

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

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 Marijuana
Facilities (MMF) Tax

Step 2: locate your business on the Dashboard

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

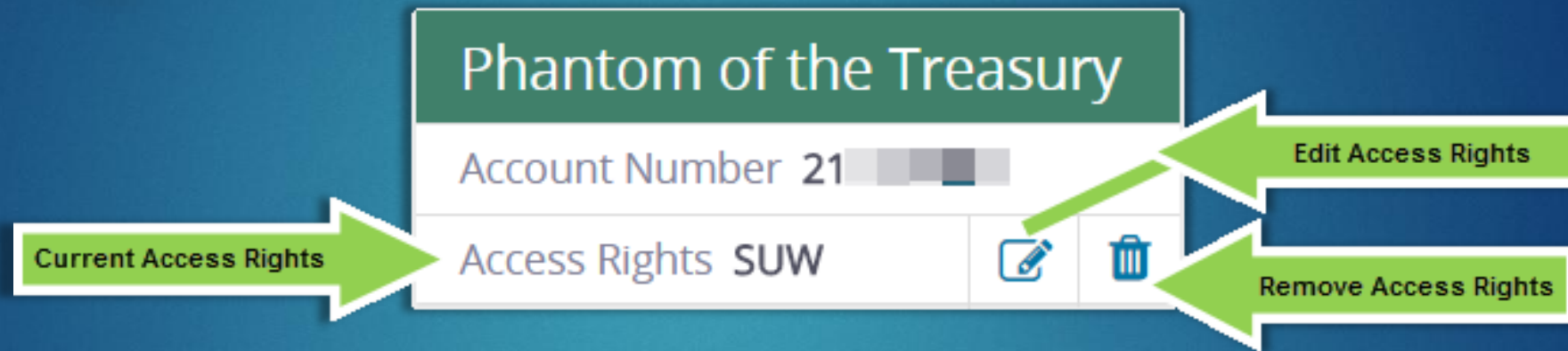
The business card displays your current access rights.

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

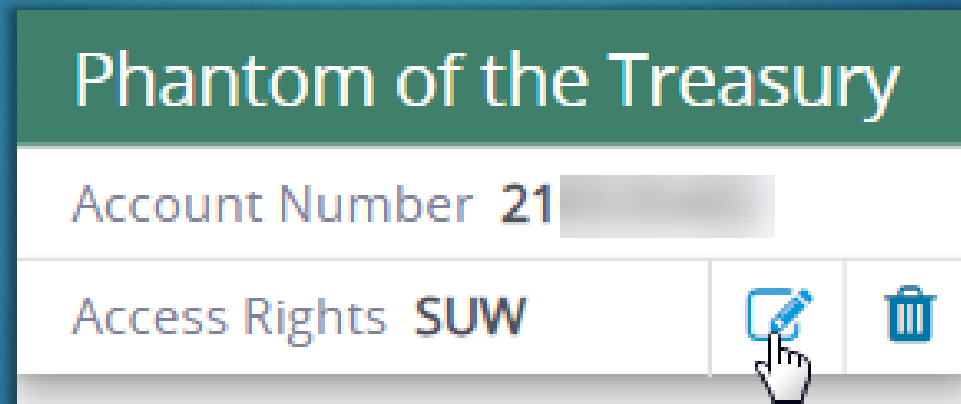
Edit Access Rights: Change your existing business connection by adding or deleting access rights.

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.

Michigan Treasury Online



Verify Business Relationship

Fill in all of the information below to verify a business relationship.

✓ **1** Business Details 2 Filing Information 3 Verify Business

Filing Information

* Required

* Choose the user role(s) you wish to access once your business relationship is established on MTO.
(select all that apply)

- Sales Tax
- Use Tax
- Withholding Tax



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.

Michigan Treasury Online



Verify Business Relationship

Fill in all of the information below to verify a business relationship.

1 Business Details ✓ 2 Filing Information 3 Verify Business

Filing Information

* Required

* Choose the user role(s) you wish to access once your business relationship is established on MTO.
(select all that apply)

- Sales Tax
- Use Tax
- Withholding Tax

NEXT CANCEL ✕

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.

The screenshot shows the Michigan.gov website interface. At the top left is the Michigan.gov logo. The main header reads "Michigan Tr". Below this is a navigation bar with a home icon and a "Verify Business" section. The "Verify Business" section includes a progress indicator with steps 2 (Filing Information) and 3 (Verify Business). The main content area is titled "Verify Business" and contains a "Filing Information" section with a list of checkboxes: Sales Tax (checked), Use Tax (checked), and Withholding Tax (unchecked). A modal dialog titled "Edit Access Rights?" is overlaid on the page. The dialog has a blue header and a white body. It contains a yellow box labeled "Requested Changes" with the text "Remove Access: Withholding Tax". Below the dialog are two buttons: "CANCEL" and "CONTINUE". At the bottom of the page, there are "NEXT" and "CANCEL" buttons.

Michigan.gov

Michigan Tr

Verify Business

Filing Information

* Required

* Choose the user role(s) you wish to access once your business relationship is established on MTO. (select all that apply)

- Sales Tax
- Use Tax
- Withholding Tax

2 Filing Information

3 Verify Business

Requested Changes

Remove Access: Withholding Tax

CANCEL CONTINUE

NEXT CANCEL ✕

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.

Deleted Taxes Successful

The access rights you requested to be removed have been deleted.

OK

Your Businesses

Search



Create a New Relationship

Phantom of the Treasury

Account Number 21

Access Rights SU





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.

Michigan Treasury Online

Home

Verify Business Relationship

Fill in all of the information below to verify a business relationship.

1 Business Details 2 Filing Information 3 Verify Business

Filing Information

* Required

* Choose the user role(s) you wish to access once your business relationship is established on MTO. (select all that apply)

- Sales Tax
- Use Tax
- Withholding Tax

NEXT CANCEL ✕

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.

The screenshot shows the Michigan.gov website interface. At the top left is the Michigan.gov logo. Below it is the 'Michigan Tr' header. A navigation bar contains a home icon and a progress indicator with steps 2 (Filing Information) and 3 (Verify Business). The main content area is titled 'Verify Business' and includes a sub-header 'Filing Information'. A modal dialog box titled 'Edit Access Rights?' is overlaid on the page. The dialog has a blue header and a white body. Inside the dialog, a yellow box highlights the text 'Requested Changes' and 'Additional Access: Withholding Tax'. Below this, there are two buttons: 'CANCEL' and 'CONTINUE'. At the bottom of the page, there are 'NEXT' and 'CANCEL' buttons with an 'X' icon.

Michigan.gov

Michigan Tr

Verify Business

Filing Information

Verify Business

Requested Changes

Additional Access:
Withholding Tax

CANCEL CONTINUE

NEXT CANCEL X

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.

The screenshot shows the 'Michigan Treasury Online' interface. At the top, there is a teal header with a home icon and the text 'Michigan Treasury Online'. Below this is a progress bar with three steps: '1 Business Details' (checked), '2 Filing Information' (checked), and '3 Verify Business' (active). The main heading is 'Verify Business Relationship' with the instruction 'Fill in all of the information below to verify a business relationship.' Below the heading is the section 'Security Questions' with the instruction 'Answer **all** of the following questions.' There are five required questions, each with a red asterisk and a blurred input field. The first question has a dollar sign (\$) in its input field. At the bottom of the screen, there are three buttons: 'VERIFY' (orange), 'BACK' (dark blue), and 'CANCEL' (white with a grey 'X').

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.

The screenshot shows a user interface for managing businesses. At the top left, it says "Your Businesses". To the right is a search bar with a magnifying glass icon and the text "Search". Below this is a grid of cards. The first card is green with a white plus sign and the text "Create a New Relationship". The second card is white with a green header "Phantom of the Treasury". Below the header, it says "Account Number 21" followed by a blurred grey bar. The bottom row of the card has "Access Rights SUW" highlighted with a yellow border, and two icons: a pencil and a trash can.



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.

The screenshot shows the Michigan.gov website interface. At the top left is the Michigan.gov logo. The main heading is "Michigan Tr" (partially visible). Below it is a "Verify Business" section with a home icon and the instruction "Fill in all of the information be". A "Filing Information" section is visible below. A modal dialog titled "Edit Access Rights?" is open in the center. The dialog has a blue header and a white body. It lists "Requested Changes" with "Additional Access: Withholding Tax" and "Remove Access: Sales Tax". At the bottom of the dialog are "CANCEL" and "CONTINUE" buttons. In the background, a progress bar shows "2 Filing Information" and "3 Verify Business". At the bottom of the page, there are "NEXT" and "CANCEL" buttons.

Michigan.gov

Michigan Tr

Verify Business
Fill in all of the information be

Filing Information

* Required

* Choose the user role(s) you wish to access once your business relationship is established on MTO. (select all that apply)

- Sales Tax
- Use Tax
- Withholding Tax

Edit Access Rights?

Requested Changes

Additional Access:
Withholding Tax

Remove Access:
Sales Tax

CANCEL CONTINUE

NEXT CANCEL ✕



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TREASURY