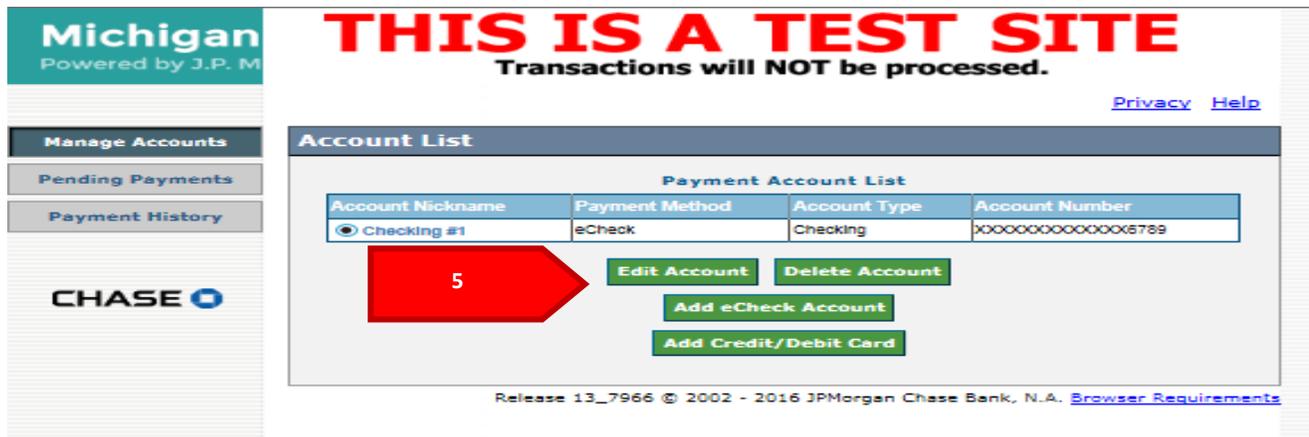
3. Select “**Add eCheck**” Account.



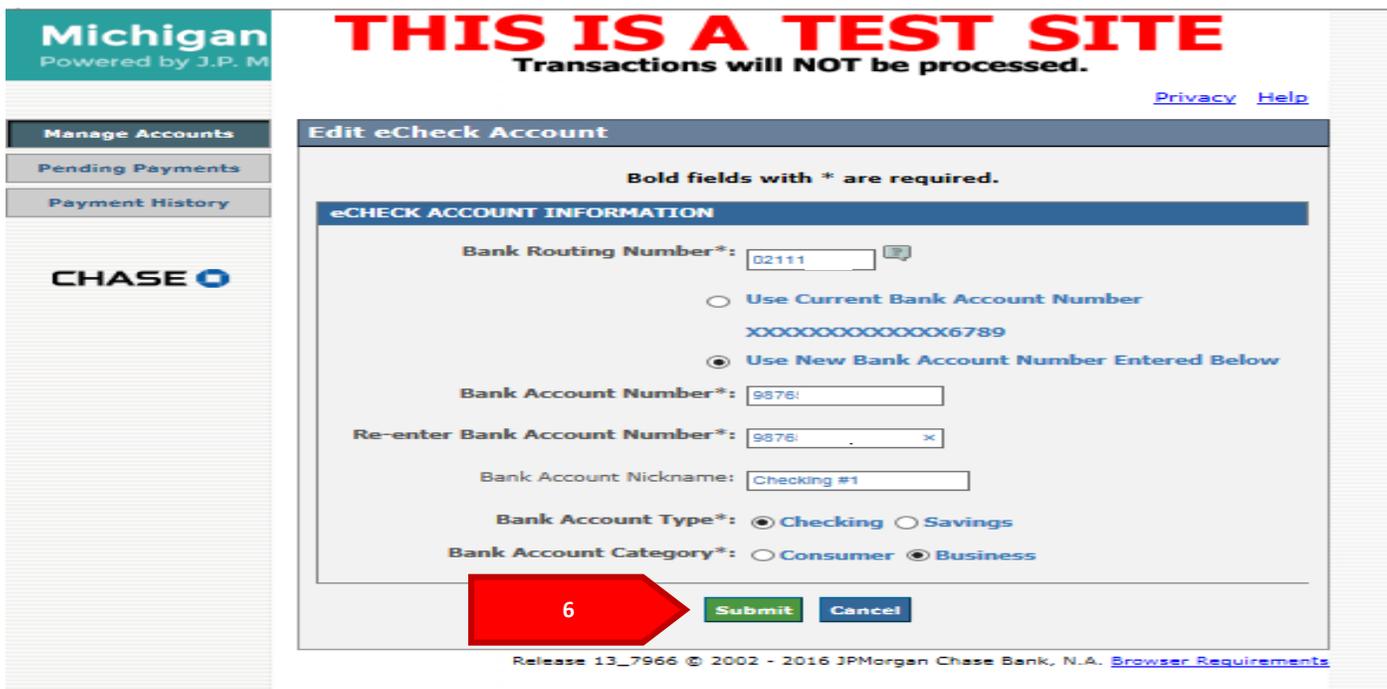
4. Enter the eCheck account routing number, the eCheck account number, select the type of account and select “**Submit**.”



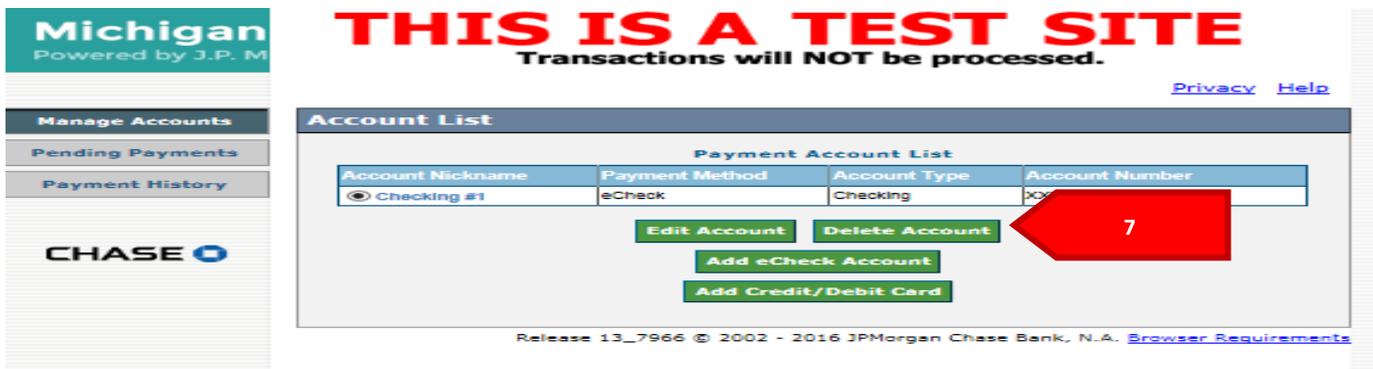
- The new eCheck account has been saved under “Manage Accounts.” A user can also edit or delete this eCheck account. To edit the account, select the radio button next to the eCheck account and select “**Edit Account.**”



- Update the eCheck routing number and/or the eCheck account number as applicable and select “**Submit.**”



- To delete the eCheck account, select the radio button next to the account and then select “**Delete Account.**”



8. Select “Delete Account.”

Michigan
Powered by J.P. M

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#)

Delete eCheck Account

eCHECK ACCOUNT INFORMATION

Bank Account Nickname : **Checking #1**
Bank Routing Number: **02111**
Bank Account Number: **XXXXXXXXXXXXXXXX4321**
Bank Account Type: **Checking**
Bank Account Category: **Business**

8

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

The eCheck account has now been removed and is no longer displayed under “Manage Accounts.”

Michigan
Powered by J.P. M

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#)

Account List

Payment Account List

Account Nickname	Payment Method	Account Type	Account Number
------------------	----------------	--------------	----------------

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

Add, Edit and Delete Credit/Debit Card

1. Select “Add Credit/Debit Card”

Michigan
Powered by J.P. M

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#)

Account List

Payment Account List

Account Nickname	Payment Method	Account Type	Account Number
------------------	----------------	--------------	----------------

1

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

- Enter the Debit/Credit card number, required card information, and address associated with the card and select “**Submit.**”

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Manage Accounts
Pending Payments
Payment History

CHASE

Add New Credit/Debit Card Account

Bold fields with * are required.

CARD ACCOUNT INFORMATION

Card Number*: 4111111111111111
 Card Type*: Visa
 Cardholder Name*: Joe Smith
 Expiration Date*: 12 / 2016
 Card Account Nickname:

CARD BILLING ADDRESS

Use Profile Address as Billing Address
 123 ANY STREET
 MASON, MI 48854-0000
 United States

Use New Billing Address Entered Below

Country*: United States
 Address 1*: 123 ANY STREET
 Address 2:
 City*: MASON
 State*: Michigan
 Zip Code*: 48854 - 0000

2

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

- The new Credit/Debit card has been saved under “Manage Accounts.” A user can also edit or delete this Credit/Debit card account. To edit the account, select the radio button next to the Credit/Debit account and select “**Edit Account.**”

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Manage Accounts
Pending Payments
Payment History

CHASE

Account List

Payment Account List

Account Nickname	Payment Method	Account Type	Account Number
<input checked="" type="radio"/> Visa	Credit/Debit Card	Visa	XXXXXXXXXXXXXXXX1111

3

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

- Update the Credit/Debit card account number and/or the address associated with the Credit/Debit card as applicable and select “**Submit.**”

[Privacy](#) [Help](#)

Manage Accounts

Pending Payments

Payment History

CHASE

Edit Credit/Debit Card Account

Bold fields with * are required.

CARD ACCOUNT INFORMATION

Use Current Card Number
XXXXXXXXXXXXXXXX1111

Use Card Number Entered Below

Card Type*: Visa

Cardholder Name*:

Expiration Date*: 12 / 2016

Card Account Nickname :

CARD BILLING ADDRESS

Use Profile Address as Billing Address
123 ANY STREET
MASON, MI 48854-0000
United States

Use New Billing Address Entered Below

Country*: United States

Address 1*:

Address 2:

City*:

State*: Michigan

Zip Code*: -

4

- The updated Credit/Debit card information has been saved under “Manage Accounts.” To delete the Credit/Debit card, select the radio button next to the Credit/Debit card and then select “**Delete Account**”.

Michigan
Powered by J.P. M

Manage Accounts

Pending Payments

Payment History

CHASE

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#)

Account List

Payment Account List

Account Nickname	Payment Method	Account Type	Account Number
<input checked="" type="radio"/> Visa	Credit/Debit Card	Visa	XXXXXXXXXXXXXXXX1111

5

6. Select "Delete Account."

Michigan
Powered by J.P. M

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#)

Delete Credit/Debit Card Account

CARD ACCOUNT INFORMATION

Card Account Nickname : Visa
Card Number : XXXXXXXXXXXXXXX1111
Card Type : Visa
Cardholder Name : Joe Smith
Expiration Date : Dec-2016

CARD BILLING ADDRESS

Address 1 : 123 ANY STREET
Address 2 :
City : MASON
State : MI
Zip Code : 48854-0000
Country : United States

6

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

The Credit/Debit card account has now been removed and is no longer displayed under "Manage Accounts."

Michigan
Powered by J.P. M

THIS IS A TEST SITE

Transactions will NOT be processed.

[Privacy](#) [Help](#)

Account List

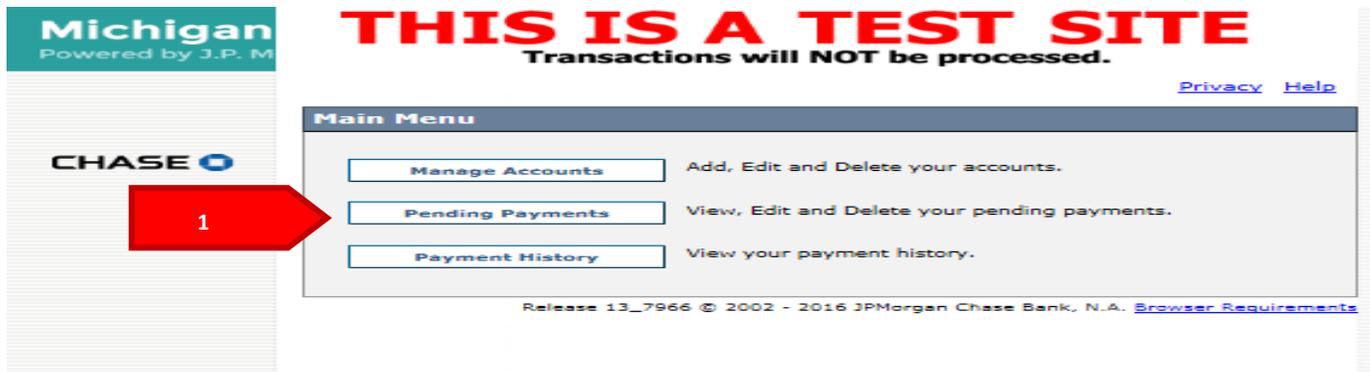
Payment Account List

Account Nickname	Payment Method	Account Type	Account Number
------------------	----------------	--------------	----------------

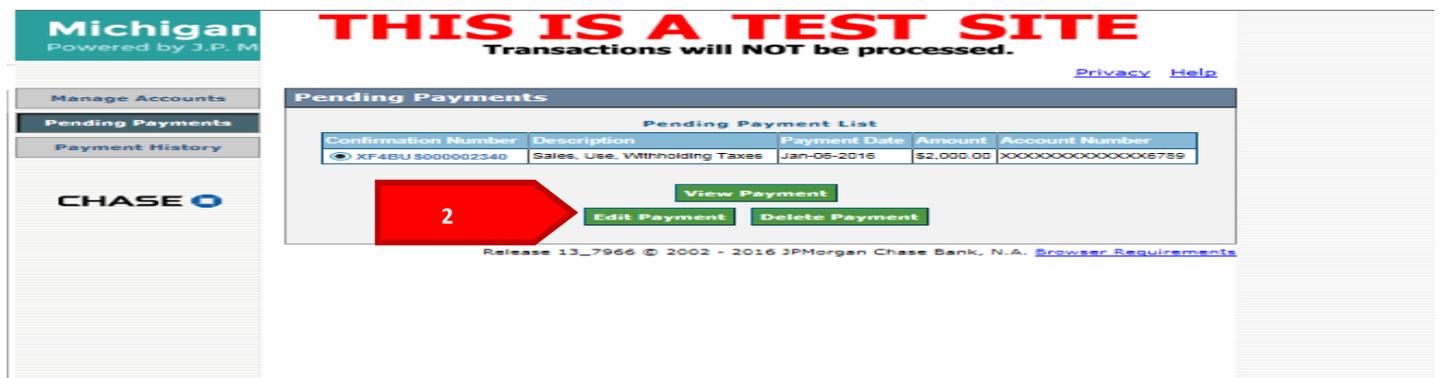
Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

View and Edit Pending Payments

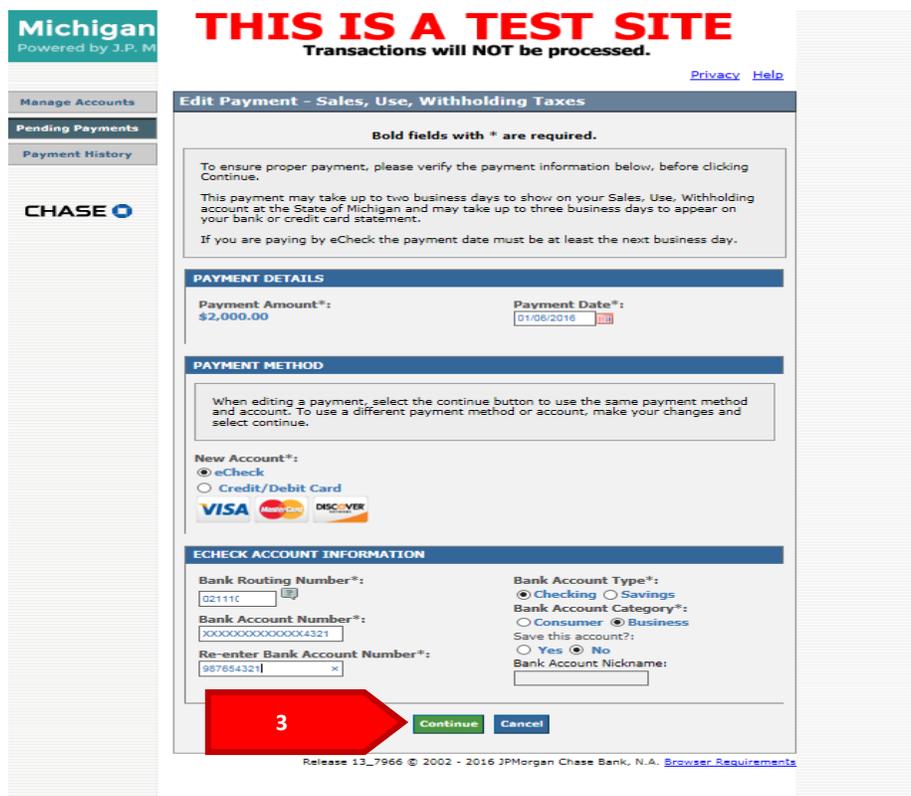
1. To view pending payments, select "**Pending Payments**" within the pay site.



2. Any pending payments will be displayed. A user has the ability to edit and/or delete any payment listed under pending payments. To edit a payment that is pending, select the radio button next to the payment and then select "**Edit Payment.**"



3. Edit the applicable payment information and select "**Continue.**"



- Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the **"I accept the Terms and Conditions"** checkbox and **"Confirm."**

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

Privacy Help

Manage Accounts
Pending Payments
Payment History

CHASE

Verify Payment - Sales, Use, Withholding Taxes

Bold fields with * are required.

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

Your Payment Detail
Payment Amount: **\$2,000.00**
Scheduled Payment Date: **Jan-06-2016**
Amount Due: **\$2,000.00**

Your Account Detail
Bank Routing Number: **02111**
Bank Account Number: **XXXXXXXXXXXX4321**
Bank Account Type: **Checking**
Bank Account Category: **Business**

E-mail Address*: **j1234blu@yahoo.com**

Enter Last four digits of the FEIN or TR Number*: ********

Terms And Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.

In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the Terms and Conditions*:

4 **Confirm** **Cancel**

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

- You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click **"Continue to the Main Menu."**

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

Privacy Help

Manage Accounts
Pending Payments
Payment History

CHASE

Payment Confirmation - Sales, Use, Withholding Taxes

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.
To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: **XF4BUS000002341**
Confirmation Date (ET): **Jan-05-2016 11:07:36 AM**

Your Payment Detail
Payment Amount: **\$2,000.00**
Scheduled Payment Date: **Jan-06-2016**
Amount Due: **\$2,000.00**

Your Account Detail
Bank Routing Number: **021110**
Bank Account Number: **XXXXXXXXXXXX4321**
Bank Account Type: **Checking**
Bank Account Category: **Business**

E-mail Address *: **j1234blu@yahoo.com**

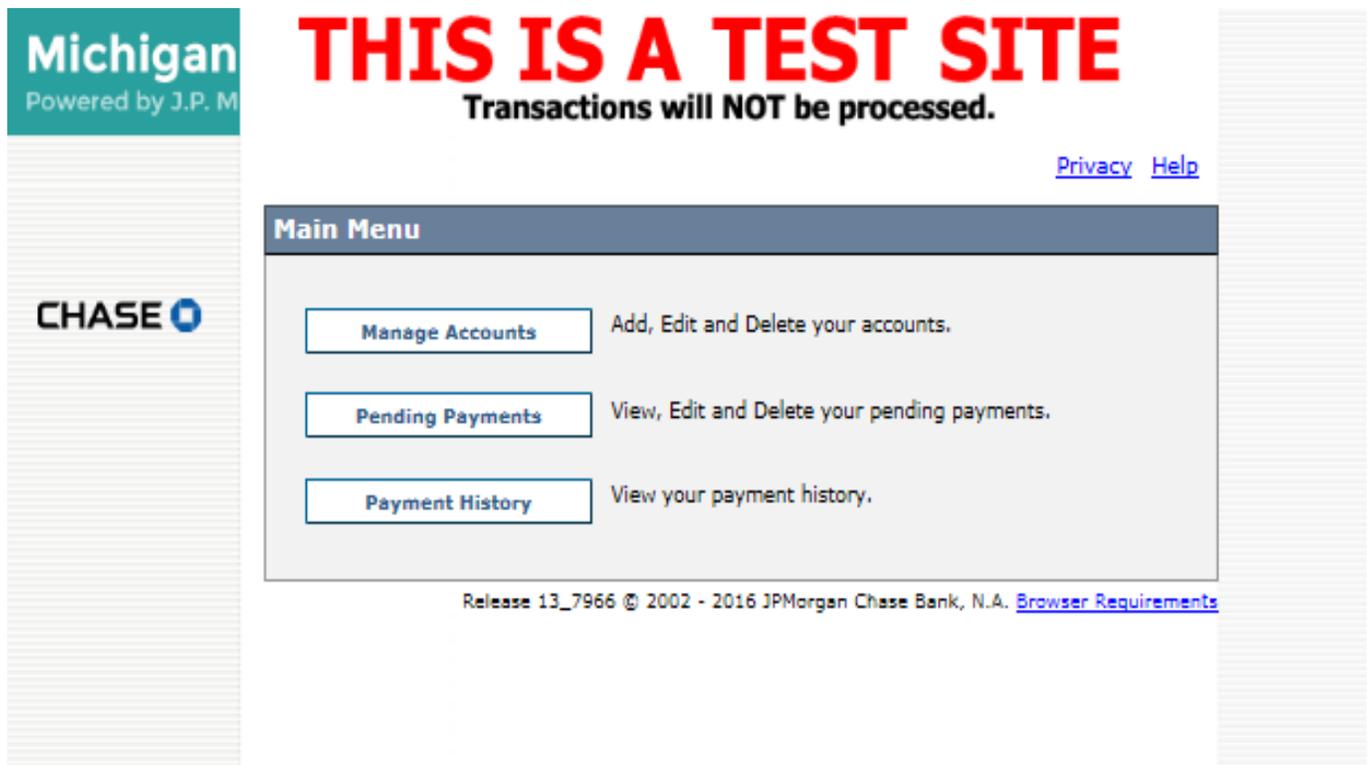
Please keep a record of your Confirmation Number, or [print](#) this page for your records.

5 **Continue to Main Menu**

Select the printer button to print a copy of this page

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

6. After selecting continue, you will be routed back to the pay site main menu.



Delete Pending Payments

1. To delete a payment that is pending, select the radio button next to the payment and then select "Delete Payment."



2. Select "Confirm."



3. Select "Ok."

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Delete Payment Confirmation - Sales, Use, Withholding Taxes

Cancellation Confirmation Number: XF4BUS000002342
Confirmation Number: XF4BUS000002341

Your Payment Detail

Payment Amount: \$2,000.00
Scheduled Payment Date: Jan-06-2016
Amount Due: \$2,000.00
Status: CANCELED

Your Account Detail

Bank Routing Number: 021110607
Bank Account Number: XXXXXXXXXXXXX4321
Bank Account Type: Checking
Bank Account Category: Business

Email Address: j1234blu@yahoo.com

3

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

You will receive a confirmation number indicating your payment has been deleted. A copy of the confirmation number will be emailed to the email listed under your user profile.

View Payment History

1. To view payment history, select "Payment History" on the main menu.

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

CHASE

Main Menu

- Manage Accounts** Add, Edit and Delete your accounts.
- Pending Payments** View, Edit and Delete your pending payments.
- Payment History** View your payment history.

1

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

A list of payments made including payments that have been cancelled will be displayed.

Michigan
Powered by J.P. M

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

CHASE

Payment History

Historical Payment List

Confirmation Number	Description	Payment Date	Amount	Account Number	Status
XF4BU5000002341	Sales, Use, Withholding Taxes	Jan-05-2016	\$2,000.00	XXXXXXXXXXXXXXXX4321	CANCELED
XF4BU5000002339	Sales, Use, Withholding Taxes	Jan-05-2016	\$7,360.00	XXXXXXXXXXXXXXXX8789	SENT
XF4BU5000002063	Sales, Use, Withholding Taxes	Dec-21-2015	\$871.00	XXXXXXXXXXXXXXXX9999	SENT
XF4BU5000002014	Sales, Use, Withholding Taxes	Dec-21-2015	\$15,685.00	XXXXXXXXXXXXXXXX2222	SENT
XF4BU5000002070	Sales, Use, Withholding Taxes	Dec-21-2015	\$871.00	XXXXXXXXXXXXXXXX3333	SENT

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

To return to MTO, close the pay site by selecting the "Exit" button,



Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO. The website can be accessed here: www.michigan.gov/mtobusiness.