MTO Learning Series

SUW Tax Service: Change tax information you see on MTO

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**.

access rights basics

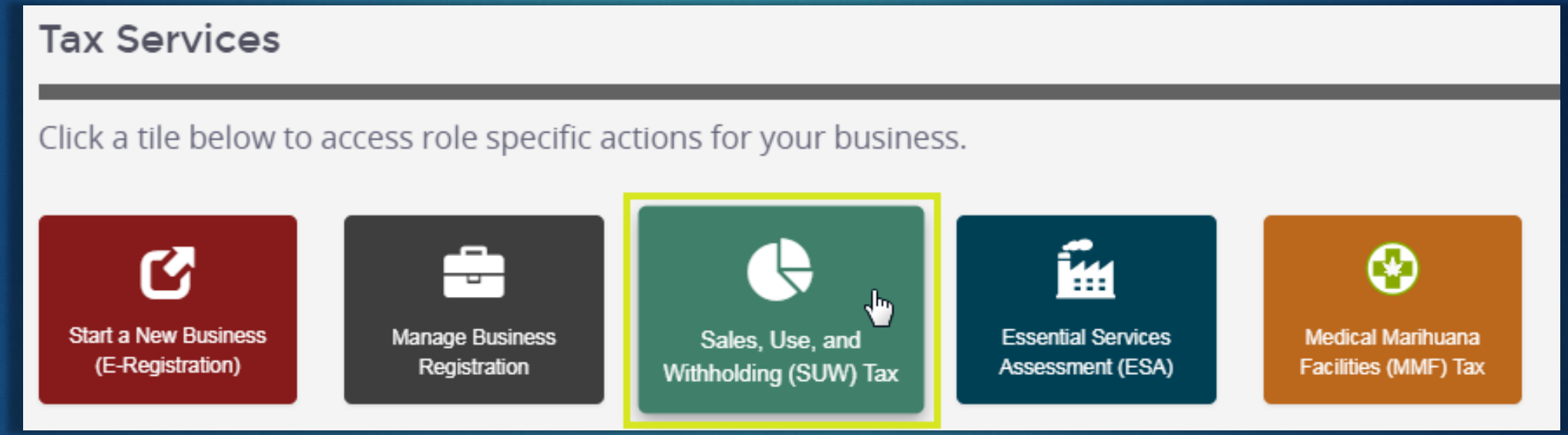
The type of tax information you can see on MTO…

- We call this your "access rights".
- only applies to the sales, use and withholding (***SUW***) ***Tax Service***
- You chose your access rights when you connect to your business.
- view or update at any time
- Confirmed changes are not reversible; to reestablish deleted access rights, you must add them back/connect to the business again.

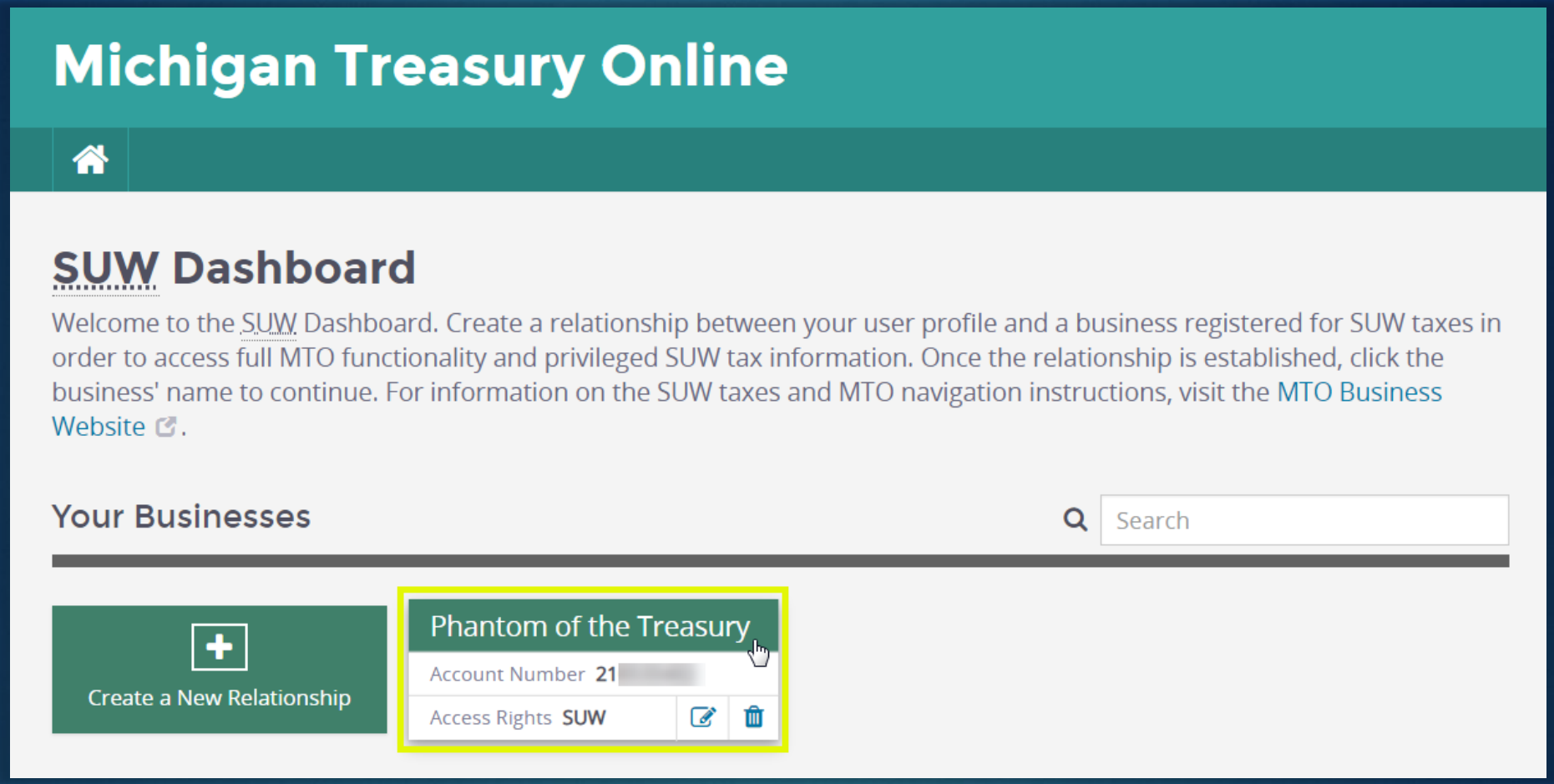
view your access rights

In 2 Easy Steps

Step 1: select the Sales, Use and Withholding (*SUW*) *Tax Service* from the homepage



Step 2: locate your business on the Dashboard

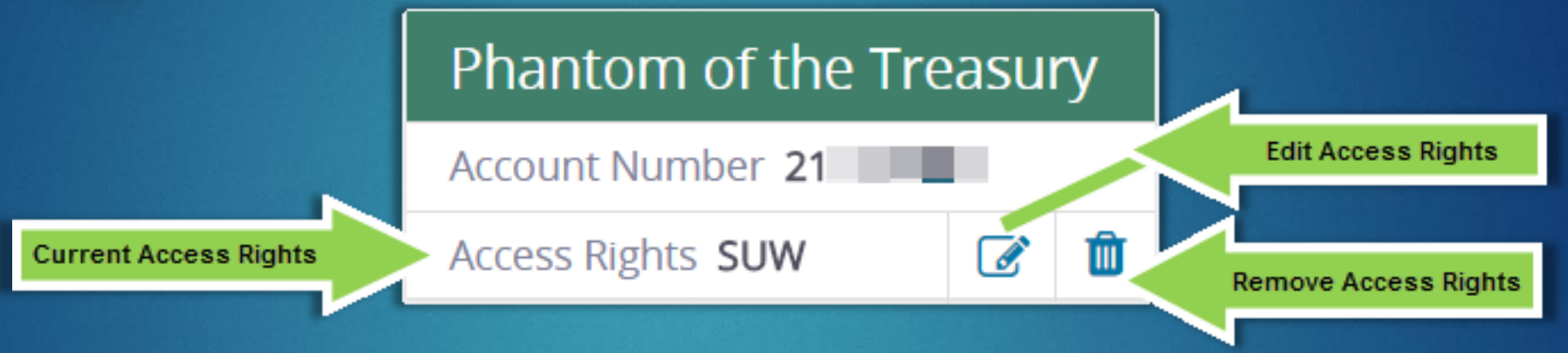


The business card displays your current access rights.

If you do not see your business listed under **Your Businesses**, see the MTO Learning Series: ***Connect to a business*** tutorial.

a closer look …

anatomy of the business card



Current Access Rights: the details of your connection to this business

Your access rights are the user role(s) during the connection process that you selected and answered shared secret questions.

For SUW, **S** = sales tax , **U** = use tax on sales and rentals, and **W** = withholding tax

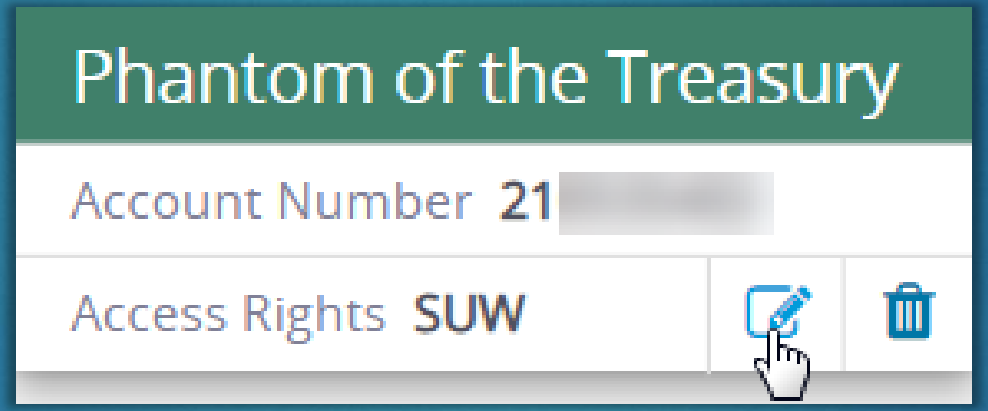
Edit Access Rights: Change your existing business connection by adding or deleting access rights.

Remove Access Rights: Delete all of your access rights to a business for a particular Tax Service. This also removes the business card from the Dashboard. This action is not reversible; to get your connection back you must create a new business relationship.

change your access rights

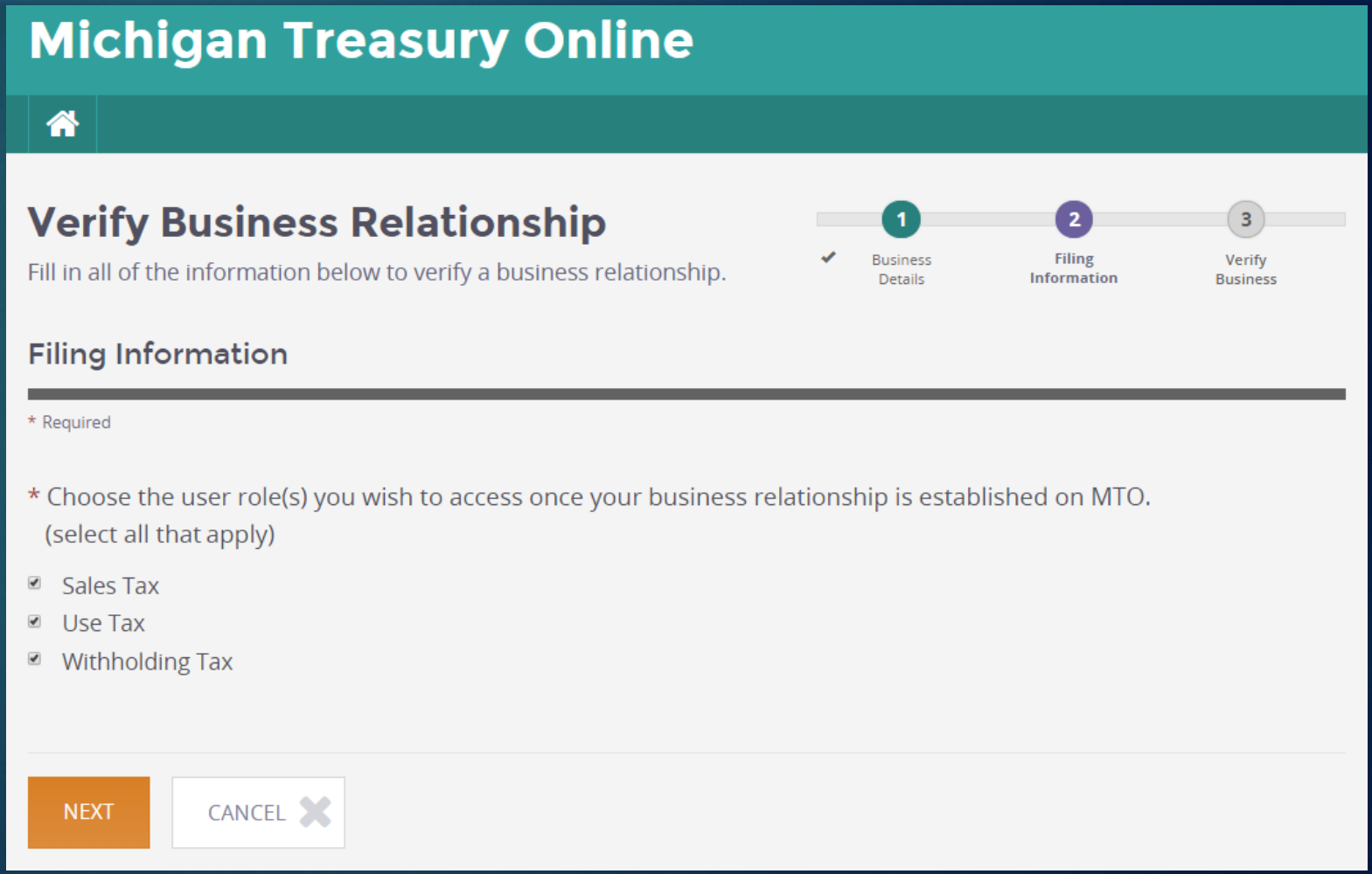
In 5 or 6 Easy Steps

Step 1: click *Edit* on the business card



Step 2: identify your changes

- The user role(s) listed are the tax types you can connect to based on the business' current registration.
- Your current access rights are checked.
- Add a tax type to your access rights by checking a user role that is not currently checked.
- Delete an access right by unchecking a user role.
- Click ***Cancel*** at any time to exit.



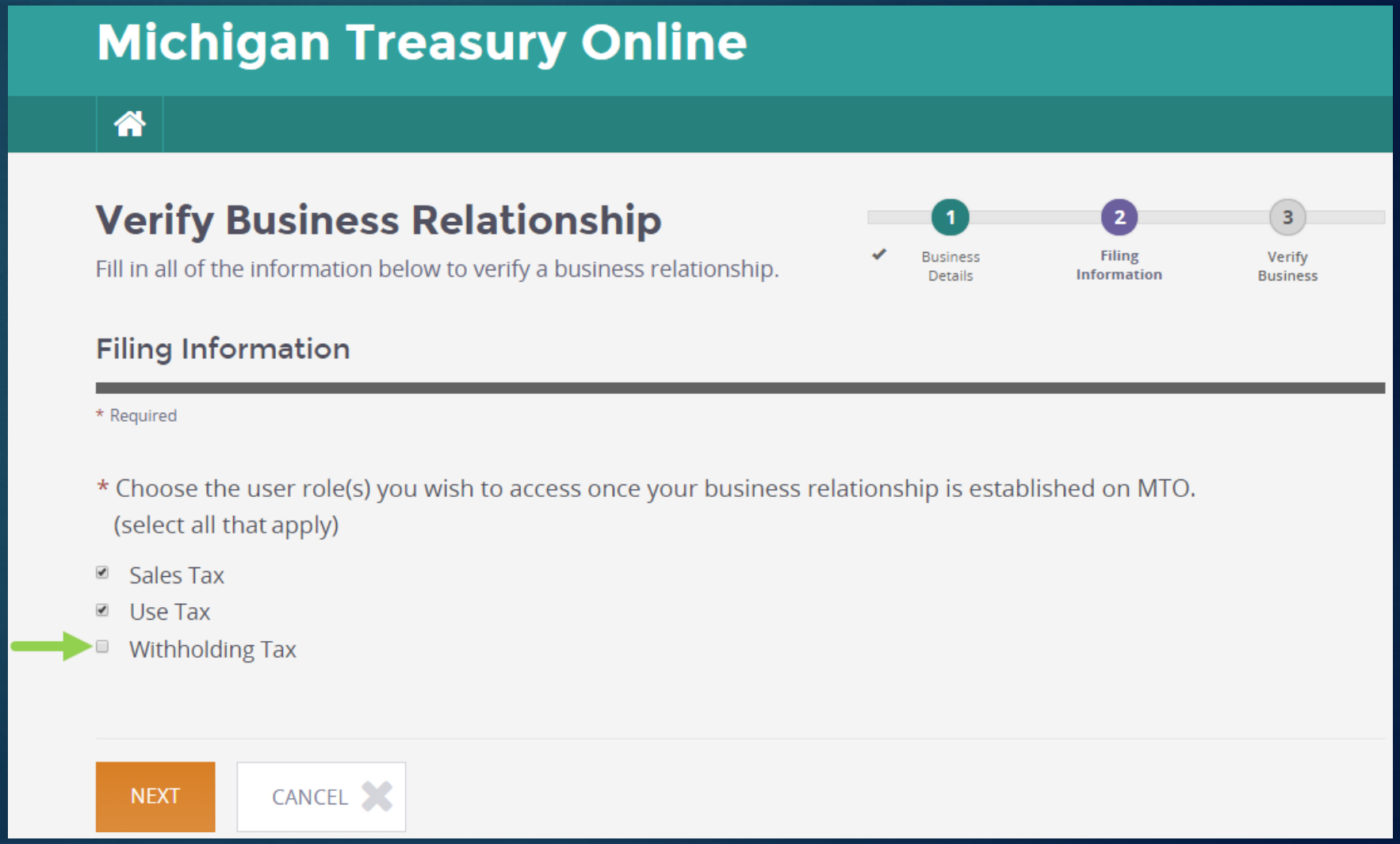
a closer look … remove access rights

Step 3:
uncheck an access right

(continuation of Step 2)

The graphic to the right illustrates unchecking withholding tax to remove it as an access right.

Click ***Next*** to proceed.



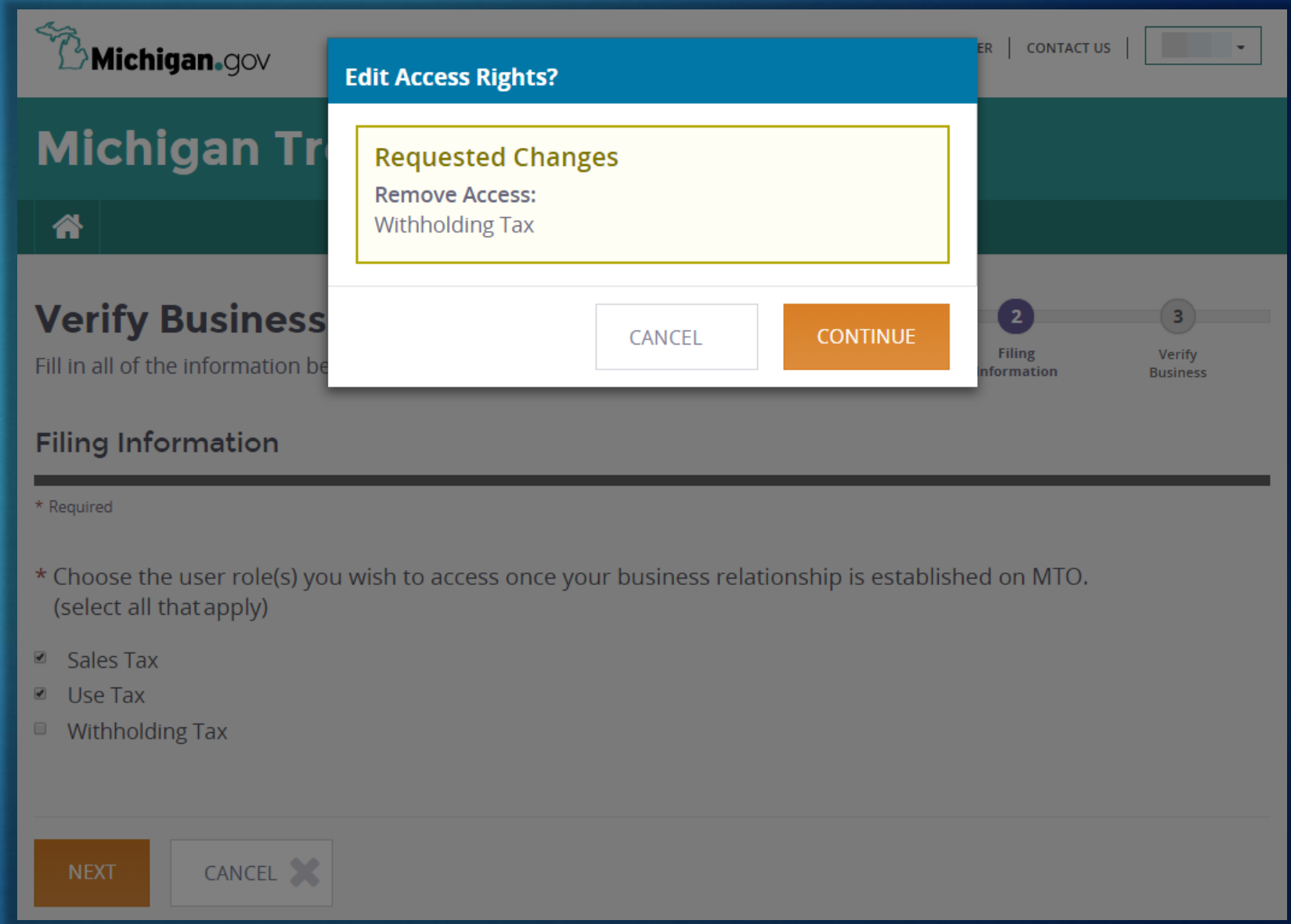
remove access rights

Step 4:
confirm change

(continuation of the previous slide)

The graphic to the right illustrates prompting the MTO user to decide on deleting their withholding tax access.

Click ***Continue*** to remove the access right. Click ***Cancel*** to exit or make other changes.

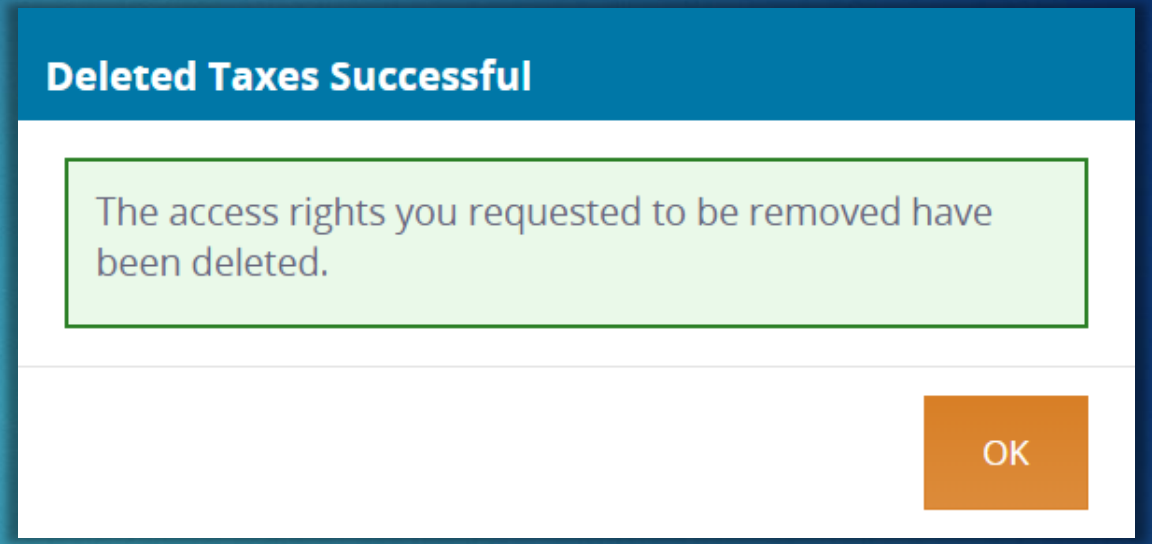


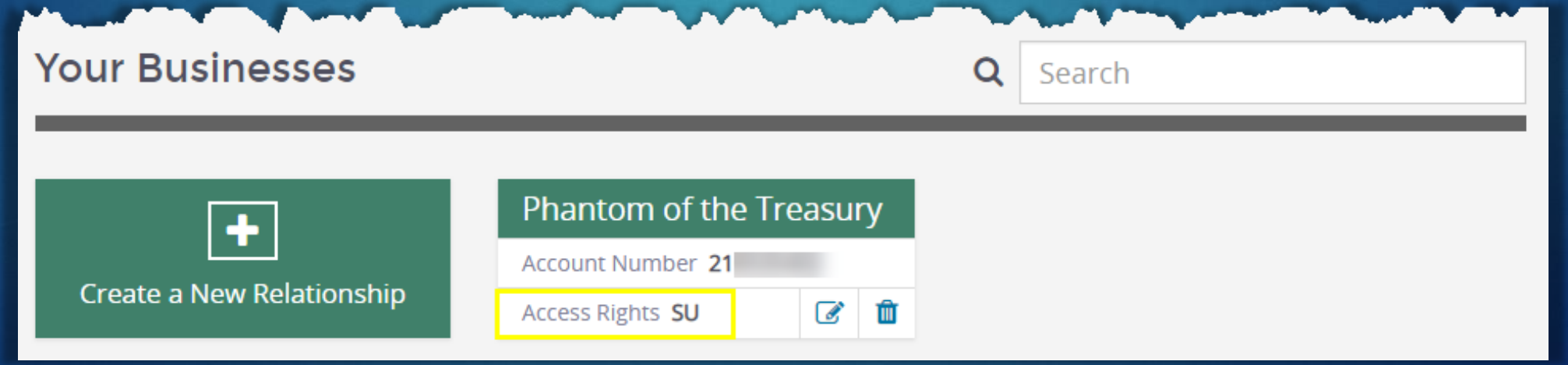
remove access rights

Step 5:
view updated access rights

(continuation of the previous slide)

The graphics illustrate withholding tax deleted from the MTO user's access rights.





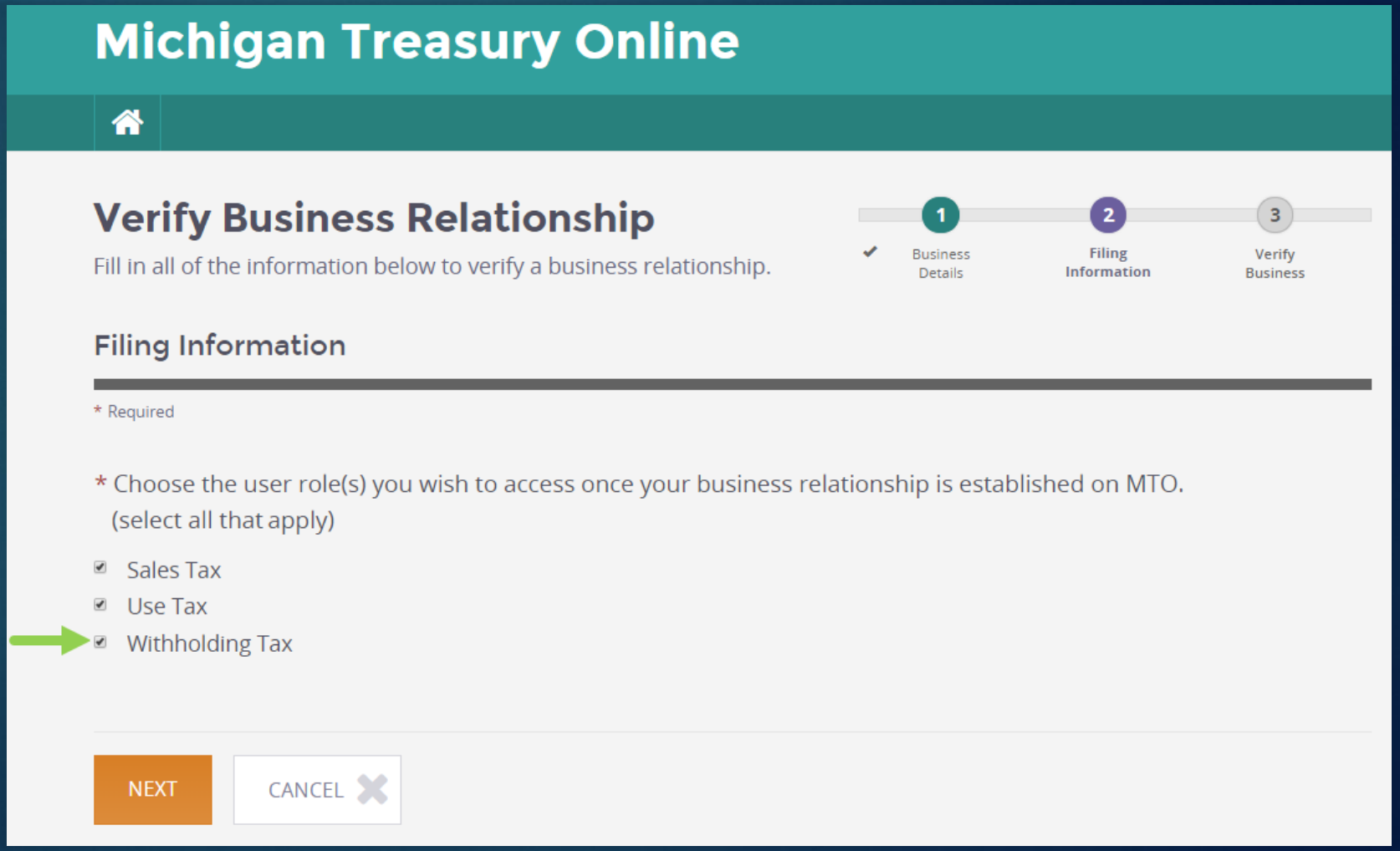
a closer look … add access rights

Step 3:
check a user role

(continuation of Step 2)

The graphic to the right illustrates checking withholding tax to add it as an access right.

Click ***Next*** to proceed.



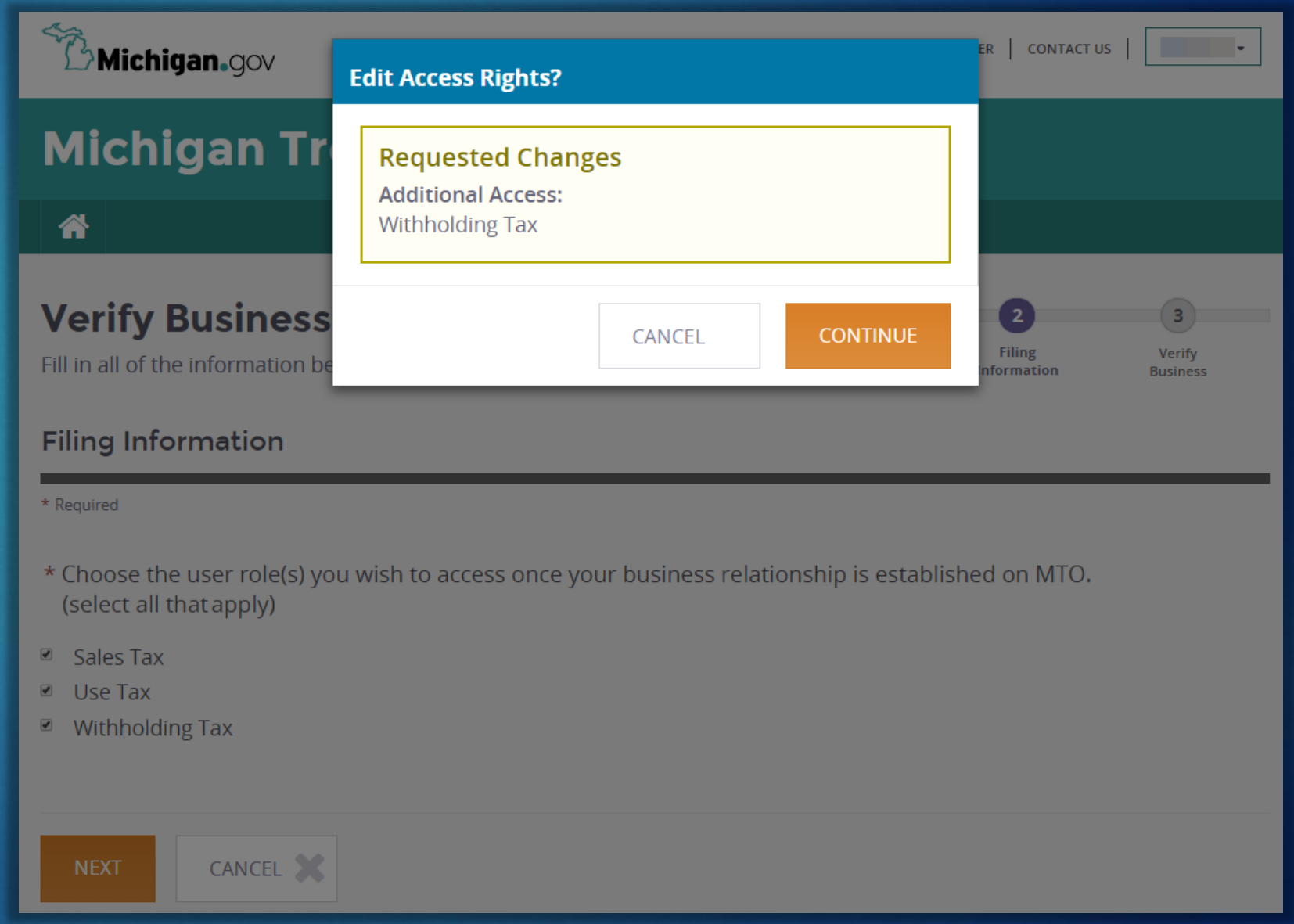
add access rights

Step 4:
confirm change

(continuation of the previous slide)

The graphic to the right illustrates prompting the MTO user to decide on adding withholding tax access.

Click ***Continue*** to add the access right. Click ***Cancel*** to exit or make other changes.



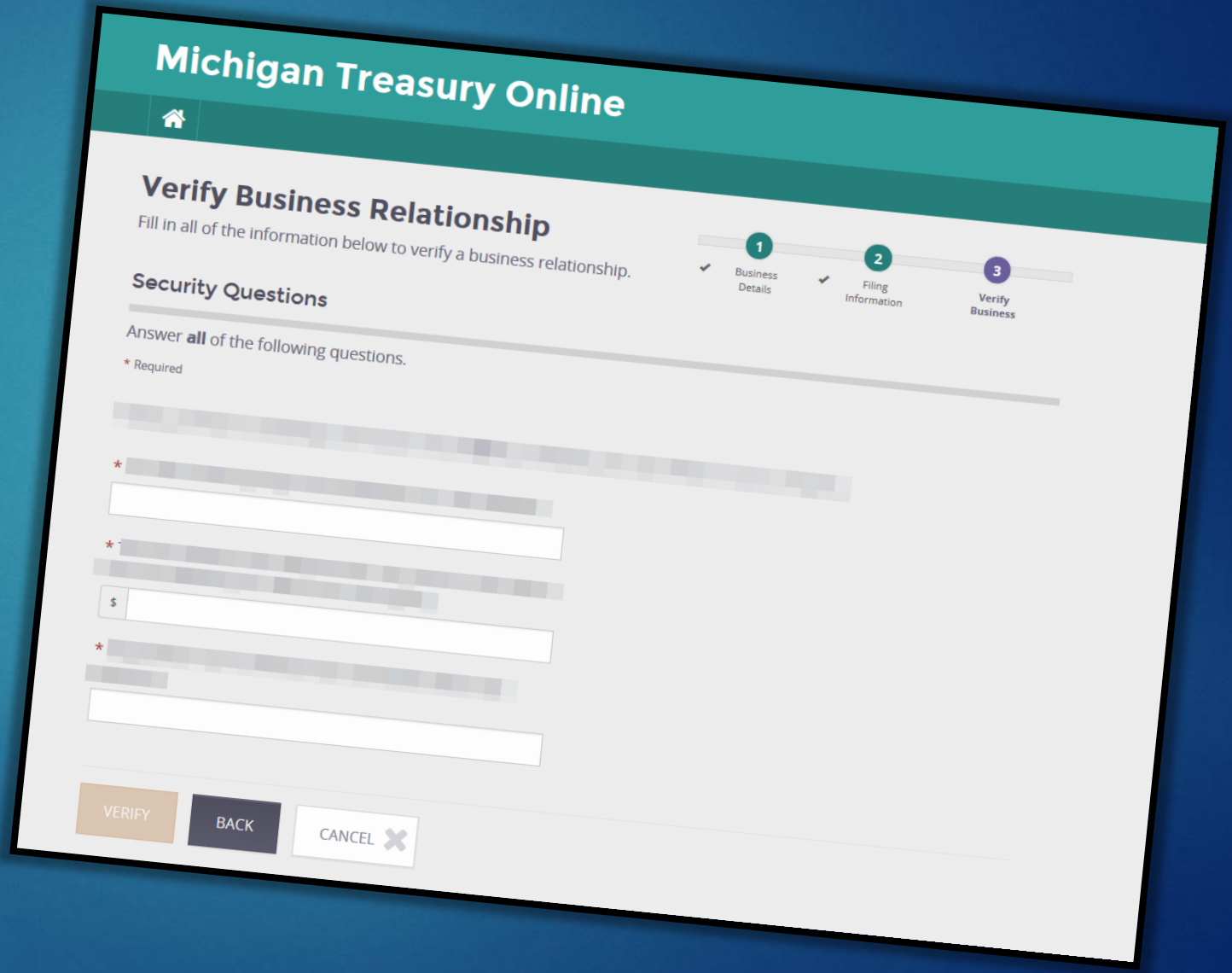
add access rights

Step 5:
answer question(s)

(continuation of the previous slide)

When adding a type tax, you must answer the shared secret question(s) in order to make the connection.

The graphic to the right illustrates a possible shared secret question screen.

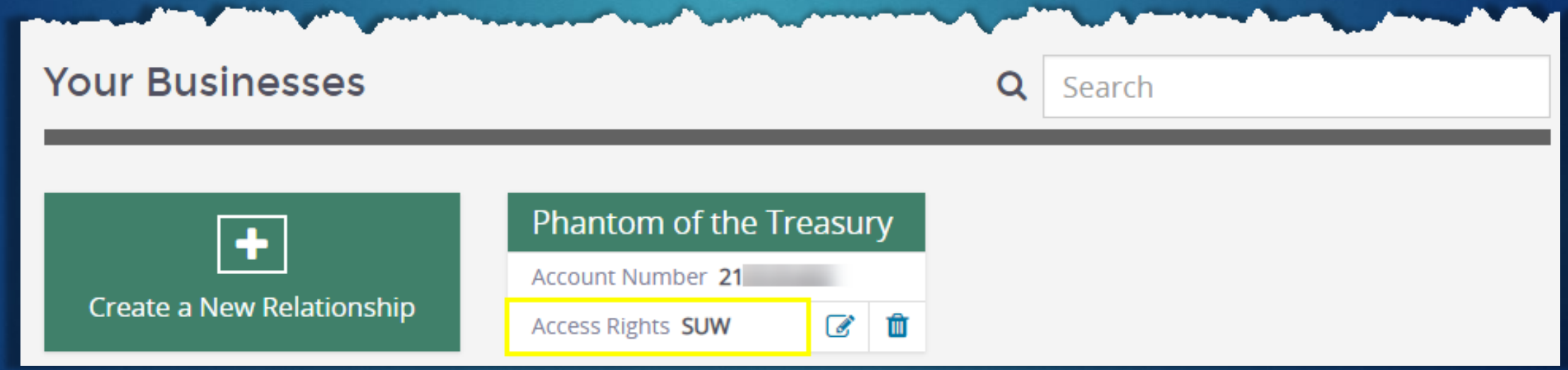


add access rights

Step 6:
view updated access rights

(continuation of the previous slide)

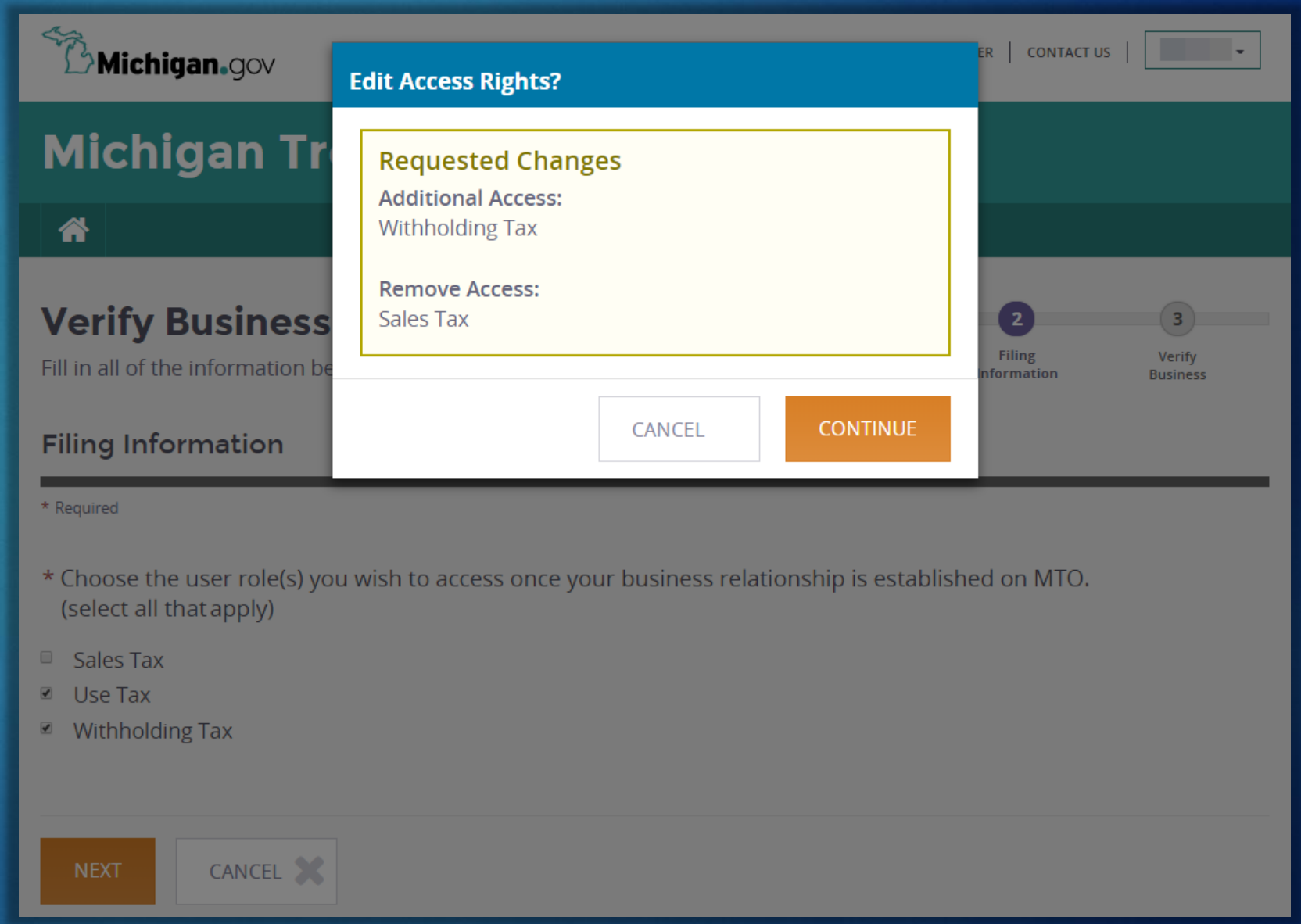
The graphic below illustrates withholding tax added to the MTO user's access rights.



a closer look … add/remove access rights

You can add and remove access rights at the same time.

The graphic to the right illustrates an MTO user adding withholding tax and removing sales tax access right at the same time.



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