

# 5094 EXAMPLE

Michigan Department of Treasury  
5094 (Rev. 04-22)

Issued under authority of Public Acts 167 of 1933 and 94 of 1937, as amended.

## 2023 Sales, Use and Withholding Payment Voucher

Taxpayer's Business Name
Business Account Number (nine-digit FEIN or TR Number)
Return Period (MM-YYYY)

To pay by check, send this voucher and payment due to: Michigan Department of Treasury, P.O. Box 30406, Lansing, MI 48909-7906. Make check payable to "State of Michigan" and include your account number and return period on the check. This voucher does not need to be sent when making your payment electronically through Michigan Treasury Online (MTO) at [mto.treasury.michigan.gov](http://mto.treasury.michigan.gov) or with tax preparation software.

1. Sales Tax .....	1.		
2. Use Tax (Sales/Rentals) .....	2.		
3. Use Tax (Purchases) .....	3.		
4. Michigan Withholding .....	4.		
5. Penalty .....	5.		
6. Interest .....	6.		
7. TOTAL PAYMENT.	7.		

+ 0000 2023 90 01 27 3

**Be sure software is programmed for users to follow message above:**

- **“This voucher does not need to be sent when making your payment electronically through Michigan Treasury Online at [mto.michigan.gov](http://mto.michigan.gov).”**

**Also, program software to accept whatever users enter on Lines 1 through 7; do not pre-populate.**

### PERSONALIZATION

A developer's software program must print vouchers one to a page with top line generated to define the cutting edge for the preparer, measuring 8.5" wide and 3.5" in height. Position voucher at the bottom of the page to ensure dependable feeding edge. Verify voucher revision date and "MAIL TO:" address are correct.

Verify voucher elements with current year final voucher. Courier font preferred at a minimum 10-point size.

- **Taxpayer's Business Name:** Full Business Name.
- **Business Account Number:** Use the business FEIN or Treasury (TR) assigned number. The nine-digit number must be formatted **XX-0000000**.
- **Return Period:** The two-digit month and four-digit year must be formatted **MM-YYYY**.

### DOC ID CODE

- 4 characters: Software Developer code
- 4 characters: Filing Year
- 3 characters: Voucher Number
- 2 characters: Voucher Page Number
- 2 characters: Office Use Code
- 1 character: Check Digit