

City Wage Tax Exemption Request Frequently Asked Questions

Q: Should I enter annual, sick, holiday, etc. hours in the Hours Not Worked in City box?

A: Taxpayers are advised to consult the taxing city's income tax forms or a tax professional for specific instructions and guidance. Generally, paid leave and holidays are not included in calculating the wage allocation formula as time worked within a taxing city. This information should be considered informational only and not be interpreted as tax guidance.

Q: How do I access the City Wage Tax Exemption Request form?

A: [HR Self-Service](#). Upon logging in, click on Bookmarks, hover over Employee Self-Service, hover over Pay, click on City Wage Tax Exemption. If you are eligible for the exemption based on your official work location and residence in HRMN, a link will be available to begin the request.

Q: Where is the Employee City Wage Tax Exemption Request User Guide.

A: https://www.michigan.gov/documents/mdcs/Employee_City_Wage_Tax_Exemption_Request_716790_7.pdf

Q: Where is the Manager City Tax Exemption Request User Guide.

A: https://www.michigan.gov/documents/mdcs/Manager_City_Wage_Tax_Exemption_Request_716837_7.pdf

Q: I have worked remotely this year; do I qualify for an Exemption letter?

A: After logging into your HR Self-Service account and selecting City Wage Tax Exemption, if you are eligible based on your official work location and residence in HRMN, a link will appear. If you are ineligible, a message will appear that you are ineligible for this process.

Q: I have worked remotely this year; do I need an Exemption Letter?

A: We cannot offer tax or legal advice, please contact a tax advisor.

Q: I submitted the request and was immediately logged out of the form. I have not received an email; was my request submitted?

A: The form times out after 15 minutes. Please log out of HR Self-Service, log back in and complete the request, within the fifteen-minute timeframe.

City Wage Tax Exemption Request Frequently Asked Questions

Q: My request was reset; I still cannot modify my hours.

A: Please wait 20 minutes, before logging back in to modify the request.

Q: What is the City Wage Tax Exemption Letter for?

A: If an employee has worked less than 100% of the calendar year in a taxing city, they may seek different tax treatment for local income taxes. If this is done, the city may require a letter of support from their employer to file with their tax return or for a later audit.

Q: I need to modify the hours I submitted, who do I contact?

A: You may contact your Human Resources office or send an email, with your employee ID, to MCSC-CityTax@michigan.gov and request a reset.

Q: My manager denied my request, can my form be reset?

A: You may contact your Human Resources office or send an email, with your employee ID, to MCSC-CityTax@michigan.gov and request a reset.

Q: I am not a Resident of the city I work in; I should qualify for the exemption, what should I do?

A: If your Resident city is incorrect, please work with the MI HR Service Center to have corrected. Also, your Human Resources office will need to provide you with the City Wage Tax Exemption Letter.

Q: How do I know if my Resident City and Work City are the same?

A: You can view this in your HR Self-Service account, select Bookmarks tab >Employee Self-Service > Pay > Tax Withholding. If the Resident City and Work City are equal, Resident appears in the Resident Status field for the taxing work city.

Q: Why aren't all 26 pay periods displayed?

A: There are multiple reasons all pay periods may not be displaying. If you were on a Leave of Absence, were hired during the year, had a location change or your resident and work city were the same for a portion of the year; only pay periods you were eligible for the exemption will display.

City Wage Tax Exemption Request Frequently Asked Questions

Q: I departed in 2020, am I eligible for this process?

A: Please contact your Human Resources office for assistance.

Q: Why can't I submit 80 hours for all pay periods?

A: Only hours you were paid for are displayed. The Hours Worked Inside City and Hours Not Worked in City must equal Total Hours Paid. If the hours entered are greater than Total Hours Paid, you cannot submit the request.

Q: Can I have a letter mailed to me?

A: Please contact your Human Resources office for assistance.