

Engagement. Service. Improvement.

### Make a CIT Audit Payment

Michigan Treasury Online (MTO) Learning Series

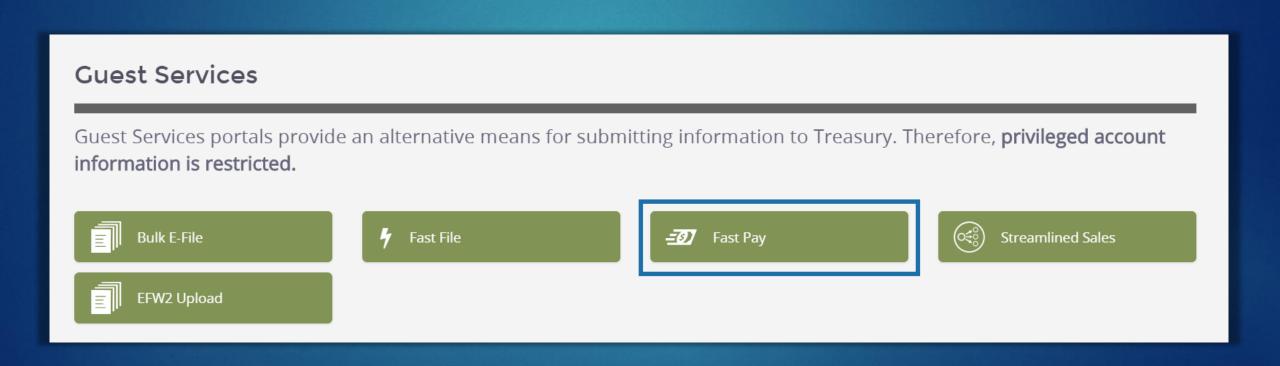
# MTO's Fast Pay Guest Service is the only way to pay Corporate Income Tax (CIT) audits electronically.

#### Why use Fast Pay?

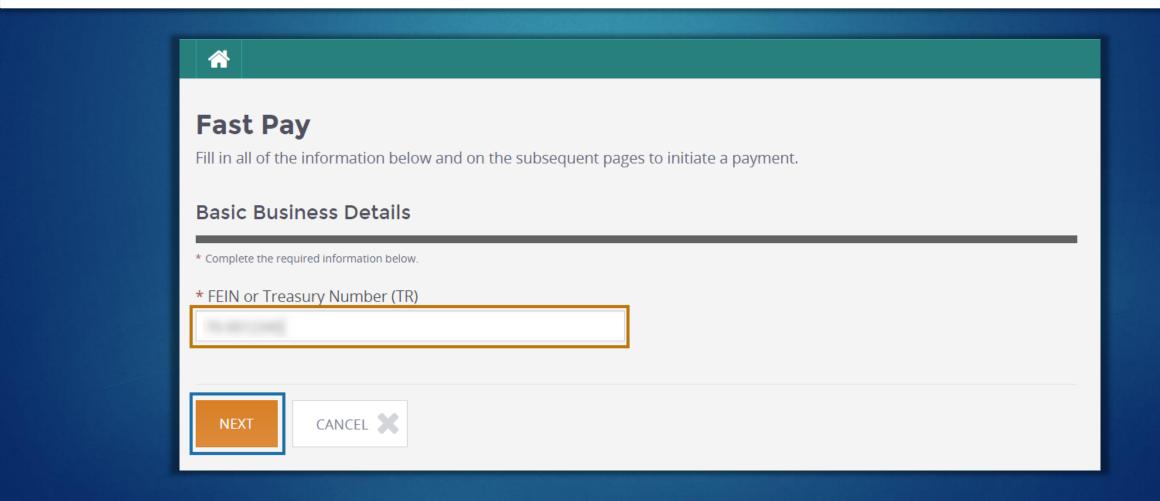
- Proof of payment confirmation number
  - print from the payment screen
  - sent to the email address listed on your MTO profile
- Control your payment
  - Treasury receives your payment on the "Payment Date";
     this is the date you select in the MTO payment system.
  - Schedule an MTO payment as early as the next business day. For next business day processing, initiate your payment before 8:00 p.m. EST.
  - Schedule your payment date up to 90 days in the future.

# CIT Audit Payment **6 EASY STEPS**

On the MTO homepage, select Fast Pay under the Guest Services section.

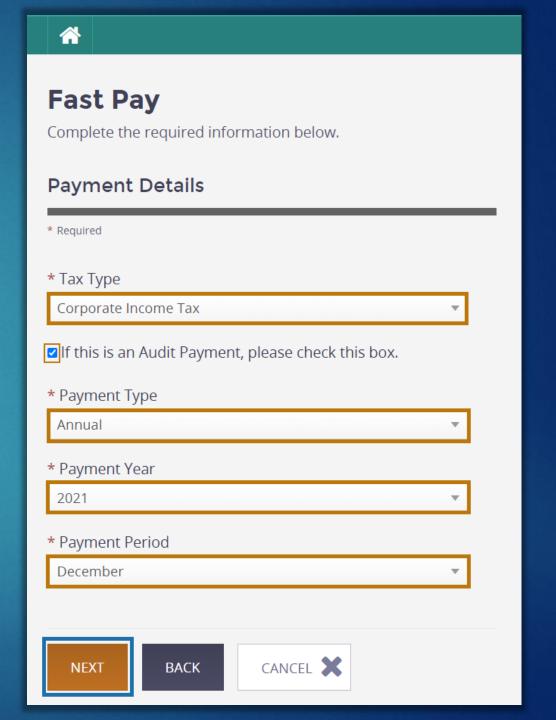


## Enter the business' Treasury account number. Click NEXT to continue.



#### Identify payment details.

- ► Tax Type: Corporate Income Tax
- Check the "Audit Payment" box.
- Payment Type: <u>always</u> select "Annual"
- ▶ Payment Year: CIT audit payments are available for tax years 2012 and beyond. See the next page of this tutorial for guidance on properly selecting the payment year.
- Payment Period automatically populates with "December Annual".
- Click NEXT to continue.



## Identifying the audit payment year

Audit Period	Payment Type	Payment Year	Payment Period	Example	
1 tax year	Annual	the audited tax year	December (Annual)	<ul> <li>The business was audited for the 2019 tax year.</li> <li>Select Payment Year: 2019</li> </ul>	
multiple tax years (combined payment)	Annual	the earliest tax year of the audit	December (Annual)	<ul> <li>The business was audited for tax years 2018, 2019, 2020, 2021.</li> <li>Whether payment is due on 1,2, 3, or all audited years, you can make one payment.</li> <li>This is the preferred method for paying multiple year audits.</li> <li>Select Payment Year: 2018.</li> </ul>	
multiple tax years (separate payments)	Annual	each audited tax year where payment is due	December (Annual)	<ul> <li>The business was audited for tax years 2018, 2019, 2020, 2021.</li> <li>Whether payment is due on 1,2, 3, or all audited years, you have the option to send payment separately by tax year.</li> <li>Choose this approach if you are processing payment from different bank or card accounts for each year.</li> <li>Repeat the entire tutorial process for each audited tax year for which a payment is due.</li> <li>Select the applicable tax year in the Payment Year drop-down menu for every separately processed payment.</li> </ul>	

#### Complete the payment form.

#### **Payment Period**

- The payment details you identified.
- Select the tax type(s) you want to pay.

#### **Your Payment**

- Enter the tax, penalty and interest payment amounts by tax type.
- Reference your total payment in the bottom right.
- ► Click **PAY** to schedule your payment.



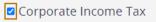
#### **Fast Pay**

Fast Pay allows a taxpayer to quickly send a payment to the Michigan Department of Treasury. Taxpayers can pay CIT, MBT, SUW, or MRE tax through the Fast Pay portal.

Below is a summary of the payment you have requested. Complete the required sections before scheduling your payment.

Payment Period: Audit - Annual - December 2021

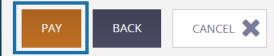
Please select the type of taxes you would like to pay from the list given below and then enter the taxes in the form given below. If you selected the SUW tax type, please indicate the specific taxes you wish to pay below (check all that apply).



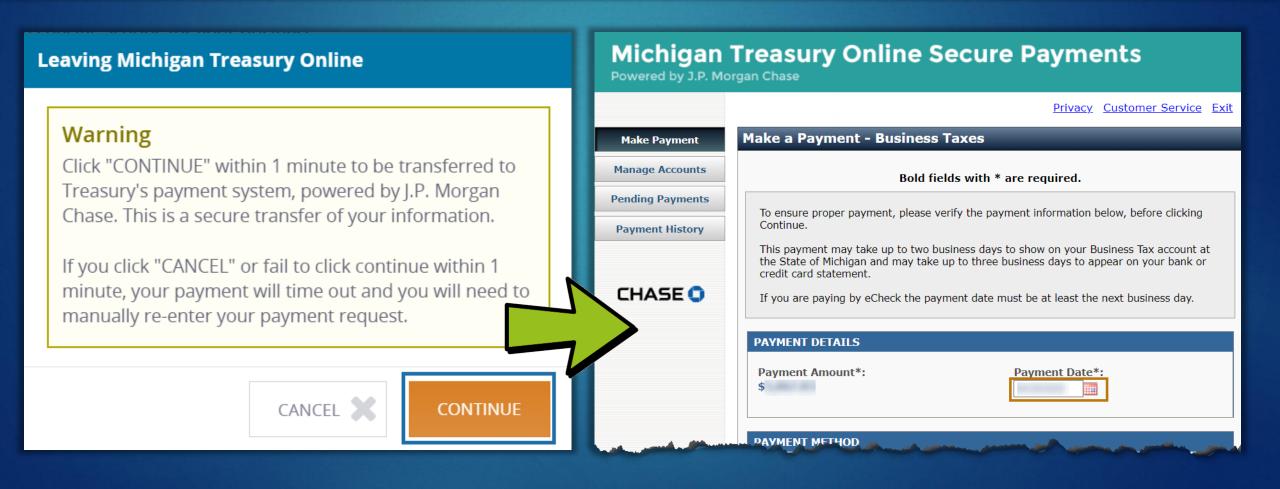
#### Your Payment

Enter your payment amounts in the Tax Amount, Penalty Amount and Interest Amount fields for each tax type below. If a payment category does not apply, leave it blank. Click the payment button to initiate the payment.

Тах Туре	Tax Amount (\$)	Penalty Amount (\$)	Interest Amount (\$)
Corporate Income Tax	5,000.00	0.00	0.00
			Total : \$

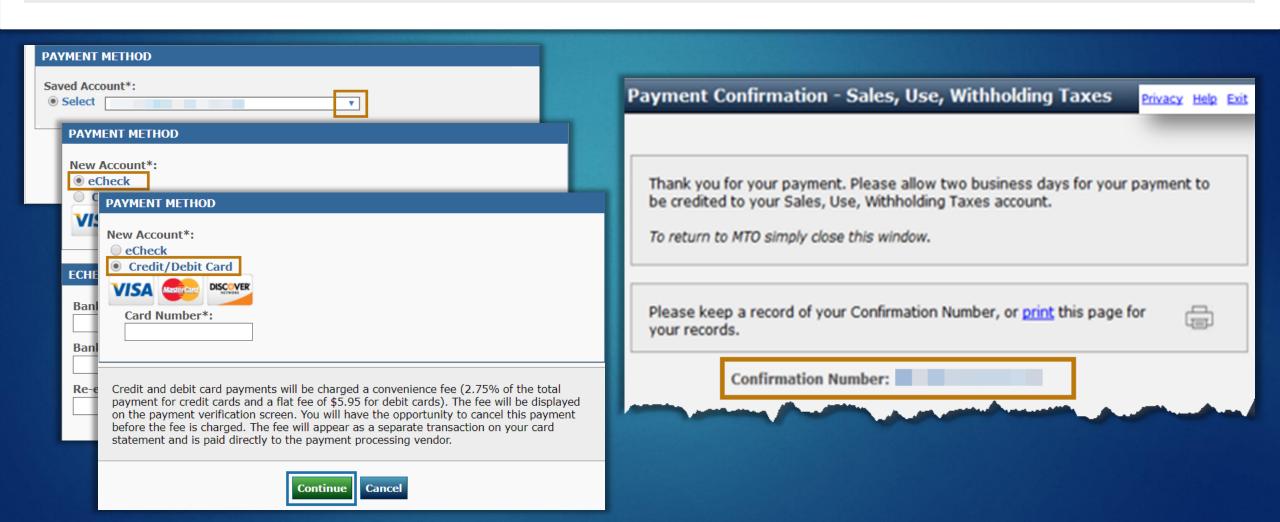


#### Transfer to the MTO Payment System.



- After clicking PAY on the payment form, click CONTINUE on the Leaving Michigan Treasury Online pop-up window within 1 minute. This action provides your consent to be securely transferred and automatically logged in to the MTO Payment System, Payconnexion, which is hosted by JPMorgan Chase.
- ▶ The MTO Payment System opens in a new browser window or tab.
- Your Total Payment from the payment form appears in the Payment Amount field on Payconnexion.
- Choose your Payment Date. Remember, the earliest payment date is the next business day if initiated before 8:00 p.m. EST.

#### Schedule your payment.



- Select your Payment Method.
  - E-check is free of charge; debit and credit card transactions incur fees.
  - You have the option to save payment information to use for future payments made by you for this business.
  - You can provide new payment information at any time.
- After scheduling the payment, you will receive a confirmation number.
  This payment confirmation number:
  - includes alpha and numeric characters.
  - is displayed immediately and is sent to the email address associated with your MTO user profile.
  - must be printed and provided to your Treasury auditor.
- Click **EXIT** to securely leave Payconnexion and return to MTO.



This is a production of the Michigan Department of Treasury.

The information provided in this tutorial is for illustrative and navigational purposes only and the content does not carry the weight of law, bulletins, or rulings. The topics covered and guidance supplied is subject to change.

Please contact us with any questions or feedback at <a href="mailto:TreasuryOutreach@michigan.gov">TreasuryOutreach@michigan.gov</a>.

