



## Worksheet Instructions

**You will need your 2020 city income tax return for reference (even if you have not completed them yet).**

**Line 1:** Estimate your taxable income expected in 2021. Residents should use an estimate of federal adjusted gross income and include the additions and subtractions from the 2020 city income tax return. Nonresidents should consider only those items subject to tax in the city.

**Line 2:** To determine your exemption allowance, see your 2020 city income tax return. Multiply number of exemptions by \$600.

**Line 4:** Multiply line 3 by the city tax rate.

- 2.4% (0.024) for city residents.
- 1.2% (0.012) for city nonresidents.

**Line 5:** Estimate credits for your 2021 return.

**Line 6:** Estimate the city tax you expect to be withheld from your earnings.

If you do not know if you must file estimates or if you are not sure how much to pay, contact the Michigan Department of Treasury's City Income Tax Administration at 517-636-5829. Assistance is also available using TTY through the Michigan Relay Service by calling 711.

Visit [www.michigan.gov/citytax](http://www.michigan.gov/citytax) for additional information.

## Estimated Tax Computation Worksheet Keep for Your Records

|   |          |
|---|----------|
| Estimated 2021 city income subject to tax (see worksheet instructions).....                       | 1. _____ |
| Exemption allowance amount (see worksheet instructions).....                                      | 2. _____ |
| Balance. Subtract line 2 from line 1.....   | 3. _____ |
| Estimated city tax. Multiply line 3 by the city tax rate.....                                     | 4. _____ |
| All estimated city credits .....  | 5. _____ |
| City tax you expect to be withheld from your earnings.....  | 6. _____ |
| Total deductions. Add lines 5 and 6 .....   | 7. _____ |
| Estimated city tax due. Subtract line 7 from line 4.....  | 8. _____ |
| Estimated city payment due. Divide the amount on line 8 by 4. Enter here and on each voucher..... | 9. _____ |

**NOTE:** Apply your 2020 overpayment to your first voucher. Any unused credit must then be applied to your second voucher and following vouchers until the entire credit is used. Do not send an estimate form unless you are sending payment with it.

### Payment Record

|               | 1st Installment | 2nd Installment | 3rd Installment | 4th Installment |
|---------------|-----------------|-----------------|-----------------|-----------------|
| City Tax Paid |                 |                 |                 |                 |
| Date          |                 |                 |                 |                 |
| Check Number  |                 |                 |                 |                 |