



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JAY B. RISING
STATE TREASURER

February 2, 2004

Notice of Mandated Electronic Filing

Exporters, Importers, Carriers, Transporters, Liquefied Petroleum Gas Dealers, Retail Marine Diesel Dealers and Blenders

You were previously notified by the Michigan Department of Treasury of the **mandate** for electronic tax report filing beginning with the March 2004 file period. The deadline for submitting your application for electronic filing was January 5, 2004.

There are two filing options for file transmission, electronic filing using File Transfer Protocol (FTP) and Web Direct Fillable Forms Filing. If you plan to use FTP as your electronic filing transmission option you must submit an application for Motor Fuel Electronic Filing (form 4099) and a Trading Partner Agreement (form 3999). Both forms are available on our Web site at michigan.gov/motorfuelefile. Prior to actual return acceptance, all electronic filings must pass format and data requirements. A test file must be submitted no later than February 20, 2004.

You must also complete the Motor Fuel Electronic Filing Application if you plan to file via the Web so that a user code and password can be assigned prior to the mandated filing deadline.

We have scheduled two conference calls to address any questions or concerns you may have. The first call has been scheduled for Friday February 6, 2004 at 11:00 a.m. Eastern Standard Time for those who plan to use FTP. The second call will be on Friday February 6, 2004 at 1:00 p. m. Eastern Standard Time for those who plan to use the Web. The phone number for both calls is 1-888-895-4286 and the participant number is 404685.

Please complete the enclosed application and return it to us by February 13, 2004. If we do not hear from you, additional action may be taken, including a hearing for the possible revocation of your Motor Fuel license(s).

If you have any questions or need additional assistance, please call the Customer Contact Division, Special Taxes Section at (517) 636-4600.