MTO Learning Series

SUW Tax Service: File (and pay) monthly or quarterly tax return

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**.

How often do you need to file?

- monthly, quarterly or annually
  - We call this your "**filing frequency**".
  - monthly or quarterly
    - due 20th of the month following the tax period
    - also file the annual return to reconcile the returns filed throughout the year
  - annually
    - annual return due February 28th of the following year
  - **determined by Treasury**
    - unable to change, even if you want to file more often
    - reviewed yearly for update; we notify you in writing if changed

your filing frequency

- applies to your registered SUW taxes:
  - sales tax
  - use tax on sales and rentals
  - withholding tax
- use tax on purchases
  - available on every tax return
  - report and pay when you have the liability
- each tax period you must:
  - report all registered taxes
  - even if you owe nothing; report zero
- tax return basics:
  - SUW taxes are reported on a combined return
  - send 1 tax return reporting all taxes or send multiple tax returns reporting taxes separately (if needed)

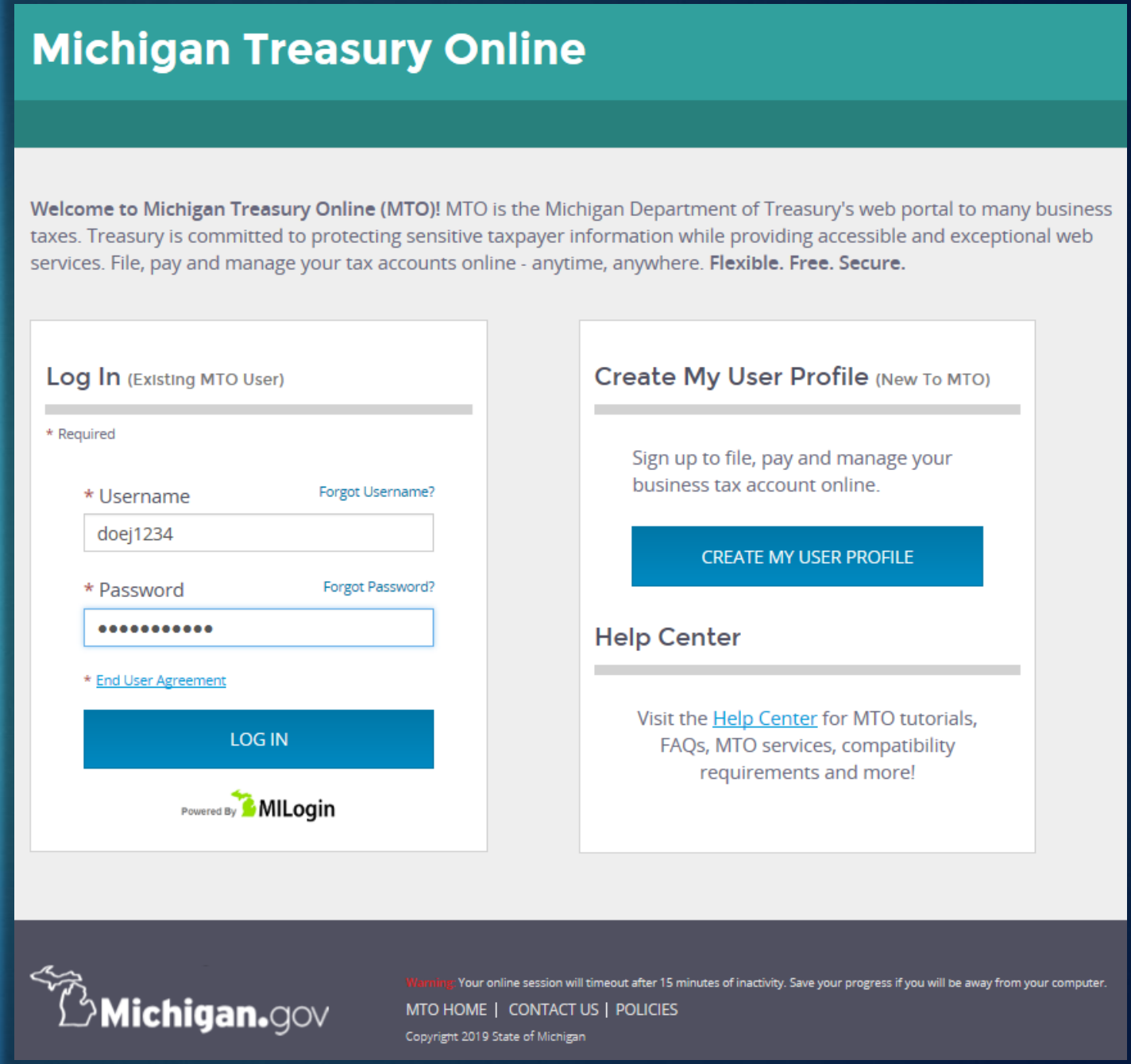
How often do you need to pay?

- **no later than your return due date** to avoid penalty, interest, and losing sales and use tax discounts
- **You may pay as often as you like**.
  see the MTO Learning Series: ***How to pay before your tax return is due*** tutorial.
- sending your payment:
  - via MTO before, with, or after your tax return is filed
  - mail before or after your tax return is filed with a payment voucher (Form 5094)
  - mail with the initial filing of your tax return
- payment timeliness:
  - **electronic funds transfer (EFT) via MTO**
    earliest payment date = next business day
    if scheduled before 8:00 p.m. EST
  - **mail check or money order**:
    accepted as timely based on postmark
    You must be able to prove timely postmark - Treasury is unable to retain envelope images.

log in to MTO

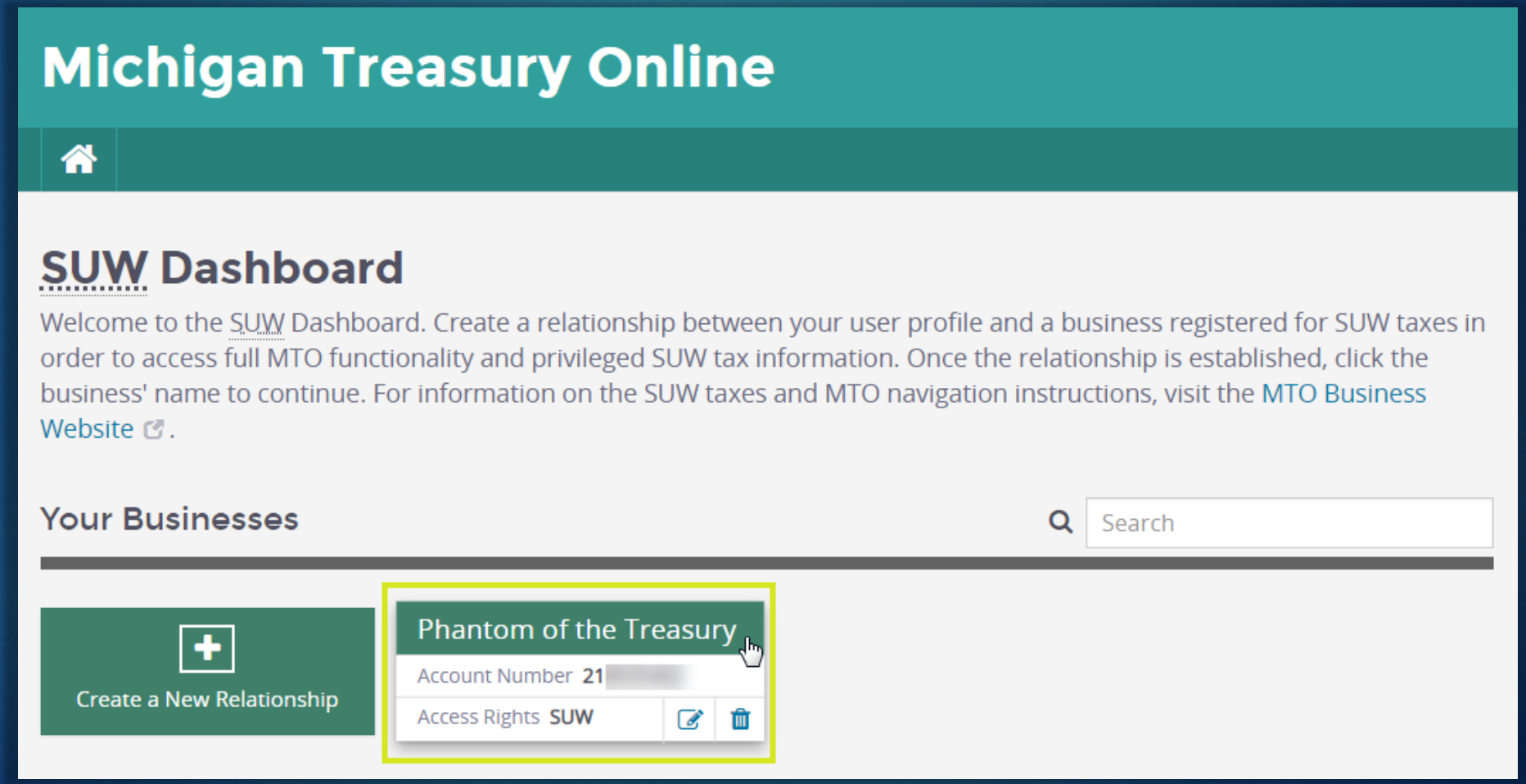
mto.treasury.michigan.gov

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



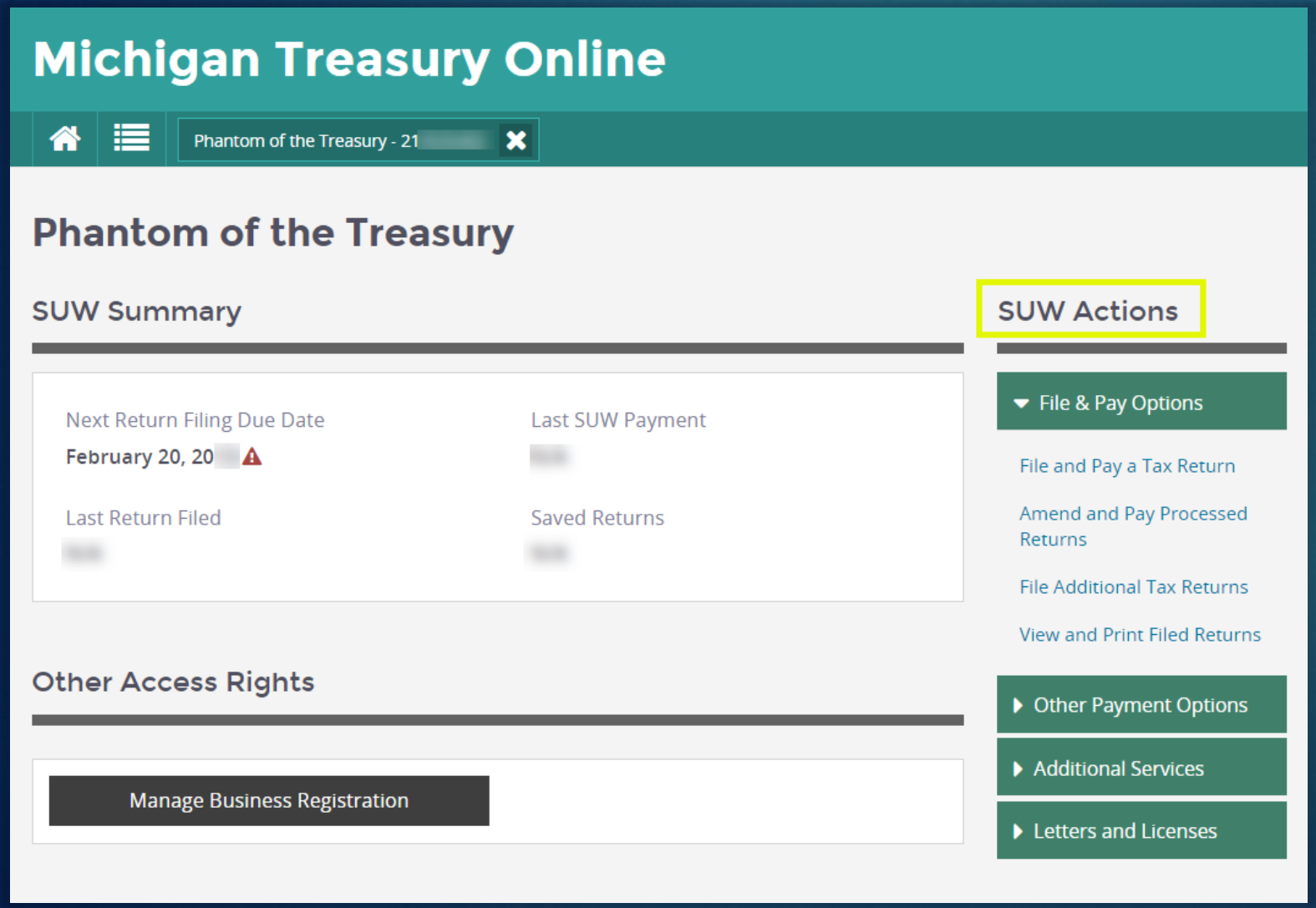
select the Sales, Use and Withholding (*SUW*) Tax Service from the homepage

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



SUW Summary

- snapshot of SUW filing information

SUW Actions

- MTO functions allowing you to send and view SUW tax information.
- This training document focuses on the following *SUW Actions*:
  - ***File and Pay a Tax Return***
  - ***File Additional Tax Returns***

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.

file and pay a monthly or quarterly tax return

IN 6 EASY STEPS

Step 1: locate and select your tax period

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File and Pay a Tax Return

Displayed are the required sales, use and withholding (SUW) tax returns for this business. Because SUW taxes are reported on a combined form, only one tax return is needed per tax period based on the business' filing frequency.

You can make payments on previously filed returns or prepay a return obligation using the "Make a Payment" link under SUW Actions or via Fast Pay on the MTO home page.

Required Returns

Tax Type	Period	Due Date	
SUW	Monthly - Jan 20	02/20/20	FILE RETURN
SUW	Monthly - Feb 20	03/20/20	FILE RETURN
SUW	Monthly - March 20	04/20/20	FILE RETURN
SUW	Monthly - April 20	05/20/20	FILE RETURN
SUW	Monthly - May 20	06/20/20	FILE RETURN
SUW	Monthly - June 20	07/20/20	FILE RETURN
SUW	Monthly - July 20	08/20/20	FILE RETURN
SUW	Monthly - Aug 20	09/20/20	FILE RETURN
SUW	Monthly - Sep 20	10/20/20	FILE RETURN
SUW	Monthly - Oct 20	11/20/20	FILE RETURN
SUW	Monthly - Nov 20	12/20/20	FILE RETURN
SUW	Monthly - Dec 20	01/20/20	FILE RETURN
SUW	Annual - 20	02/28/20	FILE RETURN

SUW Actions

- File & Pay Options
  - File and Pay a Tax Return
  - Amend and Pay Processed Returns
  - File Additional Tax Returns
  - View and Print Filed Returns
- Other Payment Options
- Additional Services
- Letters and Licenses

Required Returns table

- a list of outstanding tax returns the business is required to file
- After all taxes are reported, the tax period is removed from the table.

Tax Type

- The business' registered sales, use (sales and rentals), and withholding taxes that you are connected to on MTO **and** have not been reported for the tax period.
- To update, see the MTO Learning Series: ***Change tax information you see on MTO*** tutorial.

Period

- tax period
- how often you need to file (monthly, quarterly, annual)

Due Date + Red and Yellow indicators

- due date applies to the tax return and payments
- yellow symbol = tax return is due soon
- red symbol = tax return is past due

Click ***File Return*** to access the electronic form.

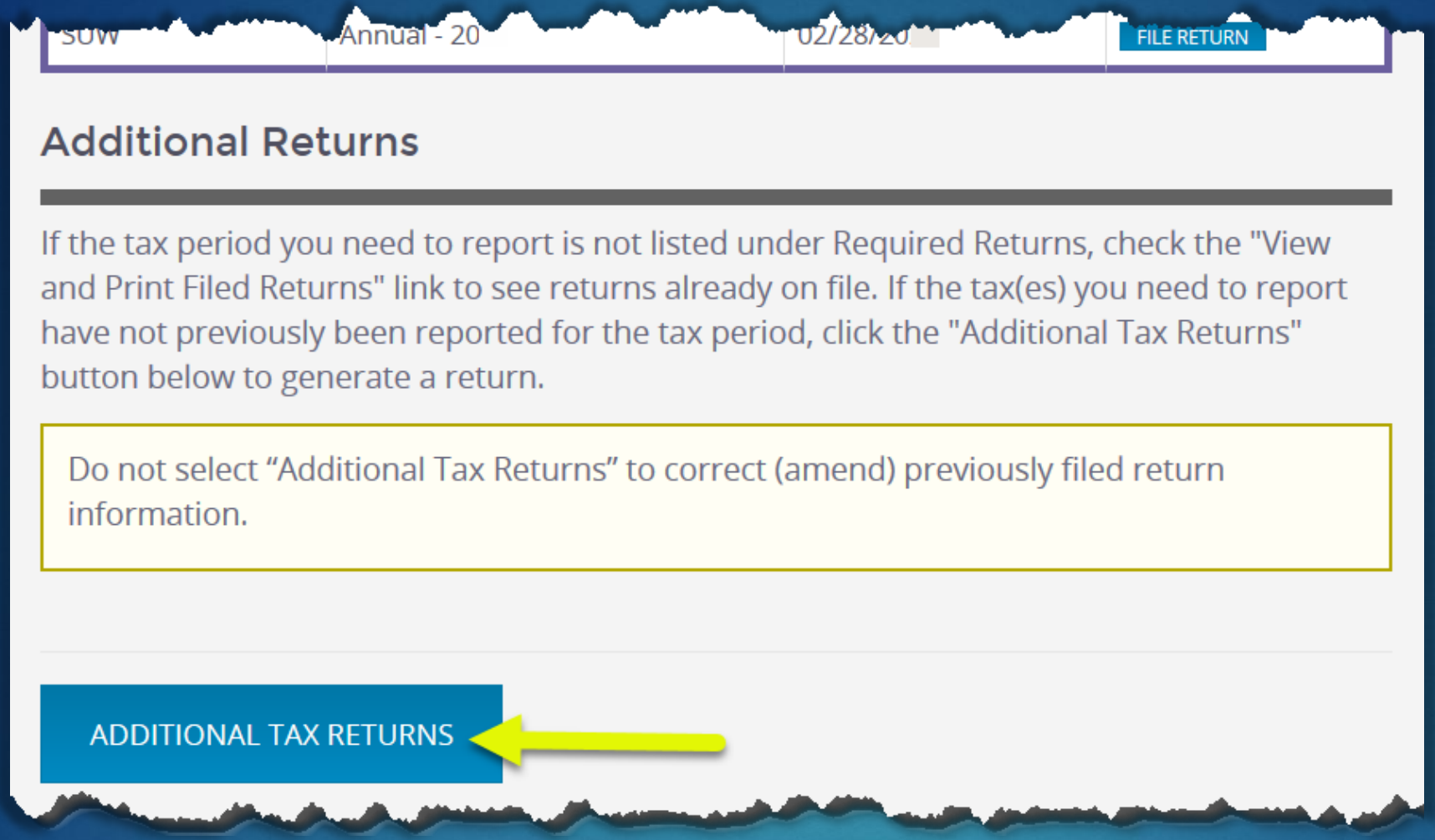
a closer look … What if the tax period I need to file isn't listed under "Required Returns"?

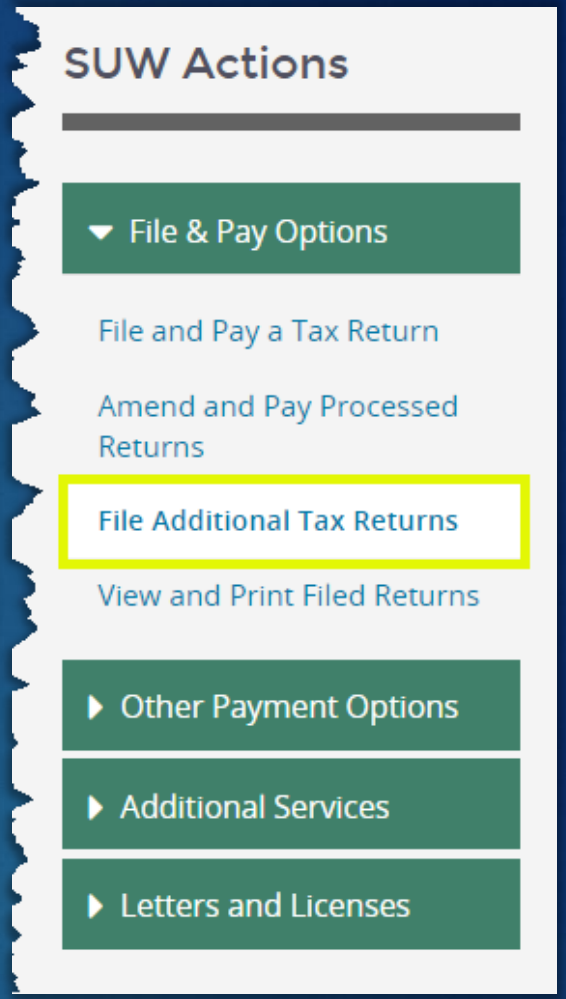
STOP

Check *View and Print Filed Returns* to verify the tax return status.

- See the MTO Learning Series: ***View and print filed returns*** tutorial.
- **If your tax period is listed under *View and Print Filed Returns*:**
  - View the PDF image – are all tax amounts reported?
    - If your tax amounts are already reported and correct, do not file them again.
    - If your tax amounts are already reported but incorrect, file an amended return to report the correct figures. See the MTO Learning Series: ***Correct a monthly or quarterly tax return*** tutorial.
    - If your tax amounts have not been reported, file an additional return and report only the missing amounts.
- **If your tax period is not listed under *View and Print Filed Returns,*** file an additional return reporting your tax amounts.

Additional Tax Returns





access a manual tax return:

- Click the ***Additional Tax Returns*** button under the **Required Returns** table on the **File and Pay a Tax Return** page.

  or

- Click the ***File Additional Tax Returns*** link under the **File & Pay Options** section in the right-hand navigation.

Additional Tax Returns

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Additional Tax Returns

File an Original or Amended Tax Return

Use the selection criteria below to generate a return for a tax period not available on the "File and Pay a Tax Return" or "Amend and Pay Returns" links. Before filing a manual tax return, check the "View and Print Filed Returns" link to verify return information already on file with Treasury.

Select the **"Additional Tax Return"** option to report a tax not included with the original filing(s). Select the **"Additional Amended Return"** option to replace or correct previously filed tax information by tax type.

* Tax Year 1

20

* Return Type 2

- Additional Tax Return
- Additional Amended Return

VIEW RETURNS 3

SUW Actions

- File & Pay Options
  - File and Pay a Tax Return
  - Amend and Pay Processed Returns
  - File Additional Tax Returns
  - View and Print Filed Returns
- Other Payment Options
- Additional Services
- Letters and Licenses

Select the tax year and return type; then click the ***View Returns*** button.

After clicking *View Returns*, scroll down the page.

The graphic to the left illustrates an MTO user selecting a tax year and an original return filing.

Additional Tax Returns

View Return Results

Displayed below is a list of all the returns that match your selected tax return criteria. All returns listed are based on the filing frequency determined by Treasury for the 2019 Tax Year.

Tax Period	Due Date	
Monthly - Jan 20	02/20/20	FILE RETURN
Monthly - Feb 20	03/20/20	FILE RETURN
Monthly - March 20	04/20/20	FILE RETURN
Monthly - April 20	05/20/20	FILE RETURN
Monthly - May 20	06/20/20	FILE RETURN
Monthly - June 20	07/20/20	FILE RETURN
Monthly - July 20	08/20/20	FILE RETURN
Monthly - Aug 20	09/20/20	FILE RETURN
Monthly - Sep 20	10/20/20	FILE RETURN
Monthly - Oct 20	11/20/20	FILE RETURN
Monthly - Nov 20	12/20/20	FILE RETURN
Monthly - Dec 20	01/20/20	FILE RETURN
Annual - 20	02/29/20	FILE RETURN

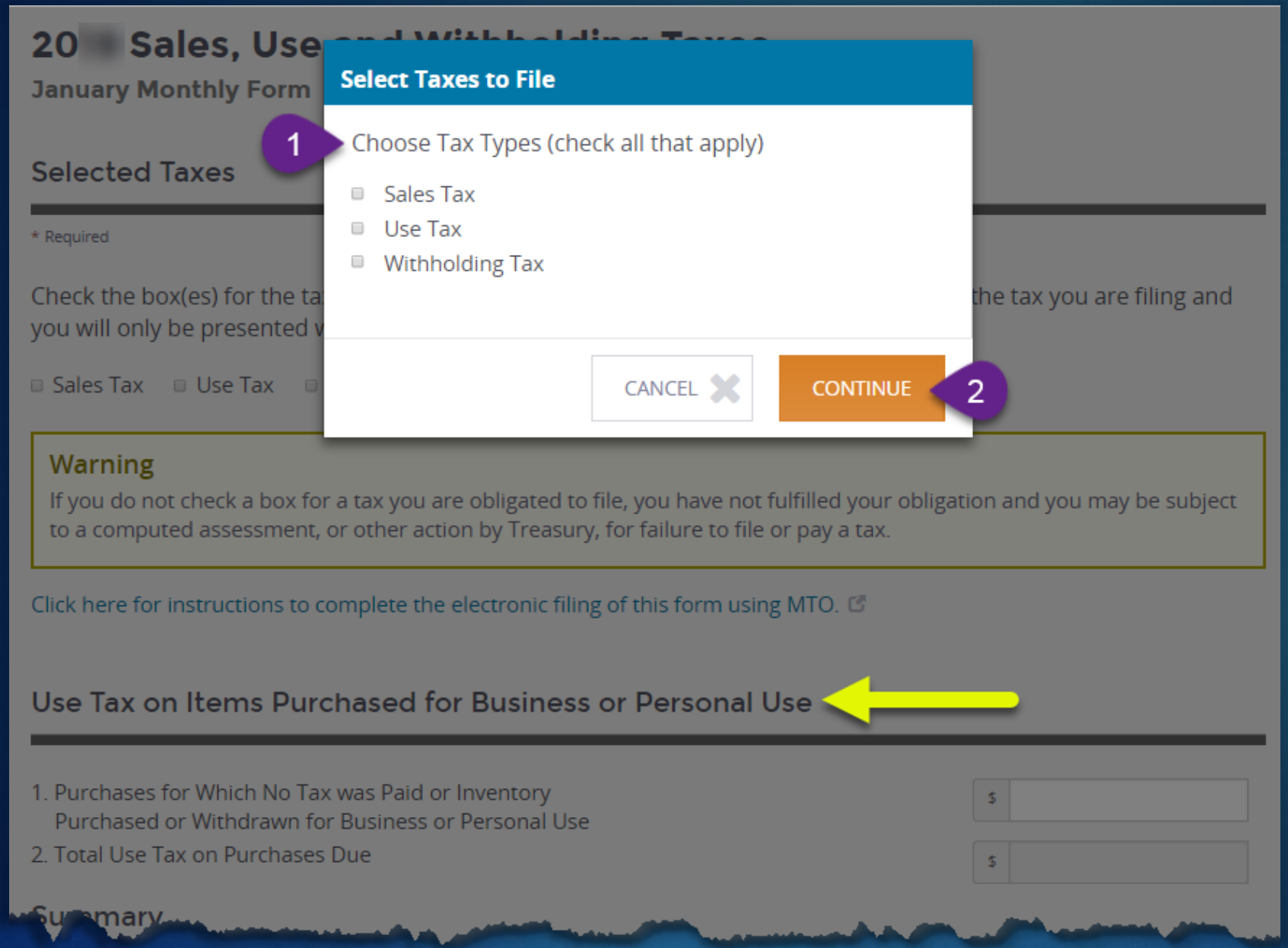
EXAMPLE

Based on the selection criteria above, a list of tax returns available to file will appear. Locate your tax period and click ***File Return*** to access the electronic form.

The graphic to the left illustrates available returns for the example business based on prior selections.

The MTO user selects the January tax period by clicking ***File Return****.*

Step 2: the tax form – select taxes to report with this filing



In the pop-up window, select the taxes you want to report on this return filing.

When you select a tax type, the tax section appears on the electronic form.

After selecting your SUW taxes to file, click ***Continue*** to proceed to the return.

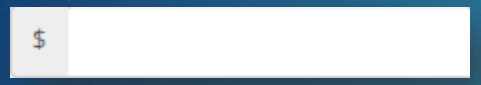
In the graphic to the left, there are no tax types selected in the pop-up window, however, the use tax on purchases section is already displayed on the form.

Why is this? Use tax on purchases is not a registered tax type. Instead, it is automatically listed on every tax return allowing you to report and pay it when you have liability.

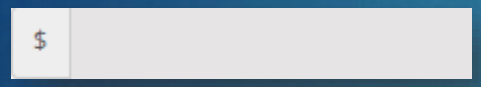
When you see "Use Tax" or the "U" of SUW referenced on MTO screens, we are referring to use tax on sales and rentals only. If you have access to any SUW tax type on MTO, you will also have access to report, pay or view use tax on purchases.

Step 3: the tax form – complete the return

Electronic tax form basics:



White fields allow you to input information.
Some white fields may have a red asterisk next to them, indicating a required field.



Gray fields are calculation fields. MTO performs math functions in gray fields based on information you provided in white fields.

Hover language icons provides quick instructional tips for the form field lines when you "roll" over them with your cursor.

Link icons alert you to imbedded links on MTO that, when clicked, will open a new web browser window or tab and provide you with additional helpful information.

a closer look … return header

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20 Sales, Use and Withholding Taxes

January Monthly Form

Selected Taxes

* Required

Check the box(es) for the taxes you are filing today. By checking a box you are specifying the tax you are filing and you will only be presented with information for that tax.

☑ Sales Tax ☑ Use Tax ☑ Withholding Tax

Warning

If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by Treasury, for failure to file or pay a tax.

Click here for instructions to complete the electronic filing of this form using MTO.

return label

- the month (or quarter end month), filing frequency, and tax year you selected to file

Selected Taxes

- The tax types you selected in the pop-up window when the form opened.
- Change the tax types to include with this filing by checking or unchecking tax types here.

form instructions & worksheet

- Retrieve PDF form instructions for any SUW tax return (2015 and beyond).
- Access the SUW Worksheet (Form 5095) to be sure you entering sales and/or use tax figures correctly on this return.

a closer look … sales tax

required fields

- **Gross Sales** and **Total Sales Tax**

tip: Use the worksheet to be sure you are reporting these amounts correctly.

Total Prepaid Tax

applies to the following businesses who pay tax at the time of the transaction:

- gasoline and/or diesel fuel wholesalers/suppliers/retailers
- vehicle dealers paying tax at Michigan's Secretary of State

tip: Prepaid tax is no longer an allowable deduction from gross sales. In order to receive credit for tax paid, you must complete these schedules.

discount calculator

- Let MTO figure out your allowable early or timely discount.

tip: Early and timely discount allowances are based on the date the payment arrives at Treasury, not when you file the return. See the ***How often do you need to pay?*** page earlier in this tutorial for more information.

Sales Tax

1. Gross Sales	$ *
2. Total Sales Tax	$ *
3. Total Prepaid Tax	
Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule	$
Fuel Retailer Supplemental Schedule	$
Vehicle Dealer Supplemental Schedule	$
	$
4. Remaining Amount of Sales Eligible for Discount	$
5. Total Discounts Allowed Calculate Discount	$
6. Total Sales Tax Due	$

a closer look … use tax

Use Tax on Sales and Rentals

1. Gross Sales, Rentals, Accommodations and Telecommunication Services	$ *
2. Total Use Tax	$ *
3. Total Discounts Allowed Calculate Discount	$
4. Total Use Tax Due	$

required fields

- **Gross Sales, Rentals, Accommodations and Telecommunication Services** and **Total Use Tax**

tip: Use the worksheet to be sure you are reporting these amounts correctly.

discount calculator

- Let MTO figure out your allowable early or timely discount.

tip: Early and timely discount allowances are based on the date the payment arrives at Treasury, not when you file the return. See the ***How often do you need to pay?*** page earlier in this tutorial for more information.

a closer look … use tax on purchases

Use Tax on Items Purchased for Business or Personal Use

1. Purchases for Which No Tax was Paid or Inventory Purchased or Withdrawn for Business or Personal Use — $
2. Total Use Tax on Purchases Due — $

Remember, the use tax on purchases section is available on every SUW tax return.

Because use tax on purchases is not a discountable tax, MTO calculates the tax due automatically.

Unlike the other SUW tax types, you are not required to indicate "0" if you do not owe use tax on purchases.

However, if you do incur a use tax on purchases tax obligation, you must report and pay it timely.

a closer look … withholding tax

Withholding Tax

1. Total Amount of Michigan Income Tax Withheld $ *

For monthly or quarterly SUW returns, you only need to report the amount of tax withheld.

a closer look … summary

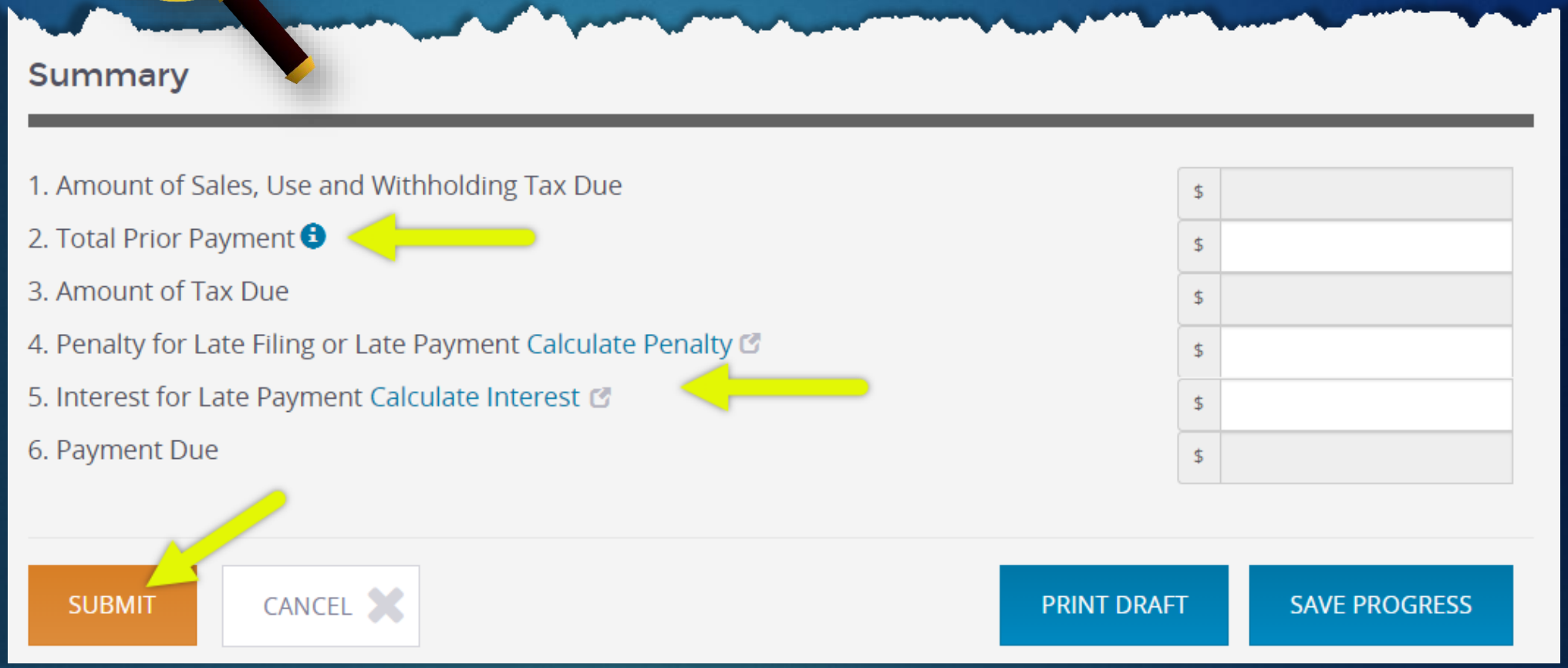
Total Prior Payment
Account for credit already on your account to be applied to this tax period:

- voluntary tax payments made directly to Treasury prior to this return filing.
- credit or overpayment from a prior tax period.

MTO does not verify available payments or credits on your account. The amount you enter should be based on your record keeping.

penalty & interest calculators
Calculate the exact amount owed for late payment of tax due.

tip: Penalty and interest amounts due are based on the date the payment arrives at Treasury, not when you file the return. See the ***How often do you need to pay?*** page earlier in this tutorial for more information.



Save Progress

- If you are unable to complete the return or need to step away from your computer for more than 15 minutes, save your work.

Submit

- File your completed tax return.

Step 4: file the tax return

Final Check - Is Everything Correct?

You have requested to file this tax return. Take a moment to verify all necessary return fields have been completed correctly. To review and/or edit your return prior to submission, click "CANCEL". If you are ready to file this return, complete the Authorized Filer Information section below and click "FILE". Once successfully submitting this return, you can access it immediately on the "View and Print Filed Returns" page.

Authorized Filer Information

* First Name: Jane

* Last Name: Doe

populated from your MTO user profile

* Title: Select a Title (1)

☐ * I declare, under penalty of perjury, that I am an authorized representative for this account and all information I have included with this submission is true and complete to the best of my knowledge. (2)

CANCEL ✕ | FILE (3)

After clicking ***Submit***, we prompt you to verify the return information is complete and correct.

Click ***Cancel*** if you need to go back to review your return.

Authorized Filer Information

Your **First Name** and **Last Name** come from your MTO user profile and cannot be changed here.

Select your relationship with the business in the **Title** dropdown menu. MTO will remember your title in the future but you can update it on any subsequent return you file.

Check the "I declare" box; this is your electronic signature.

Click ***File*** when you are ready to submit the return to Treasury.

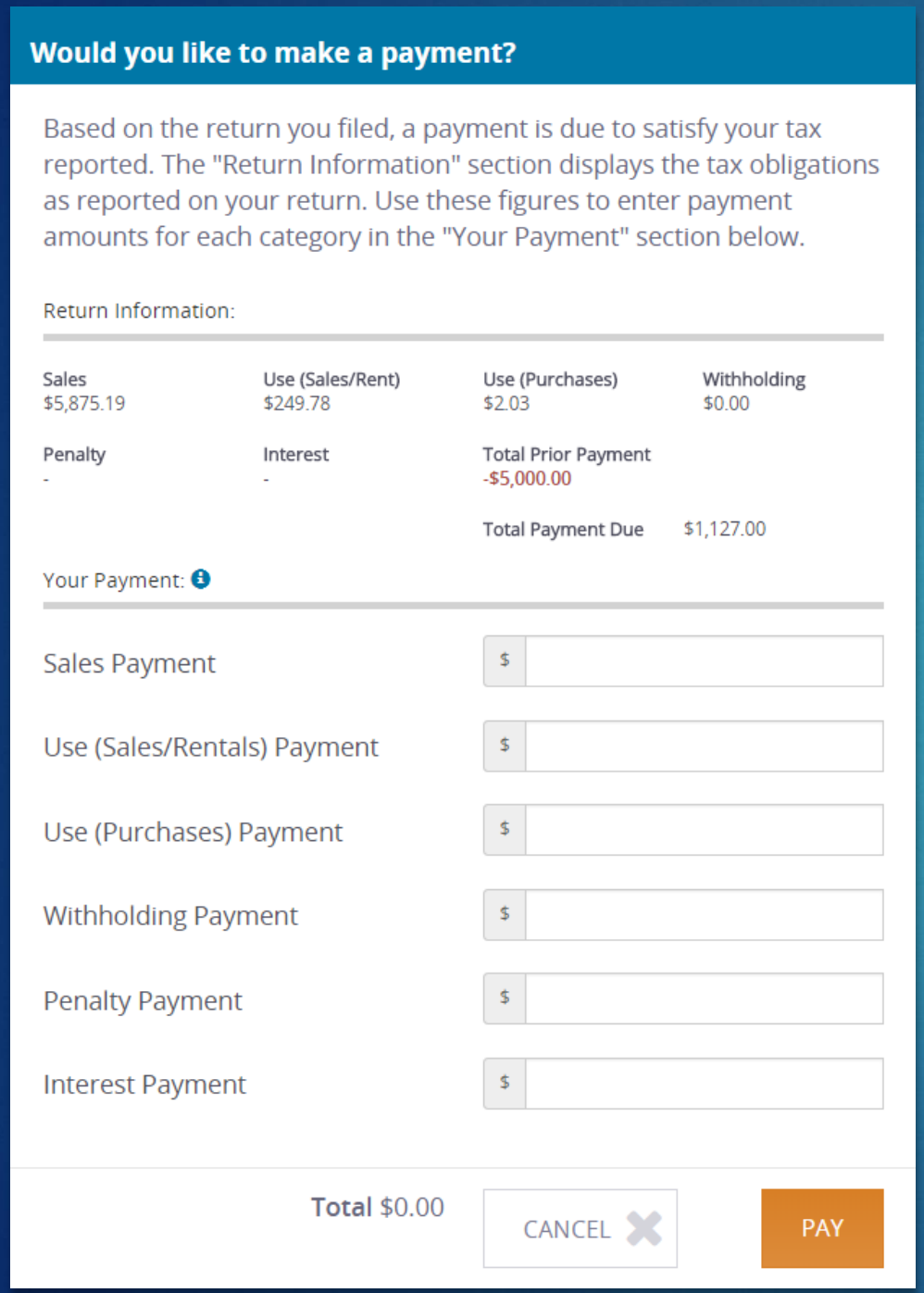
A pop-up window provides you with a return confirmation number. This confirmation number is emailed to you immediately. Click ***Continue***.

Tax Return Complete

Success

Thank you for your submission for account number ending in 02. Your confirmation number is 36.

PRINT | CONTINUE



Would you like to make a payment?

Based on the return you filed, a payment is due to satisfy your tax reported. The "Return Information" section displays the tax obligations as reported on your return. Use these figures to enter payment amounts for each category in the "Your Payment" section below.

Return Information:

Sales	Use (Sales/Rent)	Use (Purchases)	Withholding
$5,875.19	$249.78	$2.03	$0.00
Penalty	**Interest**	**Total Prior Payment**	
-	-	-$5,000.00	
		Total Payment Due	$1,127.00

Your Payment:

Sales Payment	$
Use (Sales/Rentals) Payment	$
Use (Purchases) Payment	$
Withholding Payment	$
Penalty Payment	$
Interest Payment	$

Total $0.00 CANCEL PAY

Step 5: complete the payment screen

If your filed return shows a payment due, MTO will prompt you to make a payment.

The payment screen is divided into two sections:

- **Return Information**
- **Your Payment**

Use data from the **Return Information** section to determine the amounts you will enter into the **Your Payment** section.

a closer look … payment screen

Would you like to make a payment?

Return Information

Would you like to make a payment?

Based on the return you filed, a payment is due to satisfy your tax reported. The "Return Information" section displays the tax obligations as reported on your return. Use these figures to enter payment amounts for each category in the "Your Payment" section below.

Return Information:

Sales $5,875.19	Use (Sales/Rent) $249.78	Use (Purchases) $2.03	Withholding $0.00
Penalty -	Interest -	Total Prior Payment -$5,000.00	
		Total Payment Due	$1,127.00

Your Payment:

The top portion of the payment screen is the **Return Information** section.

- invoice or overview of the tax return you just filed
- a summary of the tax due and credits identified from your tax return

- Each category shows you tax due amounts greater than or equal to $0 from your return in black text.
- If you did not report a category, you will see a dash "–", meaning not applicable.
- Because **Total Prior Payment** represents existing credits or payments, the value for this category will always be negative and represented with red text.
- **Total Payment Due** matches the **Payment Due** line of your tax return. This is what you owe.

a closer look … payment screen

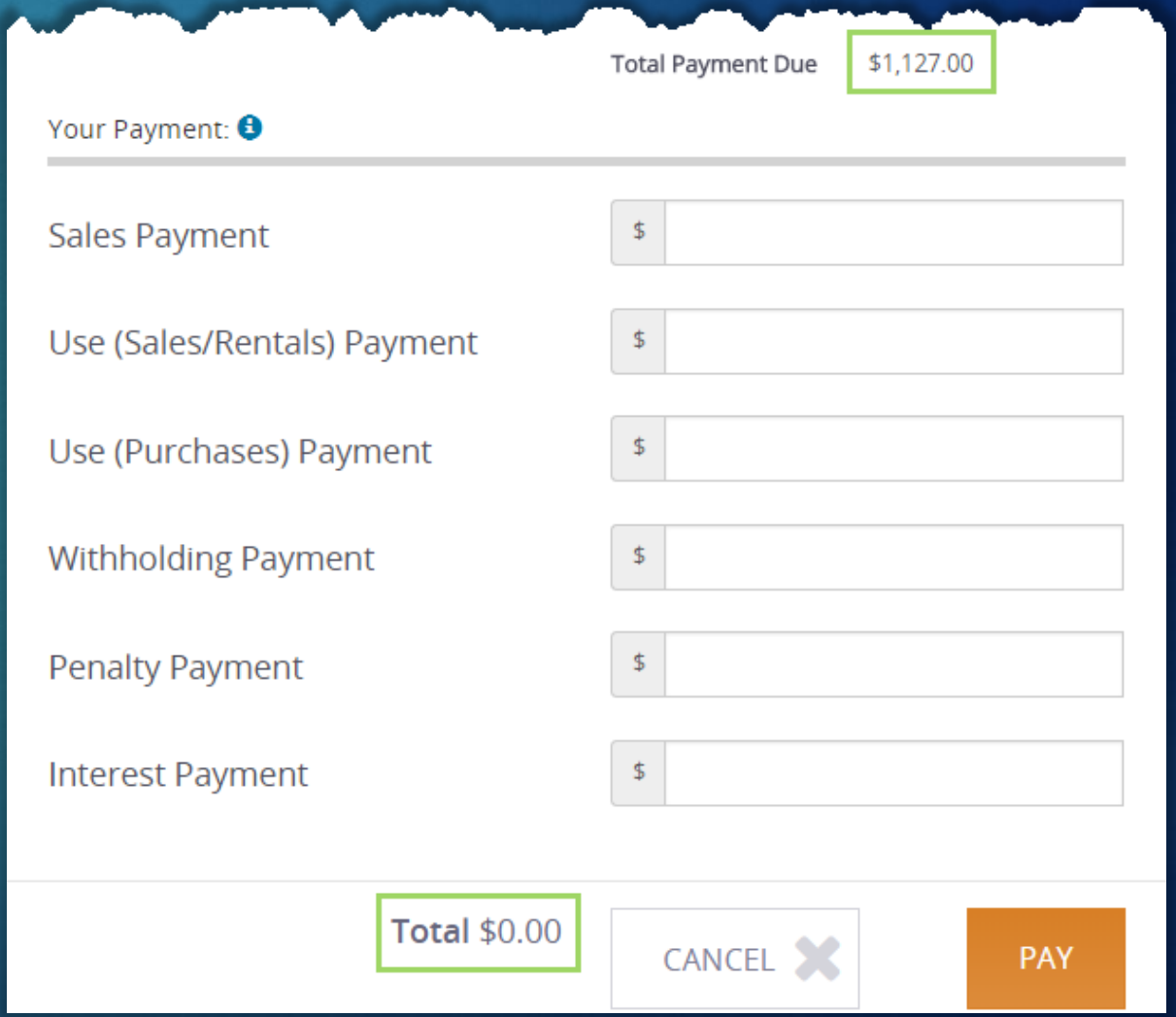
Would you like to make a payment?

Your Payment

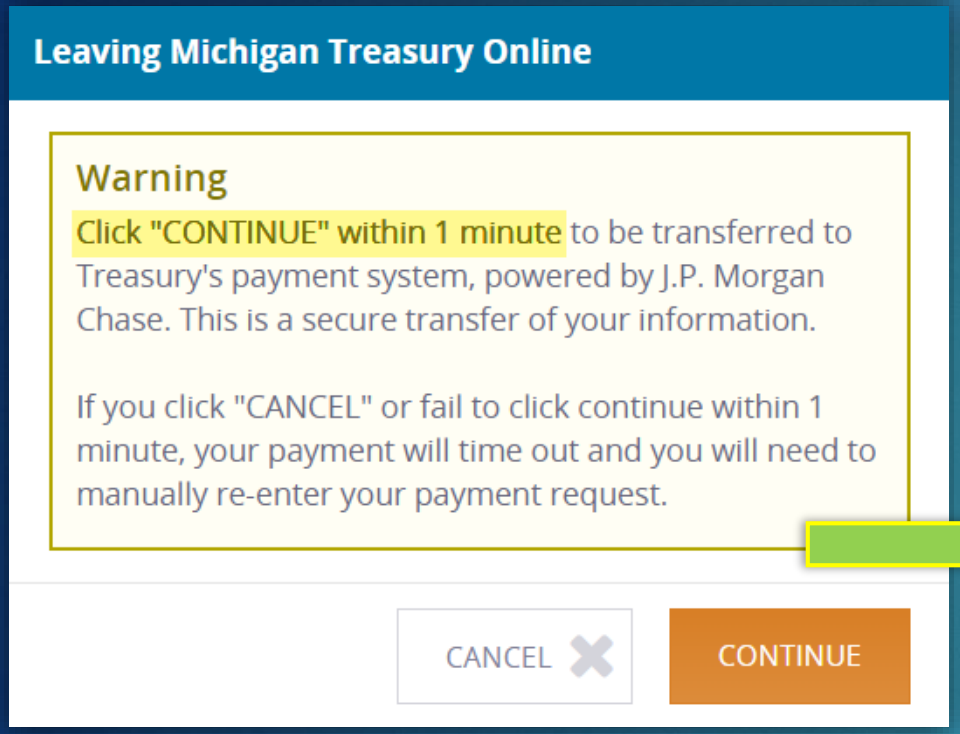
- enter the amounts you wish to pay by tax type. Treasury will apply your processed payment accordingly.
- After entering an amount, hit the tab or enter key on your keyboard or click to another field to update the running total. Compare this **Total** to the **Total Payment Due** above.
- Click Pay to schedule the payment with our payment system hosted by JPM Chase.

tip: Clicking Cancel severs the link between your filed tax return and this payment screen. You will not be able to return here but you can still make a payment on MTO by using:

- SUW Actions → Other Payment Options → Make a Payment (electronic payment or mailed payment voucher)
- Guest Services → Fast Pay (on the homepage)



Step 6: schedule your payment



A pop-up window warns you that you must click ***Continue*** within 1 minute in order to continue with your payment; doing so provides your consent to be securely transferred to our payment system, Payconnexion, hosted by JPM Chase.

Payconnexion will open in a new web browser window or tab. The top half of the Payconnexion homepage is shown above. Your **Total** is transferred to Payconnexion as the **Payment Amount**. The earliest payment date is populated based on the EFT payment rules discussed earlier in this tutorial. You can change the payment date to up to 90 days in the future.

schedule your payment (continued)

PAYMENT METHOD

New Account*:

- eCheck
- Credit/Debit Card

VISA MasterCard DISCOVER

ECHECK ACCOUNT INFORMATION

Bank Routing Number*:

Bank Account Number*:

Re-enter Bank Account Number*:

Bank Account Type*:

Checking Savings

Bank Account Category*:

Consumer Business

Save this account?:

Yes No

Bank Account Nickname:

Credit and debit card payments will be charged a convenience fee (2.75% of the total payment for credit cards and a flat fee of $5.95 for debit cards). The fee will be displayed on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged. The fee will appear as a separate transaction on your card statement and is paid directly to the payment processing vendor.

Continue Cancel

Select your **Payment Method**. eCheck is free of charge; credit/debit card transactions incur fees.

You can save your payment information for future payments made by your MTO user profile to this business. You can provide new payment information at any time.

Payment Confirmation - Sales, Use, Withholding Taxes Privacy Help Exit

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: XF4[illegible]80

A payment confirmation number is displayed and emailed to you once you provide and verify all required payment information.

The payment confirmation number contains alpha and numeric characters while the return confirmation number is only numeric. Your payment shows in MTO Payment History 3-5 business days after it is processed.

To leave Payconnexion, simply close the web browser or tab. Your MTO session will still be active and open on your original web browser window or tab.

Michigan Department of

TREASURY