

The ABCs of Tax Withholding (W 4) Updates

The State of Michigan, as your employer, is obligated to withhold Federal, State, and in some cases City income tax.

Tax withholding is affected by:

- Where you live
- Your marital filing status (Single or Married filing separately, Married filing jointly, or Head of Household)
- Exemptions you claimed (note: exemptions are no longer valid for Federal withholding).
- Adjustments claimed in Steps 2, 3, and 4 of the Federal W-4

You may want or need to update your withholding status due to:

- Address change (different country, state, or city)
- Marital status change
- Increase or decrease in exemptions (note: exemptions are no longer valid for Federal withholding)
- Increase or decrease in additional dollar amounts you want withheld
- Changes in adjustments for Steps 2, 3, and/or 4 of the Federal W-4

If you need assistance determining how to complete your Federal Form W-4, use the [IRS Tax Withholding Estimator](#).

Tax Withholding Changes

To make updates to your Federal or State withholdings:

1. Log into your [HR Self-Service Account](#)
2. In the upper left-hand corner, click Bookmarks
3. Navigate to Employee Self-Service, Pay, and then Tax Withholding

Tax Withholding

Deductions

	Description	Resident Status	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount	Dependents	Other Income	Deductions
→	FEDERAL TAX	Resident	Married - Federal	0	No	0				
→	MICHIGAN STATE TAX	Resident	Single	1	No	0				
	LANSING CITY TAX	Non-Resident	Single	1	No	0				

[Tax Withholding Help](#)

[When do W4 Tax Withholding updates take effect?](#)

[Where do I get city tax withholding forms?](#)

If you live or work in a taxing city listed in the table below, you are required to complete and submit the appropriate [City Tax Withholding form](#).

Albion	Battle Creek	Benton Harbor	Big Rapids	Detroit
East Lansing	Flint	Grand Rapids	Grayling	Hamtramck
Highland Park	Hudson	Independence, OH	Ionia	Jackson
Lansing	Lapeer	Muskegon	Muskegon Heights	New York, NY
Pontiac	Port Huron	Portland	Saginaw	Springfield
Walker	Yonkers, NY			

4. Click either Federal Tax or Michigan State Tax to update your withholding preferences

Note:

- To determine when changes made online will take effect; use the [Tax Dates Chart](#)
 - City changes require submission of paper forms; click the [City Tax Withholding Form](#) link to access the corresponding city tax form online.
 - If you wish to claim exempt from state withholding, complete and submit a [MI-W4 Employee's Michigan Withholding Exemption Certification](#) to the MI HR Service Center
 - If you only work a portion of your time in a non-resident taxing state or city, contact your HR Office to ensure you are properly set up as being a percentage exempt for that state or city.
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For Assistance

If you have questions or need help, please contact:

MI HR Service Center

Phone: (877) 766-6447

Fax: (517) 241-5892

Hours: 8:00am – 5:00pm (ET), Monday through Friday except State Holidays

Address: P.O. Box 30002
Lansing, MI 48909

House, Senate, Judicial or MEDC Corporate employees contact your HR Office