

MTO Learning Series

Registration Tax Service: Letters and Licenses

Disclaimer

This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at michigan.gov/taxes.

log in to MTO

mto.treasury.michigan.gov

On the left side of the screen,
enter your personal credentials
to log in to MTO.

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.**

Log In (Existing MTO User)

* Required

* Username

[Forgot Username?](#)

doej1234

* Password

[Forgot Password?](#)

••••••••

* [End User Agreement](#)

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!

select the *Registration Tax Service* from the homepage

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

locate your business on the Dashboard and click the business' name

Michigan Treasury Online



Manage Business Registration


Welcome to the Manage Business Registration Dashboard. Create a relationship between your user profile and a Michigan registered business in order to update and access privileged account information. Once the relationship is established, click the business' name to continue. For information on registration and MTO navigation instructions, visit the [MTO Business Website](#) .

Your Businesses



Create a New Relationship

Phantom of the Treasury

Account Number 21 

Access Rights REG



the business summary page

overview and starting point of your business interactions with Treasury

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 dropdown menu showing 'Phantom of the Treasury - 21'. The main content area is titled 'Phantom of the Treasury' and is divided into two columns. The left column is titled 'Business Information' and contains two sections. The first section shows 'Legal Address' and 'FEIN' with redacted values. The second section shows 'Business Phone Number' and 'Registered Tax Types' which includes 'Sales Tax, Use Tax (Sales & Rentals), Withholding Tax'. The right column is titled 'Registration Actions' and contains three items: 'Available Actions', 'Letters and Licenses', and 'Licenses'. At the bottom of the page, there is a section titled 'Other Access Rights' with a button labeled 'Sales, Use and Withholding Tax'.

Michigan Treasury Online

Phantom of the Treasury - 21

Phantom of the Treasury

Business Information

Legal Address	FEIN
[Redacted]	21 [Redacted]

Business Phone Number	Registered Tax Types
	Sales Tax, Use Tax (Sales & Rentals), Withholding Tax

Registration Actions

- ▶ Available Actions
- ▼ Letters and Licenses
 - Letters
 - Licenses

Other Access Rights

Sales, Use and Withholding Tax

Registration Summary

- overview of Treasury registration information

Registration Actions

- MTO functions allowing you to view and update Registration information.
- This training document focuses on retrieving Treasury issued correspondence and/or your sales tax license.

Other Access Rights

- If you have connected to this business through a different Tax Service, jump to that Tax Service's business summary page without needing to return to the homepage.

Letters and Licenses

IN 2 EASY STEPS

Step 1: Registration Actions – Letters

Michigan Treasury Online



Phantom of the Treasury - 21



Letters

Displayed are all correspondences issued by Treasury regarding business tax registration. If you have questions or concerns, call customer contact at 517-636-6925.

Registration Letters

Type	Date Sent	View PDF
MTO Access Code Correspondence	March 8, 20	VIEW PDF
MTO Manage Business Access Letter	March 12, 20	VIEW PDF
MTO Manage Business Access Letter	March 13, 20	VIEW PDF

Registration Actions

▶ Available Actions

▼ Letters and Licenses

Letters

Licenses

- access Treasury issued correspondence related to the business' registration
- available on MTO immediately; even if you have not received the letter in the mail yet.
- tax years 2015 and beyond on MTO

Access a letter by clicking the **VIEW PDF** button.

letter example

Michigan Department of Treasury
4977 (Rev. 09-15)

Michigan Treasury Online Manage Business Taxes Account Access

Michigan Department of Treasury
Business Tax Section
PO Box 30427
Lansing, MI 48909
www.michigan.gov/taxes

PHANTOM OF THE TREASURY
[REDACTED]

Notice Date: December 26, 20[REDACTED]
Account Number: 21-[REDACTED]
Refer To: Business Tax
Phone: (517) 636-6925

This letter is being sent as notification regarding access for your business on Michigan Treasury Online (MTO). The following user has established Manage Business rights to your business on MTO.

Username: [REDACTED]

Name of User: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Manage Registration Information access allows the user the authority to update and change the business registration information. If you feel that this access has been granted in error or you do not want the user to have access rights to your business information in MTO, you can remove them using the "Manage Delegates" option within your personal MTO account. If you do not have an MTO Account please visit <https://mto.treasury.michigan.gov/> to sign up.

The letter image will open in a new web browser window or tab in PDF format.

Step 2: Registration Actions – Licenses

Michigan Treasury Online



Phantom of the Treasury - 21



Licenses

Displayed are licenses issued by Treasury to this business. For questions related to Treasury licenses, contact Registration at 517-636-6925.

Registered Licenses

Type	Date Sent	View PDF
Sales Tax License Correspondence	November 22, 20	VIEW PDF
Sales Tax License Correspondence	November 28, 20	VIEW PDF
Sales Tax License Correspondence	January 16, 20	VIEW PDF

Registration Actions

▶ Available Actions

▼ Letters and Licenses

Letters

Licenses

- access the business' sales tax license for tax years 2015 and beyond
- must be displayed in your retail location or be available upon request
- no longer mailed

Access a letter by clicking the **VIEW PDF** button.

license example

Michigan Department of Treasury
164 (Rev. 4-06)

Sales Tax Registration Notice

PHANTOM OF THE TREASURY
[REDACTED]

Your annual
return is due
February 28

Below is your Sales Tax License. This license should be displayed in your place of business.

Treasury uses your Federal Employer Identification Number (FEIN) as your sales tax account number whenever possible. If you do not have an FEIN, Treasury has assigned you a 9 character account number beginning with "TR" and followed by a 7-digit number.

You should notify the Michigan Department of Treasury of changes to your business ownership, business address or federal employer number. You can complete these changes using Michigan Treasury Online (MTO) by visiting www.michigan.gov/mtobusiness. You can access your existing MTO account or you will need to register your business to begin using Treasury's electronic services.

Effective with the mailing of this license, Treasury will no longer mail multiple licenses for businesses with more than one location. You may photocopy the license below as needed, or you may access your MTO account to print additional copies.

Note: The expiration date for the sales tax license is changed to December 31 and coincides with the calendar year it is issued for.

CUT ALONG THIS LINE

164 (Rev. 4-06)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

PHANTOM OF THE TREASURY
[REDACTED]

Sales Tax
License

ACCOUNT NUMBER
21-[REDACTED]

EXPIRATION DATE
Dec 31, 20[REDACTED]

The license image will open in a new web browser window or tab in PDF format.



Michigan Department of

TREASURY