



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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NOTICE TO TOBACCO TAX LICENSEES

August 2018

The Michigan Motor Fuel and Tobacco Tax System (MiMATS) – Treasury’s new Tobacco tax processing system – was implemented on **July 30, 2018**. The system launch was a success and many licensees have already logged in and are ready to file. The **July 2018** returns are due in the new system by **August 20, 2018**. If you have not logged in to MiMATS yet, here are a few items to keep in mind.

Any employee or third party needing access to MiMATS to file or pay returns must get authorization from an owner listed on the license application. There are two ways to obtain authorization from an owner:

1. *Authorized Representative Declaration (Power of Attorney) (Form 151)*
 - a. Go to **michigan.gov/tobaccotaxes**
 - b. Click the “Forms and Instructions” tab
 - c. Fill out Form 151 (Power of Attorney)
 - d. Get a signature from an Owner listed on the license application
 - e. Go to the **e-Services – MiMATS** link at **michigan.gov/tobaccotaxes** and create a Logon
 - f. Once logged in, **select**:
 - More**
 - Access an Existing Account.**
 - g. Enter the **FEIN** number of the business you would like to gain access to. **Select**:
 - I am a Third Party / Employee**
 - NEXT.**
 - No** for the question “Are you attempting to gain access to a business or individual to pay a tobacco enforcement assessment?”
 - NEXT**
 - Attach Form 151**
 - Add** and attach the signed Form 151.
 - SAVE**
 - NEXT**
 - SUBMIT**
 - h. Once Form 151 is reviewed and approved by Treasury, you will receive an e-mail with instructions.

2. *Request Access from Owner*

a. Go to the **e-Services – MiMATS** link at **michigan.gov/tobaccotaxes** and create a Logon

b. Once logged in, **select**:

More

Access an Existing Account.

c. Enter the **FEIN** number of the business you would like to gain access to. **Select**:

I am a Third Party / Employee

NEXT

No for the question “Are you attempting to gain access to a business or individual to pay a tobacco enforcement assessment?”

NEXT

Request Access from Owner

NEXT

SUBMIT

You will receive an e-mail once access is approved by the Owner.

Note: The Owner MUST have already logged in to MiMATS in order to receive and approve your request.

If you are planning to use the XML format to submit your returns, you must receive approval by sending in a successful test file. Please send your request for this test to treas_tobaccotaxes@michigan.gov. Treasury will e-mail you instructions for sending in a secure test file. It is recommended you follow this same test process for Excel file submission as well.

Answers to questions regarding the Excel Spreadsheet, XML formats, Logon Instructions, FAQ’s, and other helpful information can be found on the “What’s New” tab at **michigan.gov/tobaccotaxes** or by contacting the Tobacco Tax Unit at 517-636-4630.