MTO Learning Series

Registration Tax Service: Letters and Licenses

Disclaimer

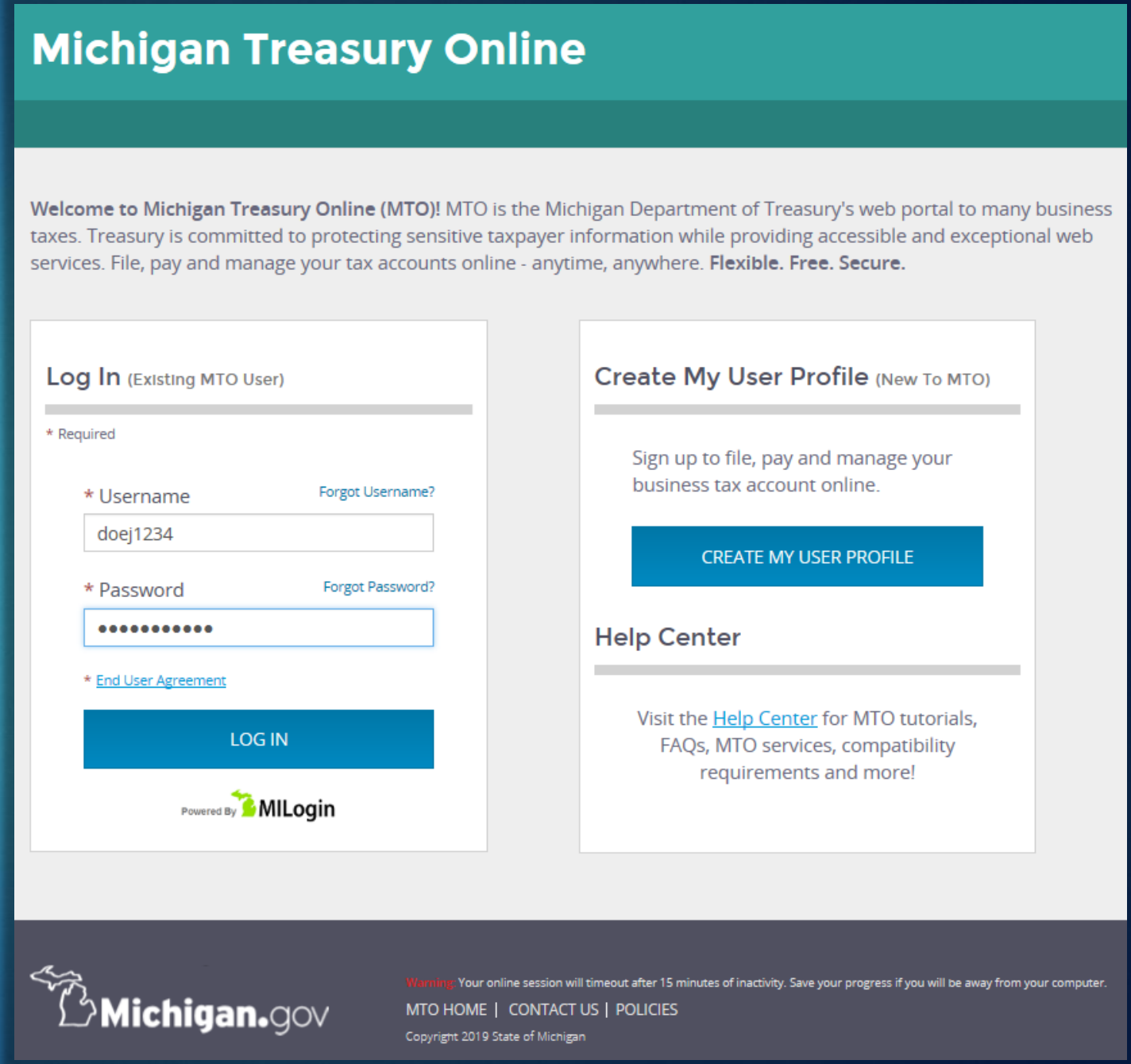
This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

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**.

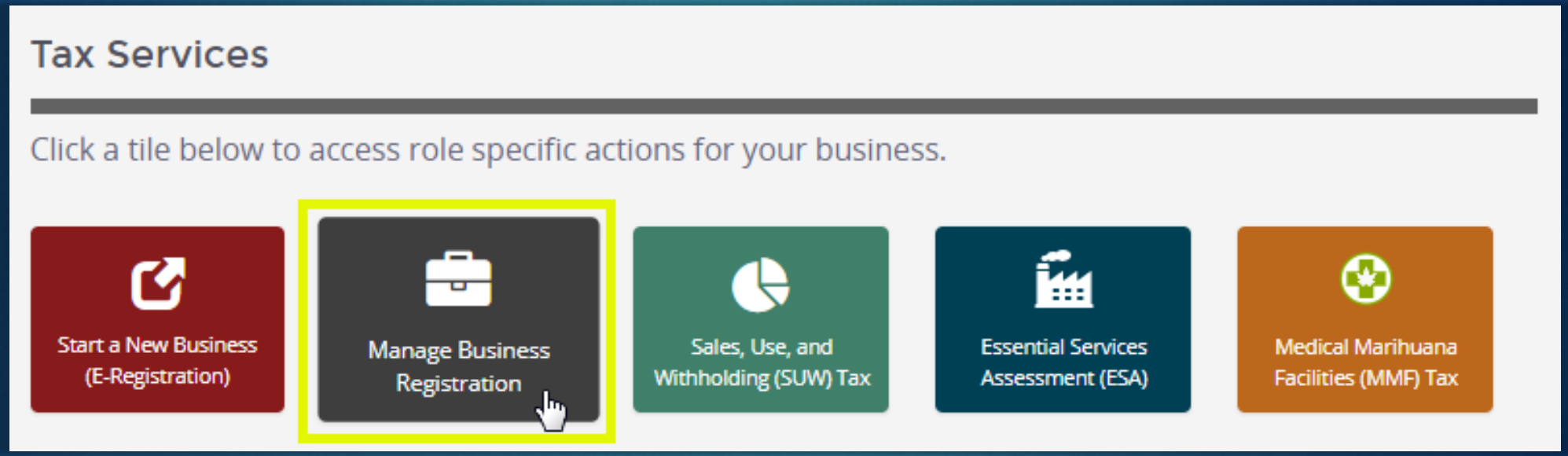
log in to MTO

mto.treasury.michigan.gov

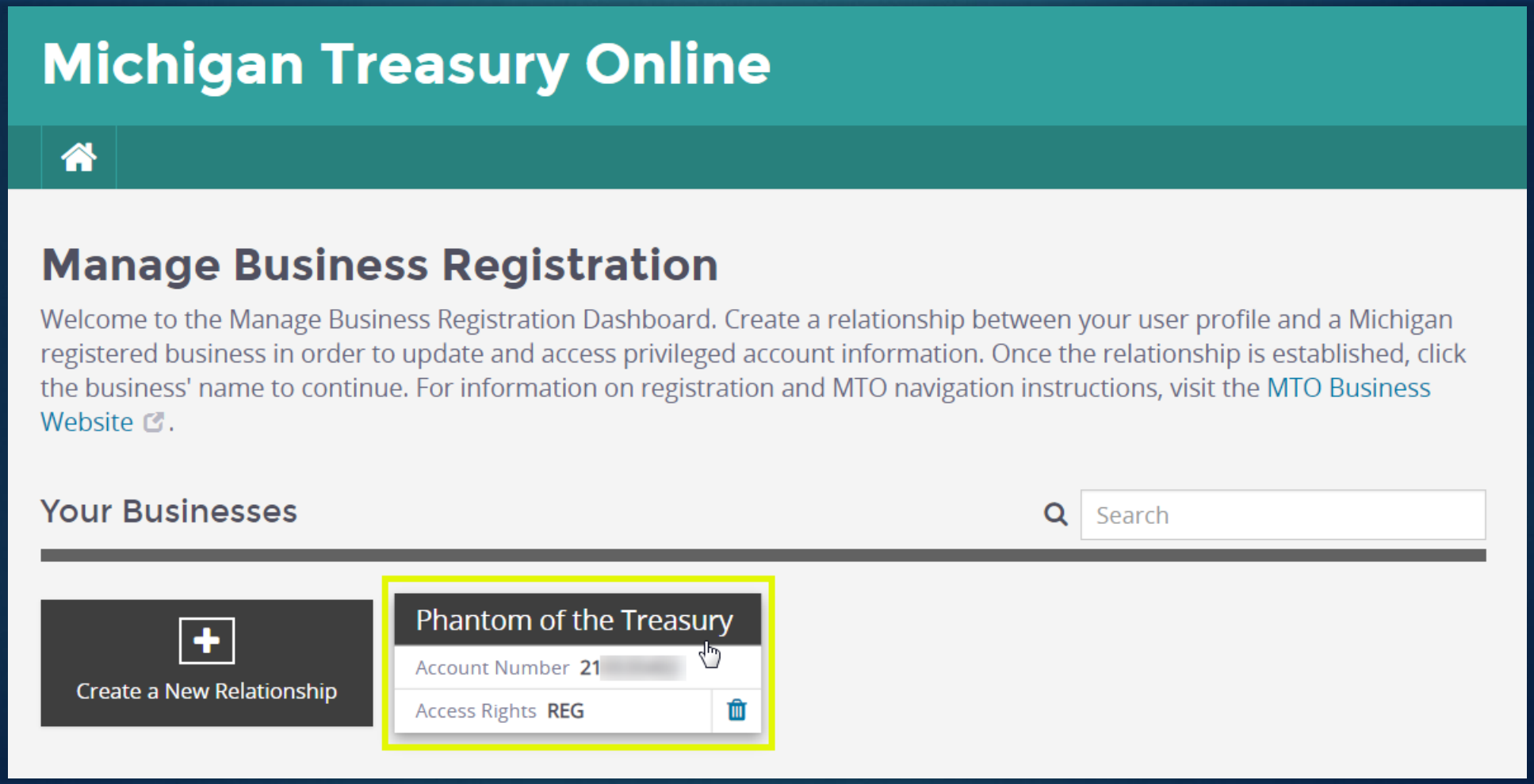
On the left side of the screen, enter your personal credentials to log in to MTO.



select the *Registration* Tax Service from the homepage

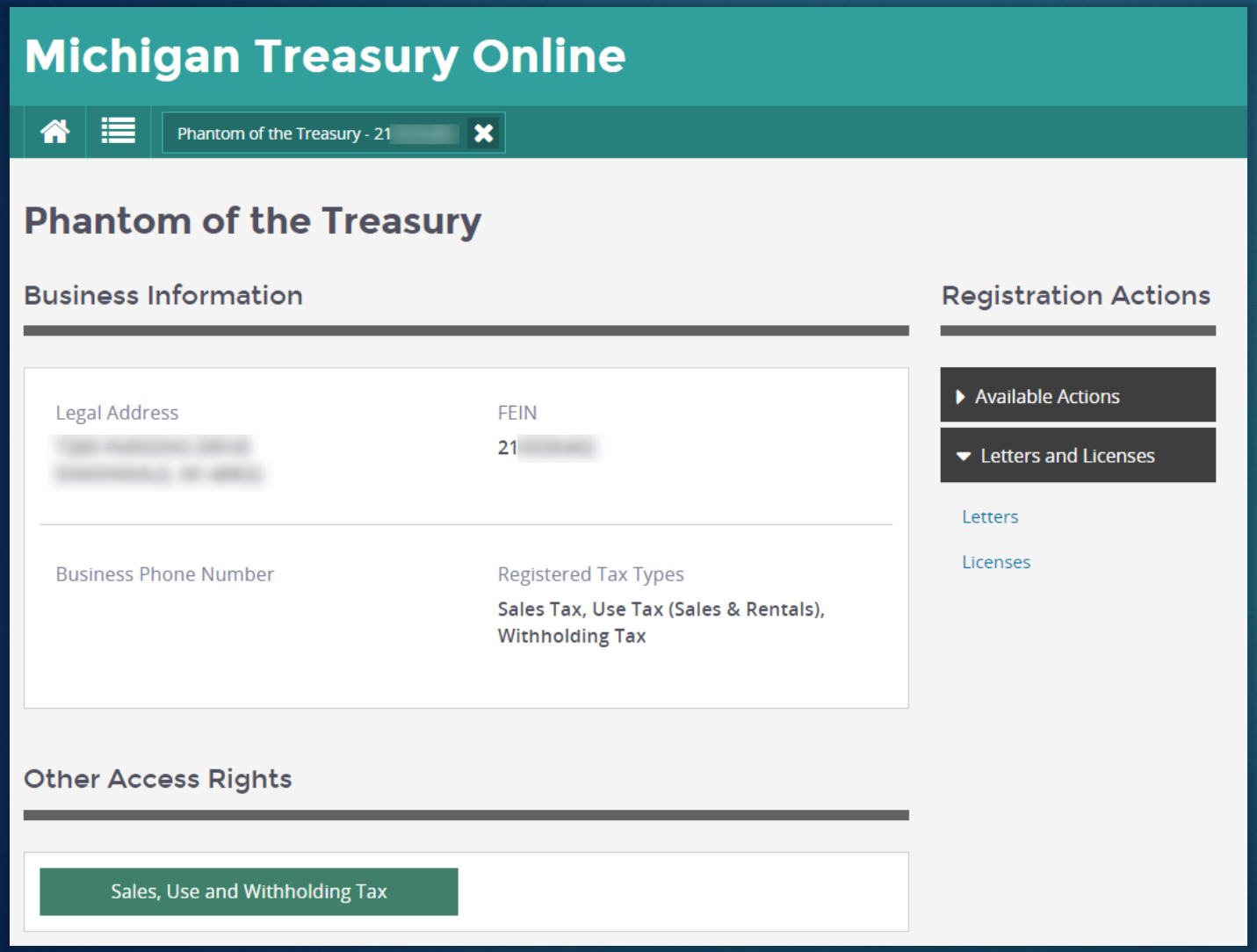


locate your business on the Dashboard and click the business' name



the business summary page

overview and starting point of your business interactions with Treasury



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

Notice Date: December 26, 20
Account Number: 21-
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:		Name of User:	
Phone:		Email:	

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

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

Sales Tax License

PHANTOM OF THE TREASURY

ACCOUNT NUMBER
21-

EXPIRATION DATE
Dec 31, 20

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

Michigan Department of

TREASURY