

# Installment Agreement

Issued under the authority of P.A. 122 of 1941, as amended.  
You must file this form if you wish to establish an installment agreement.

	Treasury Account Number	
	Type of Entity <input type="checkbox"/> Individual <span style="margin-left: 200px;"><input type="checkbox"/> Sole Proprietor</span> <input type="checkbox"/> Corporation <span style="margin-left: 100px;"><input type="checkbox"/> Partnership</span> <input type="checkbox"/> Other, specify: _____	
	Home Telephone Number	Business Telephone Number

I (We) request an installment agreement to liquidate my (our) debt to the Michigan Department of Treasury and agree to pay the assessment(s) listed below in the following manner (attach additional sheets if necessary):

Assessment Number	Assessment Number	Assessment Number	Assessment Number	Assessment Number
			<b>TOTAL AMOUNT OUTSTANDING</b> →	

If a business, enter information about all owners, partners, officers, major shareholders, etc.

Name and Title	Effective Date	Home Address	Phone Number	Social Security Number	% of Ownership

Proposed monthly payments \$ \_\_\_\_\_ due on or before the \_\_\_\_\_ due date

Proposed Bi-Weekly payments \$ \_\_\_\_\_ due on or before the \_\_\_\_\_ due date

Signature Required (and Title if Corporate Officer or Partner)	Social Security Number	Date
Spouse Signature (and Title if Corporate Officer or Partner)	Social Security Number	Date

Your request for an installment agreement to liquidate your debt to the Michigan Department of Treasury will be reviewed. If it is not approved, you will be notified. Make checks and money orders payable to "State of Michigan," and include your account number (Social Security number, FEIN, or Michigan Department of Treasury Account number) to ensure proper handling.

Bank Name and Address (required)	Employer Name and Address (required)
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**Read carefully. You should understand that this installment agreement is granted under the following conditions.**

**If a tax debt:**

- You may be subject to liens being filed against your real and personal property to protect the interest of the State (this is a public record).
- Penalty will be charged as provided by statute.
- Interest will be charged each month on the unpaid balance as provided by statute.

**All other debts:**

- All delinquent tax returns must be filed.
- All tax returns and estimated payments that become due during the term of this agreement must be filed and paid on time.
- Permission to make installment payments may be withdrawn and the entire tax liability may be collected by levy on income or by seizure of property without further notice if the conditions of this agreement are not met, or if it is determined that collection of these taxes is endangered.
- Application of payments under this agreement is at the discretion of the Michigan Department of Treasury.
- If debt is a student loan, interest at the rate specified in the agreement will continue to accrue. Payment of the principal does not clear your liability until the related interest is computed and paid.
- Any refund, vendor payment, or other credit due to you from the State of Michigan may be applied as an additional payment on this debt. When applicable, your federal income tax refund may be applied.
- This agreement is based on your current financial circumstances and is subject to periodic reviews, revision, and cancellation if subsequent financial statements required by the Michigan Department of Treasury reflect a change in your ability to pay.
- If receiving vendor income you **MUST** also complete Collection Information Statement Form 3189 for Individuals or Form 856 for Businesses.

# State of Michigan Department of Treasury

1. Date	2. Account Number

Fill in all requested information.  
Be sure the listed items are entered.

3. Name		
4. Address		
5. City	State	ZIP Code

<b>PLEASE REMIT TO</b>	State of Michigan Collection Services Bureau PO Box 30199 Lansing, MI 48909
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6. Amount of Your Payment
\$

**PLEASE RETURN THIS WITH FORM 990, INSTALLMENT AGREEMENT.**

Make your check payable to "State of Michigan" and remit to above address.

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# Instructions for Completing Form 990, Installment Agreement

**Carefully read and complete the highlighted portions of the Installment Agreement form.**

**Treasury Account Number:** Enter your Treasury Account Number. The account number can be found in the upper right hand corner of your notice. Your account number will begin with an “F” or an “S.”

**Name and Address:** Enter your complete name and address. Include your first, last and middle name or entire business name. Enter your complete street address.

**Type of Entity:** If applicable, check the type of entity. For Driver Responsibility Fees the appropriate box to mark is “Individual.”

**Home Telephone Number:** Enter your home telephone number, including area code.

**Business Telephone Number:** Enter your work telephone number, including area code, or a number where you can be reached Monday through Friday between the hours of 8 a.m. and 5 p.m.

**Assessment Number:** Enter your assessment number(s). The assessment number(s) can be found on your notice. If you are unsure of your total balance, enter the total amount shown on your most recent notice.

**If a business,** enter information about all owners, partners, officers, major shareholders, etc.

**Proposed monthly payments/Proposed bi-weekly payments:** Enter the proposed monthly or bi-weekly payment. Use whole dollar amounts, do not enter cents. Round up to the next dollar amount. Enter your preferred payment due date. For Driver Responsibility Fees, your payment arrangement may not exceed 24 months.

**Signature Required:** Sign document, enter your Social Security number and today’s date. A signature is required to process your request for an installment agreement. If the debt is a joint debt, your spouse must sign in the Spouse Signature field.

**Bank Name and Address:** Enter the name and address of your bank/financial institution.

**Employer Name and Address:** Enter your employer’s name and address.

## Important Information

Mail your first payment, in the amount proposed with your completed Installment Agreement and payment coupon. If you elect to pay via Electronic Funds Transfer mail completed form with your application.

## Approved Agreements

Payment coupons will be mailed for future payments. If you have not received your payment coupons prior to the next due date please write your assessment number in the “memo” portion of your check, make your check payable to the State of Michigan - CD, and mail your payment to:

Michigan Department of Treasury  
PO Box 30199  
Lansing MI 48909

## Extra Payments

You may make extra payments on your balance. However, we must receive a timely payment in the agreed upon amount by the due date. Be sure to include a payment coupon or a copy of your payment coupon with your payment. Checks and money orders must have your assessment number/account number printed in the “memo” portion to ensure proper credit on your account.

## Rejected Installment Agreement Applications

If you are not approved for an installment arrangement you will receive a notice. Upon notification, you can contact the number listed on the notice or pay your balance in full.