

## Tobacco Products Electronic Funds Transfer (EFT) Credit Application

Issued under authority of Public Act 122 of 1941, as amended. Filing is mandatory if you wish to pay by EFT Credit.

**INSTRUCTIONS:** Use this form to notify Treasury that you intend to pay your tobacco product taxes by EFT Credit. You may begin electronic payment after you receive our approval and instructions for transmitting.

<b>PART 1: BUSINESS INFORMATION</b>			
Taxpayer Name (Type or print clearly)		Taxpayer Identification Number (FE, TR or ME Number)	
Address	City	State	ZIP Code
Contact Person Name	Contact Person Telephone Number	Contact Person Fax Number	
E-mail Address			
<b>PART 2: AUTHORIZATION FOR EFT CREDITS</b>			
I agree to follow the formats adopted by the Michigan Department of Treasury for Tobacco Products tax payments. I agree to notify Treasury in advance of any change in my payment method.			
Signature of Responsible Taxpayer or Authorized Representative		Title	Date
<b>PART 3: CORPORATE OFFICER CERTIFICATION</b>			
Corporations, Partnerships, LLP's or LLC's must complete this section before this form can be processed. This officer, member or partner certification should be resubmitted when there is a change in the individual responsible for filing and/or paying Michigan Taxes.			
Please be aware of corporate officer liability as provided in Michigan Compiled Laws 205.27a(5): "If a corporation, limited liability company, limited liability partnership, partnership or limited partnership liable for taxes administered under this act fails for any reason to file the required returns or to pay the tax due, any of its officers, members, managers, or partners who the department determines, based on either an audit or an investigation, have control or supervision of, or responsibility for, making the returns or payments is personally liable for the failure."			
Signature of Authorized Representative Responsible for Reporting and/or Paying Michigan Taxes		Title	
Print or Type Name			Date
Mail this form to the Michigan Department of Treasury for approval. After a successful test has been completed using your file format, a signed copy of this form will be mailed as your confirmation that your application has been received and processed. You will receive instructions from our contractor for filing electronic payments.			
<b>TREASURY USE ONLY</b>			
Tax Type: Tobacco Products	Tax Type Codes:	Tobacco Products Tax (07300) Tobacco Products Proposed Adjustments (07311)	
Treasury Approval			Date

If you have any questions, contact the Michigan Department of Treasury at 517-636-4630.

Return this form to: Michigan Department of Treasury  
PO Box 30474  
Lansing MI 48909  
Fax: 517-636-4631

## Instructions for Form 4239, Tobacco Products Electronic Funds Transfer (EFT) Credit Application

You are requesting permission to make monthly payments of tobacco product taxes using the Electronic Funds Transfer (EFT) credit method. Please follow this procedure to begin sending payments electronically to the Michigan Department of Treasury (Treasury):

### Transmission Information Detail

1. Make EFT credit transmissions to the State Treasurer's account at JP Morgan Chase, account number 675525729. Your bank may also need to know JP Morgan Chase's ABA number, which is 072000326. You must contact your bank early to notify them of your EFT transfer amount. Most banks require at least 24 hours lead time. Contact your bank for specific deadlines.
2. Your bank will need to know the format for the addendum portion of the transmission. The State of Michigan has adopted the following CCD+ format:

Field	Contents
Segment Identifier	"TXP"
TXP01	Federal Employer Identification Number or Michigan Department of Treasury assigned account number ("ME-..." or "TR-..."). Please enter the entire account number, including the hyphen.
TXP02	Tax Type Codes: 07300 - Tobacco Products Tax 07311 - Tobacco Products Proposed Adjustment
TXP03	Tax period end date. Period for which tax was accrued in "YYMMDD" format ("DD" can be any valid day, preferably the 20th of the month.)
TXP04	Amount type. "T" for Tax.
TXP05	Amount of tax being paid in "\$\$\$\$\$cc" format ("cc," cents must be filled in even if you transfer whole dollar amounts.)
TXP06	Amount type. "P" for penalty.
TXP07	Amount of penalty being paid in "\$\$\$\$\$cc" format ("cc" cents must be filled in even if you transfer whole dollar amounts.)
TXP08	Amount type. "I" for interest.
TXP09	Amount of interest being paid in "\$\$\$\$\$cc" format. ("cc" cents must be filled in even if you transfer whole dollar amounts.)

- NOTES:**
1. Fields TXP06, TXP07, TXP08, and TXP09 are optional and only need to be completed if penalty and/or interest are being paid.
  2. Separator for all fields is "\*".
  3. Terminator = "\."