

## 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, navigate to the left pane, if not open, expand Bookmarks, click on the + next to Employee Self-Service, click on the + next to 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](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](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: Taxpayers are advised to consult the taxing city's income tax forms or a tax professional for specific instructions and guidance

### **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.

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**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](mailto: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](mailto: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, under Bookmarks>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 or Layoff, were hired during the year, or departed mid-year; only pay periods where hours were reported will display.

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**Q: I worked in two taxing work cities within the year, I do not know what the date for each city was, how do I determine that?**

A: Please contact your Human Resources office for assistance.

**Q: I changed jobs during the year and went from a taxing work city to a non-taxing work city, how do I determine the date?**

A: Please contact your Human Resources office for assistance.

**Q: I am on a Remote Work Agreement and work 100% at home, do I have to report the random hours I have reported to my official worksite within a taxing city?**

A: Taxpayers are advised to consult the taxing city's income tax forms or a tax professional for specific instructions and guidance

**Q: I departed in 2021, 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.

**Q: I logged into HR Self-Service from my SSA Computer and received an error, how do I submit the form?**

A: Please use your personal computer to submit the request.