

MTO Learning Series

*SUW Tax Service: Correct a 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.

What is an amended return?



a specific tax form used to correct and replace previously filed, incorrect tax information



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

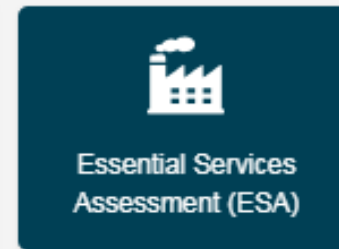
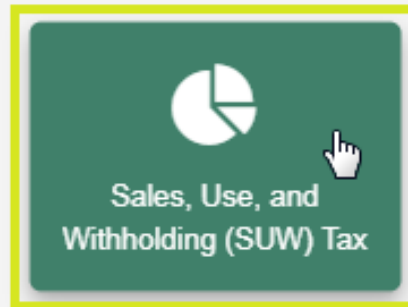
Help Center

Visit the [Help Center](#) for MTO tutorials, FAQs, MTO services, compatibility requirements and more!

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


Tax Services

Click a tile below to access role specific actions for your business.




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


Michigan Treasury Online








SUW Dashboard

Welcome to the SUW Dashboard. Create a relationship between your user profile and a business registered for SUW taxes in order to access full MTO functionality and privileged SUW tax information. Once the relationship is established, click the business' name to continue. For information on the SUW taxes and MTO navigation instructions, visit the [MTO Business Website](#) .

Your Businesses



 Create a New Relationship

Phantom of the Treasury 
Account Number 21 
Access Rights SUW  

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 search bar containing 'Phantom of the Treasury - 21'. The main content area is titled 'Phantom of the Treasury' and is divided into three sections: 'SUW Summary', 'SUW Actions', and 'Other Access Rights'. The 'SUW Summary' section contains a table with four rows: 'Next Return Filing Due Date' (February 20, 20), 'Last SUW Payment', 'Last Return Filed', and 'Saved Returns'. The 'SUW Actions' section is highlighted with a yellow box and contains a dropdown menu with 'File & Pay Options' selected, followed by links for 'File and Pay a Tax Return', 'Amend and Pay Processed Returns', 'File Additional Tax Returns', and 'View and Print Filed Returns'. Below this are three more buttons: 'Other Payment Options', 'Additional Services', and 'Letters and Licenses'. The 'Other Access Rights' section contains a single button labeled 'Manage Business Registration'.

Michigan Treasury Online

Phantom of the Treasury - 21

Phantom of the Treasury

SUW Summary

Next Return Filing Due Date	Last SUW Payment
February 20, 20	
Last Return Filed	Saved Returns

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

Other Access Rights

- Manage Business Registration

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*:

- **Amend and Pay Processed Returns**
- **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.

**amend and pay a monthly or
quarterly tax return**

IN 6 EASY STEPS

Step 1: locate your tax period

Phantom of the Treasury - 21

Amend and Pay Processed Returns

Displayed are the sales, use and withholding (SUW) tax return periods available to be amended. You can view processed return information and if necessary, change the return of record data by submitting an amended return.

Returns and Amendments

Return Type: Monthly Filings
Tax Year: []

Tax Type	Period	Actions
SUW	Monthly - Jan 20	AMEND
SUW	Monthly - Feb 20	AMEND
SUW	Monthly - April 20	AMEND

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

Returns and Amendments table

- Use the **Return Type** and **Tax Year** table filters to locate the tax period you need to amend.
- Only 1 entry will appear in the table per tax period.

Tax Type

- The business' registered sales, use (sales and rentals), and withholding taxes that you are connected to on MTO **and** have been reported for the tax period.

Period

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

Click **Amend** to access the electronic form.

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

20 Sales, Use and Withholding Taxes
Amended April Monthly

Select Taxes to File

1 Choose Tax Types (check all that apply)

- Sales Tax
- Use Tax
- Withholding Tax

CANCEL ✕ CONTINUE 2

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.](#)

Use Tax on Items Purchased for Business or Personal Use ←

	Original Values	Amended Values
1. Purchases for Which No Tax was Paid or Inventory Purchased or Withdrawn for Business or Personal Use	\$ 33.83	\$ 33.83
2. Total Use Tax on Purchases Due	\$ 2.03	\$ 2.03

In the pop-up window, only select the tax types you need to correct. When Treasury processes the return, any unselected tax types that have already been filed will be pulled into the return of record.

When you select a tax type, the tax section appears on the electronic form. After selecting the SUW taxes to amend, 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. Remember, use tax on purchases is not a registered tax type and is automatically listed on every tax return allowing you to report and pay it when you have liability.

Because of this, use tax on purchases will be submitted on an amended return along with your registered tax type corrections, even if the figures remain the same.

tip: If mailing an amended return, all registered tax figures must appear on the form, whether or not there are corrections.

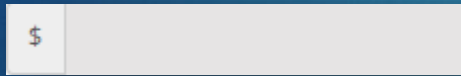
Step 3: the tax form – complete the return

Electronic tax form basics:

A white rectangular input field with a small dollar sign (\$) on the left side.

White fields allow you to input information.

Some white fields may have a red asterisk next to them, indicating a required field.

A gray rectangular input field with a small dollar sign (\$) on the left side.

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 ... amended return header

The screenshot shows the IRS e-file system interface. At the top, there is a navigation bar with a home icon, a menu icon, and a browser tab titled "antom of the Treasury - 21". Below this, a yellow-bordered box highlights the header information: "20 Sales, Use and Withholding Taxes" and "Amended April Monthly Form". Underneath, the "Selected Taxes" section is visible, with a note that "Sales Tax" is selected. A yellow arrow points to the "Withholding Tax" checkbox. Below this, a yellow-bordered "Warning" box contains text about the consequences of not checking a box. At the bottom, a blue link for "instructions to complete the electronic filing of this form using MTO" is highlighted with a yellow arrow.

antom of the Treasury - 21

20 Sales, Use and Withholding Taxes

Amended April 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 amend

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 ... amended return tax sections

Original Values

- the return of record
- the amounts reported on the original return
- cannot be changed

Amended Values

- editable fields
- initially contain the same amounts as the corresponding **Original Values** field
- change incorrect amounts to correct amounts
- **Amended Values** replace figures on all previously filed returns for the tax period.

The example to the right illustrates an MTO user completing an amended return by correcting two tax amounts (highlighted) for the April tax period.

note: highlighting is for illustrative purposes only; no highlighting will appear on MTO.

Sales Tax


	Original Values	Amended Values
1. Gross Sales	\$ 97,919.83	\$ 97,919.83
2. Total Sales Tax	\$ 5,875.19	\$ 5,592.44
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	\$ 5,875.19	\$ 5,592.44
5. Total Discounts Allowed Calculate Discount	\$	\$
6. Total Sales Tax Due	\$ 5,875.19	\$ 5,592.44

Use Tax on Items Purchased for Business or Personal Use

	Original Values	Amended Values
1. Purchases for Which No Tax was Paid or Inventory Purchased or Withdrawn for Business or Personal Use	\$ 33.83	\$ 0.00
2. Total Use Tax on Purchases Due	\$ 2.03	\$ 0.00

a closer look ... amended return summary

Summary

	Original Values	Amended Values
1. Amount of Sales, Use and Withholding Tax Due	\$ 6,127.00	\$ 5,592.44
2. Total Prior Payment 	\$	\$ 5,877.22
3. Amount of Tax Due	\$ 6,127.00	\$ 0.00
4. Penalty for Late Filing or Late Payment Calculate Penalty 	\$	\$
5. Interest for Late Payment Calculate Interest 	\$	\$
6. Payment Due	\$ 6,127.00	\$ 0.00

* Reason code for amending return

Decreasing tax liability

SUBMIT

CANCEL 

PRINT DRAFT

Total Prior Payment

- only the payments made and credits on file prior to this filing to be applied to the tax types included on the amended form
- For payment** made with the original filing, the total prior payment should only include the portion of the payment applied to tax types on the amended form.
- For credit** claimed on the total prior payment line of the original filing, it should include only the credit portion to be applied to tax types on the amended form.

penalty & interest calculators

- If this amended return is filed after the due date and you have additional tax due, you owe penalty and interest.
- tip:** See the MTO Learning Series: **File and pay a monthly or quarterly tax return** tutorial for payment timeliness rules when calculating penalty and interest.

reason for amending – select a reason from the drop down list

Submit – File your completed amended 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

* Title

Select a Title

1

populated from your MTO user profile

* 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.

Step 4: file the amended 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

Steps 5 & 6: make a payment

- If your filed amended return shows a payment due, MTO will prompt you to make a payment.
- See the MTO Learning Series: ***File and pay a monthly or quarterly tax return*** tutorial for these payment steps and instructions.

additional amended returns for monthly or quarterly filers

IN 6 EASY STEPS



a closer look ... How do I amend if my tax period/type isn't listed?

- ▶ reasons your tax period may not be listed in the **Returns and Amendments** table:
 - **no original return filed**
 - Check the **View and Print Filed Returns** page. If there are no returns listed for the tax period, you do not need to amend. See the MTO Learning Series: [File and pay a monthly or quarterly tax return](#) tutorial for instructions on filing an original tax return.
 - **more than 1 tax return is on file and the tax period is not yet processed**
 - Check the **View and Print Filed Returns** page and view the PDF for each filed return. If an amended return needs to be filed, use the **Additional Amended Return** option (covered later in this tutorial) to manually file an amended return.
 - **tip:** If a single tax type is reported on multiple original returns (Form 5080), the amounts will be added together upon processing. The sum becomes the original value on the return of record. If this figure is incorrect, you must amend.
 - **the tax period is listed but the tax type I need to amend is not listed or reported on the return.**
 - Check the **View and Print Filed Returns** page and view the PDF for each filed return.
 - If the tax type you need to amend has not been reported, there is no need to amend. Use the **File Additional Tax Returns** link to submit an original return reporting only that tax type.

Step 1: locate your tax period

Additional Amended Returns

If the tax period you need to amend is not listed under Returns and Amendments, click the "Additional Amended Returns" button below to generate a blank amended return.

ADDITIONAL AMENDED RETURNS



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

access a manual amended tax return:

- Click the **Additional Amended Returns** button under the **Returns and Amendments** table on the **Amend and Pay Processed Returns** page
- or*
- Click the **File Additional Tax Returns** link under the **File & Pay Options** section in the right-hand navigation.

Additional Amended Returns

The screenshot shows a web interface for filing tax returns. At the top, there is a navigation bar with a home icon, a menu icon, and a browser tab titled 'Phantom of the Treasury - 21'. The main heading is 'Additional Tax Returns'. Below this is a section titled 'File an Original or Amended Tax Return' with a sub-heading 'File an Original or Amended Tax Return'. A paragraph of text explains the selection criteria. A light blue box contains instructions: '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.' Below this are two form fields: '* Tax Year' with a dropdown menu showing '2019' and a purple callout '1' pointing to it; and '* Return Type' with two radio button options: 'Additional Tax Return' (unselected) and 'Additional Amended Return' (selected), with a purple callout '2' pointing to the options. At the bottom left, there is an orange button labeled 'VIEW RETURNS' with a purple callout '3' pointing to it. On the right side, there is a 'SUW Actions' section with a dropdown menu 'File & Pay Options' which is expanded to show 'File and Pay a Tax Return', 'Amend and Pay Processed Returns', 'File Additional Tax Returns' (highlighted with a yellow border), and 'View and Print Filed Returns'. Below this are three more dropdown menus: 'Other Payment Options', 'Additional Services', and '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 amended return filing.

 VIEW 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	AMEND RETURN
Monthly - Feb 20	03/20/20	AMEND RETURN
Monthly - March 20	04/20/20	AMEND RETURN
Monthly - April 20	05/20/20	AMEND RETURN
Monthly - May 20	06/20/20	AMEND RETURN
Monthly - June 20	07/20/20	AMEND RETURN
Monthly - July 20	08/20/20	AMEND RETURN
Monthly - Aug 20	09/20/20	AMEND RETURN
Monthly - Sep 20	10/20/20	AMEND RETURN
Monthly - Oct 20	11/20/20	AMEND RETURN
Monthly - Nov 20	12/20/20	AMEND RETURN
Monthly - Dec 20	01/20/20	AMEND RETURN
Annual - 20	02/29/20	AMEND RETURN

Based on the selection criteria above, a list of amended tax returns available to file will appear.

Locate your tax period and click **Amend 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 April tax period by clicking **Amend Return**.*

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

20 Sales, Use and Withholding Taxes
Amended April Monthly

1 Choose Tax Types (check all that apply)

- Sales Tax
- Use Tax
- Withholding Tax

2 CANCEL ✕ CONTINUE

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.](#)

Use Tax on Items Purchased for Business or Personal Use ←

	Original Values	Amended Values
1. Purchases for Which No Tax was Paid or Inventory Purchased or Withdrawn for Business or Personal Use	\$ 33.83	\$ 33.83
2. Total Use Tax on Purchases Due	\$ 2.03	\$ 2.03

In the pop-up window, only select the tax types you need to correct. When Treasury processes the return, any unselected tax types that have already been filed will be pulled into the return of record.

When you select a tax type, the tax section appears on the electronic form. After selecting the SUW taxes to amend, 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. Remember, use tax on purchases is not a registered tax type and is automatically listed on every tax return allowing you to report and pay it when you have liability.

Because of this, use tax on purchases will be submitted on an amended return along with your registered tax type corrections, even if the figures remain the same.

tip: If mailing an amended return, all registered tax figures must appear on the form, whether or not there are corrections.

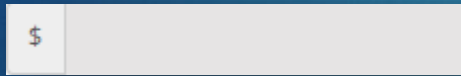
Step 3: the tax form – complete the return

Electronic tax form basics:

A white rectangular input field with a small dollar sign (\$) on the left side.

White fields allow you to input information.

Some white fields may have a red asterisk next to them, indicating a required field.

A gray rectangular input field with a small dollar sign (\$) on the left side.

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 ... amended return header

The screenshot shows the IRS e-file system interface. At the top, there is a navigation bar with a home icon, a menu icon, and a browser tab titled "antom of the Treasury - 21". Below this, a yellow-bordered box highlights the header information: "20 Sales, Use and Withholding Taxes" and "Amended April Monthly Form". Underneath, the "Selected Taxes" section is displayed. It includes a note: "* Required" and "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." There are three checkboxes: "Sales Tax" (checked), "Use Tax", and "Withholding Tax". A yellow arrow points to the "Withholding Tax" checkbox. Below this, a yellow-bordered box contains a "Warning" message: "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." At the bottom, there is a link: "Click here for instructions to complete the electronic filing of this form using MTO." with an external link icon. A yellow arrow points to this link.

return label

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

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 ... amended return tax sections

The amended form from the **Additional Amended Return** option does not have a column showing you the figures previously reported.

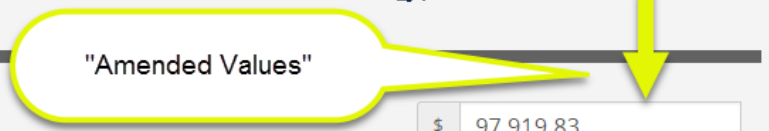
Therefore, the amounts you put on this amended form will replace all previously filed tax information for the tax types selected. Think of this column as *Amended Values*.

The example to the right illustrates an MTO user completing an additional amended return. The un-highlighted figures represent unchanged figures from the original filing as typed in by the MTO user. The highlighted figures represent tax amounts that the MTO user changed from the original filing.

note: highlighting is for illustrative purposes only; no highlighting will appear on MTO.



Sales Tax	
1. Gross Sales	\$ 97,919.83
2. Total Sales Tax	\$ 5,592.44
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	\$ 5,592.44
5. Total Discounts Allowed Calculate Discount	\$
6. Total Sales Tax Due	\$ 5,592.44

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	\$ 0.00
2. Total Use Tax on Purchases Due	\$ 0.00



a closer look ... amended return summary

Summary

	Original Values	Amended Values
1. Amount of Sales, Use and Withholding Tax Due	\$ 6,127.00	\$ 5,592.44
2. Total Prior Payment 	\$	\$ 5,877.22
3. Amount of Tax Due	\$ 6,127.00	\$ 0.00
4. Penalty for Late Filing or Late Payment Calculate Penalty 	\$	\$
5. Interest for Late Payment Calculate Interest 	\$	\$
6. Payment Due	\$ 6,127.00	\$ 0.00

* Reason code for amending return

Decreasing tax liability

SUBMIT

CANCEL 

PRINT DRAFT

Total Prior Payment

- only the payments made and credits on file prior to this filing to be applied to the tax types included on the amended form
- For payment** made with the original filing, the total prior payment should only include the portion of the payment applied to tax types on the amended form.
- For credit** claimed on the total prior payment line of the original filing, it should include only the credit portion to be applied to tax types on the amended form.

penalty & interest calculators

- If this amended return is filed after the due date and you have additional tax due, you owe penalty and interest.
- tip:** See the MTO Learning Series: **File and Pay a Monthly or Quarterly SUW Return** tutorial for payment timeliness rules when calculating penalty and interest.

reason for amending – select a reason from the drop down list

Submit – File your completed amended 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

* Title

Select a Title

1

populated from your MTO user profile

* 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.

Step 4: file the amended 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

Steps 5 & 6: make a payment

- If your filed amended return shows a payment due, MTO will prompt you to make a payment.
- See the MTO Learning Series: ***File and Pay a Monthly or Quarterly SUW Return*** tutorial for these payment steps and instructions.



Michigan Department of

TREASURY