

## Instructions for **2023** Sales, Use and Withholding Taxes Monthly/Quarterly and Amended Monthly/Quarterly Worksheet (Form 5095)

### **PART 1: SALES AND USE TAX**

**Lines 1 through 4: Nexus and Reporting Requirements:** For information about determining whether a person has nexus with Michigan, see Revenue Administrative Bulletins (RAB) 2021-21 and 2021-22. Also visit [www.michigan.gov/remotesellers](http://www.michigan.gov/remotesellers) for guidance for remote sellers and marketplace sellers, including FAQs.

**Tax Included in Gross Sales Method (“TIGS method”):** Michigan sales tax (and use tax reported in this section, if applicable) is imposed on the seller. However, a seller is authorized to collect the tax at the point of sale from the customers. Sellers that separately state the tax (for example, on a receipt) and track their sales and tax separately in their books and records should report sales in this section *without* tax included and should leave line 5l blank. Other taxpayers prefer to charge their customers one amount that includes tax (they do not separately state the tax) yet still account for the tax in their books and records. These taxpayers are allowed, but are not required, to use the TIGS method. The TIGS method means that the taxpayer reports its gross sales on lines 1 through 4 *with* the tax included and uses line 5l to calculate and deduct the tax that was included. See line 5l for further instruction. A seller that did not collect the tax at the point of sale from its customers is not permitted to use the TIGS method.

**Line 1A: Total Gross Sales for Tax Year.** *This line should be used by sellers with nexus to report sales of tangible personal property where ownership transfers in Michigan. This includes sellers with nexus through physical presence or economic presence (remote sales).*

Enter total sales, including cash and installment transactions, of tangible personal property.

**Include:**

- Any costs incurred before ownership of the property is transferred to the buyer, including installation, shipping, handling, and delivery charges.
- Trade-in allowances if you are a vehicle dealer.

**Do not report:**

- Nontaxable services that do not involve the sale or lease of tangible personal property.
- Sales made through a marketplace facilitator, if you are a marketplace seller.

**Line 1B: USE TAX - Total Sales for the Tax Year:** *This line should be used by:*

- *Sellers with nexus to report sales of tangible personal property sourced to Michigan, for which ownership transfers outside Michigan, or*
- *Remote sellers without nexus who voluntarily collect Michigan tax.*

Enter total sales, including cash, credit, and installment

transactions, of tangible personal property. However, marketplace sellers should not report sales made through a marketplace facilitator.

**Line 2B: USE TAX - Rentals of Tangible Personal Property and Accommodations.**

- **Marketplace sellers:** Do not report sales made through a marketplace facilitator.
- **Lessors of tangible personal property:** Lessors that have made a valid election under MCL 205.95(4) and MAC R 205.132(1) should report receipts from rentals of that tangible personal property under the election.
- **Persons providing accommodations:** This includes but is not limited to total hotel, motel, and vacation home rentals, and assessments imposed under the Convention and Tourism Act, the Convention Facility Development Act, the Regional Tourism Marketing Act, and the Community Convention or Tourism Marketing Act.

**Line 3B: USE TAX - Telecommunications Services.** Enter gross income from telecommunications service.

**Line 5a-5l: Allowable Exemptions and/or Deductions.** Use lines 5a - 5l to deduct from gross sales the nontaxable sales included in line 4. Deductions taken for tax exempt sales must be substantiated in business records. A completed copy of *Michigan Sales and Use Tax Certificate of Exemption* (Form 3372) or the same information in another format must be obtained from the purchaser. For more information on exemption documentation, see Revenue Administrative Bulletin (RAB) 2016-14.

**Line 5a: Resale, Sublease or Subrent.** Enter resale, sublease or subrent exemption claims.

**Line 5b: Industrial Processing Exemption.** The sale or lease of tangible personal property ultimately used in industrial processing by an industrial processor is exempt. “Industrial processing” is the activity of converting or conditioning tangible personal property by changing its form, composition, quality, combination, or character. In general, all of the following must be met:

- Property must be used in producing a product for ultimate sale at retail,
- Property must be sold or leased to an “industrial processor,” including a person that performs industrial processing on behalf of another industrial processor or performs industrial processing on property that will be incorporated into a product for ultimate sale at retail, and
- Activity starts when property begins moving from raw materials storage to begin industrial processing and ends when finished goods first come to rest in finished goods inventory.

If property is used for both an exempt and a taxable purpose, the property is only exempt to the extent that it is used for an exempt purpose. In such cases, the exemption is limited

to the percentage of exempt use to total use determined by a reasonable formula or method approved (but not required to be pre-approved) by Treasury. For exceptions and exclusions, see MCL 205.54t and 205.94o.

**Line 5c: Agricultural Production Exemption.** Property must be directly or indirectly used in agricultural production. Generally, the following non-exhaustive list *may be exempt*:

(i) Tangible personal property sold or leased to a person engaged in a business enterprise that uses or consumes the property for either:

- Tilling, planting, draining, caring for, maintaining, or harvesting things of the soil, or
- Breeding, raising, or caring for livestock, poultry, or horticultural products.

(ii) To the extent that the property is affixed to and made a structural part of real estate for others and used for an exempt purpose in (i), tangible personal property sold to a contractor that is one of the following:

- Agricultural land tile
- Subsurface irrigation pipe
- Portable grain bins
- Grain drying equipment and its fuel or energy source

However, the following sales from (i) or (ii) *are not exempt*:

- Food, fuel, clothing, or similar property for personal living or human consumption, or
- Property permanently affixed to and becoming a structural part of real estate unless it is agricultural land tile, subsurface irrigation pipe, a portable grain bin, or grain drying equipment. Certain property that can be disassembled and reassembled may be exempt.

Some specific types of exempt property and exempt uses of property are clarified in the statute. If property is used for both an exempt and a taxable purpose, the property is only exempt to the extent that it is used for an exempt purpose. In such cases, the exemption is limited to the percentage of exempt use to total use determined by a reasonable formula or method approved (but not required to be pre-approved) by Treasury. For more information, see MCL 205.54a and 205.94.

**Line 5d: Interstate Commerce.** Enter sales made in interstate commerce. To claim such a deduction, the property must be delivered by the business to the out-of-state purchaser. Property transported out-of-state by the purchaser does not qualify as interstate commerce. Documentation of out-of-state shipments must be retained in business records to support this deduction.

**Line 5e: Separately Itemized Nontaxable Service Charges.** Enter separately itemized labor or service charges involved in maintenance and repair work on property owned by others if these charges were included in gross sales on line 1. Do not subtract any other service necessary to complete the sale of taxable property or any delivery or installation charges that were incurred before

**the completion of transfer of ownership of the property.**

**Line 5f: Bad Debts.** Bad debts may be eligible for a deduction if the following criteria are met:

- The debts are charged off as uncollectible on business books and records at the time the debts become worthless
- The debts are deducted on the return for the period during which the bad debts are written off as uncollectible
- The debts are or would be eligible to be deducted for federal income tax purposes.

A bad debt deduction may be claimed by a third-party lender if the retailer who reported the tax and the lender financing the sale timely execute and maintain a separate written election designating which party may claim the deduction. Certain additional conditions must be met. See MCL 205.54i, 205.99a. and RAB 2019-3.

**Line 5g: Food for Human/Home Consumption.** Enter the total of retail sales of grocery-type food, excluding tobacco, marijuana products, and alcoholic beverages. Prepared food is subject to tax. See MCL 205.54g and MCL 205.94d for more information.

**Line 5h: Government Exemption.** Direct sales to the United States government or the state of Michigan or its political subdivisions are exempt.

**Line 5i: Michigan Motor Fuel Tax.** Motor fuel retailers may deduct the Michigan motor fuel taxes that were included in gross sales on line 1 and paid to the State or the distributor.

**Line 5j: Direct Payment Deduction.** Enter sales made to purchasers that claimed direct pay exemption from sales and use taxes. With the exemption claim, the purchaser must include the following statement: “Authorized to pay use tax on purchases of tangible personal property directly to the State of Michigan under Account Number [listing either the Federal Employer Identification Number or the Michigan Treasury Registration Number]”. If using *Michigan Sales and Use Tax Certificate of Exemption* (Form 3372), check the box in Section 3 for “Other” and include the above statement as the explanation. MCL 205.98.

**Line 5k: Other Exemptions and/or Deductions:** Identify exemptions or deductions not covered in items 5a through 5j on this line. Examples of exemptions or deductions are:

- When the trade-in value of a motor vehicle is less than the MI trade-in allowance, use the trade-in value for the allowable deduction. When the trade-in value of a motor vehicle is equal to or greater than the MI trade-in allowance, use the MI trade-in allowance amount for the allowable deduction. Trade-ins of RVs and watercraft are not subject to limitation. See FAQs for trade-in limits. **Taxes paid to Secretary of State are not reported here.** Instead, they are reported on the *Vehicle Dealer Supplemental Schedule* (Form 5086, e-file only).
- Credit for the core charge attributable to a recycling fee, deposit, or disposal fee for a motor vehicle or recreational vehicle part or battery if the recycling fee, deposit, or disposal fee is separately stated on the invoice, bill of sale,

- or similar document given to the purchaser.
- Direct sales, not for resale, to certain nonprofit agencies, churches, schools, hospitals, and homes for the care of children and the aged, to the extent the property is used to carry out the nonprofit purpose of the organization. For sales to certain nonprofit agencies, the exemption is limited based on the sales price of property used to raise funds or obtain resources. All sales must be paid for directly from the funds of the exempt organization to qualify.
  - Assessments imposed under the Convention and Tourism Act, the Convention Facility Development Act, the Regional Tourism Marketing Act, or the Community Convention or Tourism Marketing Act. Hotels and motels may deduct the assessments included in gross sales and rentals provided use tax on the assessments was not charged to the customers.
  - Credits allowed to customers for sales tax originally paid on merchandise voluntarily returned, provided the return is made within the time period for returns stated in the taxpayer's refund policy or 180 days after the initial sale, whichever is earlier. Repossessions are not allowable deductions.
  - Sales to contractors of materials which will become part of a finished structure for a qualified exempt nonprofit hospital, qualified exempt nonprofit housing entity or church sanctuary, or materials to be affixed to and made a structural part of real estate located in another state. The purchaser will provide a *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520). See RAB 2016-18.

- Vehicle sales to non-reciprocal states for which no tax was paid to Secretary of State.
- Qualified nonprofit organizations with aggregate sales in the calendar year of less than \$25,000 may exempt the first \$10,000 of sales for fundraising purposes. Separately, veterans organizations exempt under IRC 501(c)(19) may exempt sales for the purpose of raising funds for the benefit of an active duty service member or veteran, up to \$25,000 per event.

**Line 5l: Tax Included in Gross Sales.** Complete this line **only** if you reported sales on lines 1 through 4 with the tax included and you collected tax that was not separately stated from your customers (you used the Tax in Gross Sales Method—see above line 1). If these conditions apply, all tax will be deducted on this line so that line 7, “Gross tax due”, calculates correctly. Subtract lines 5a through 5k from line 4, then divide the difference by 17.6667. Enter the result on line 5l.

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## **PART 2: USE TAX ON ITEMS PURCHASED FOR BUSINESS OR PERSONAL USE**

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**Line 8:** Unless a specific exemption applies enter purchases for which no sales or use tax was paid, including property withdrawn for business or personal use. See Michigan Use Tax Act, 1937 PA 94, for information on various exemptions. For questions contact Michigan Department of Treasury at 517-636-4357. For Manufacturer/Contractors, alternative measures of the use tax base should be reported (see MCL 205.93a(1)(f) and (g) and RAB 2016-24 for more information). For all other taxpayers, report the “purchase price” as defined in MCL 205.92(f).