STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

NOTICE TO TOBACCO TAX LICENSEES

August 13, 2018

The Michigan Motor Fuel and Tobacco Tax System (MiMATS) – Treasury's new Tobacco tax processing system – was implemented on **July 30, 2018**. The **July 2018** returns are due in the new system by **August 20, 2018**. If you have not logged in to MiMATS yet, please click the e-Services MiMATS tab at **michigan.gov/tobaccotaxes** and create your username and password. MiMATS is a convenient and secure way to apply for licenses, file and pay your Tobacco tax return and view correspondence.

Please refer to the "What's New – MiMATS" tab at **michigan.gov/tobaccotaxes** for previous communications that include Logon instructions, getting authorization for access from business owners, processing power of attorney forms and submitting Excel and/or XML return files.

How to Pay in MiMATS
MiMATS provides an opportunity to File and Pay in the same system. Following are a few basic instructions on how to make a payment.

After you have established a logon and have access to existing account(s), you will want to:
- **Manage Bank Information** in the "I Want To" section – *Click here to enter your bank account information. If you complete this section, you will not have to re-enter your bank information for every payment.*

After you have added a bank account, you can make a payment.
- **Make a payment** in the "I Want To" section. Select **Payment Type – Choose one of the following**
  o *Customer Payment* – Will pay the outstanding balance on all accounts for this customer (Returns, Assessments, Collections, etc.)
  o *Account Payment* – Will pay the outstanding balance for the account displayed (Returns, Assessments, Collections, etc.)
  o *Return Payment* – Will pay the outstanding balance on the account and period displayed. The balance reflected may not include outstanding penalty and interest owed. This is the only payment type that will allow partial payments.
- **Account** – Click appropriate account
- **Period** – Click appropriate period
- **YES – "**Pay Balance of" if you want to pay the entire account balance

- **NO – "**Pay Balance of" if you want to make a partial payment. Partial payments must be done as a Return Payment type.
- **Amount –** Enter amount of payment
- **Confirm Amount –** Enter amount of payment

Answers to questions regarding the Excel Spreadsheet, XML formats, Logon Instructions, FAQs, 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.