



Michigan Treasury Online (MTO) Optimization

Learning Series 8: Viewing Letters and Licenses

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

April 2016

Customer Friendly

Simplified Process

What's New in MTO?

- Viewing Letters and Licenses

Learning Series 8 edition on Viewing Letters and Licenses.

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionality that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

Viewing Letters and Licenses:

Letters and Licenses Information –Users who have the Manage Registration Information user role will be able to view the letters and licenses menu.

- Within the Letters and Licenses menu, you will be able to view correspondence from the Michigan Department of Treasury along with a copy of the businesses sales tax license.



MTO IMPROVEMENT: The sales tax license of each business can be displayed and printed under the letters and licenses menu.

1. To view letters sent from the Michigan Department of Treasury, select “**Letters**” under the Letters and Licenses menu.



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Michigan Treasury Online



A BUNCH OF GRAPES WINERY - 21033



A BUNCH OF GRAPES WINERY

Business Information

Legal Address
111 N LINCOLN ROAD
ESCANABA, MI 49829

FEIN
21033

Business Phone Number
5176366191

Registered Tax Types
Sales Tax, Use Tax (Sales & Rentals),
Withholding Tax

Available Actions

▶ Manage Business

▾ Letters and Licenses

Letters

Licenses

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2. Any correspondence sent by the Michigan Department of Treasury to the business will be displayed under the correspondence list. To view the letter, select “**View PDF.**”



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Michigan Treasury Online



A BUNCH OF GRAPES WINERY - 21033



Correspondence

You have the ability to view outgoing business correspondence (including sales tax licenses) issued from the Michigan Business Tax Division. If you have questions on any correspondence not listed on this page, contact Michigan Department of Treasury at 517-636-6925.

Correspondence List

Type	Date Sent	View PDF
Sales Tax License Correspondence	January 4, 2016	VIEW PDF
General Message letter Correspondence	January 4, 2016	VIEW PDF
MTO Manage Business Access Letter	January 5, 2016	VIEW PDF
MTO Manage Business Access Letter	January 5, 2016	VIEW PDF

Available Actions

▶ Manage Business

▾ Letters and Licenses

Letters

Licenses

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3. A PDF of the letter sent will be displayed in a separate window or tab. To print the letter, select the **“print”** icon on the page.

Michigan Department of Treasury
5078 (Rev. 11-13), Page 1

Business Taxes Registration Information Letter

Michigan Department of Treasury
Registration Section
PO Box 30778
Lansing, MI 48909
www.michigan.gov/taxes

A BUNCH OF GRAPES WINERY
111 N LINCOLN ROAD
ESCANABA, MI 49829

Notice Date: March 31, 2016
Account No: 21-033
Refer To: Registration Section
Phone: (517) 636-6925

We have received the request to update your account.

We have added the new contact(s) you provided on the form to your account.

To make further changes to your Treasury account, visit Michigan Treasury Online at <https://mto.treasury.michigan.gov>. For confirmation of the foregoing changes in the Track Updates section of the Michigan Treasury Online.



1. To view the business sales tax license, select **“Licenses”** under the Letters and Licenses menu.



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Michigan Treasury Online



A BUNCH OF GRAPES WINERY - 21033



A BUNCH OF GRAPES WINERY

Business Information

Legal Address

111 N LINCOLN ROAD
ESCANABA, MI 49829

FEIN

21033

Business Phone Number

5176366191

Registered Tax Types

Sales Tax, Use Tax (Sales & Rentals),
Withholding Tax

Available Actions

▶ Manage Business

▾ Letters and Licenses

Letters

Licenses



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- To view the sales tax license, select “**View PDF**” under the correspondence listed “**Sales Tax License Correspondence.**”

The screenshot shows the Michigan Treasury Online interface. At the top, there is a navigation bar with the Michigan logo and 'Michigan.gov', a 'HELP CENTER | CONTACT US' link, and a user profile 'JED BLU'. Below this is a teal header with 'Michigan Treasury Online'. A breadcrumb trail shows 'A BUNCH OF GRAPES WINERY - 21033'. The main content area is titled 'Correspondence' and includes a paragraph explaining the ability to view outgoing business correspondence. Below this is a 'Correspondence List' table and an 'Available Actions' sidebar.

Type	Date Sent	View PDF
Sales Tax License Correspondence	January 4, 2016	VIEW PDF
General Message letter Correspondence	January 4, 2016	VIEW PDF
MTO Manage Business Access Letter	January 5, 2016	VIEW PDF
MTO Manage Business Access Letter	January 5, 2016	VIEW PDF

The 'Available Actions' sidebar contains a 'Manage Business' button, a 'Letters and Licenses' dropdown menu, and sub-items for 'Letters' and 'Licenses'. A red arrow labeled '2' points to the 'VIEW PDF' link in the first row of the correspondence list.

- A PDF of the sales tax license will be displayed in a separate window or tab. To print the sales tax license, select the print icon on the page.

The screenshot shows a PDF document titled 'Sales Tax Registration Notice' from the Michigan Department of Treasury. The document is addressed to 'A BUNCH OF GRAPES WINERY' and includes a note about the annual return due on February 28. The text of the notice explains the sales tax license and provides instructions for registration. At the bottom of the page, there is a footer with the 'STATE OF MICHIGAN DEPARTMENT OF TREASURY' logo and the account number '21-0439417'. A red arrow labeled '3' points to the print icon in the footer area.



Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO. The website can be accessed here: www.michigan.gov/mtobusiness.