


# W-4 Local Tax - Location of Work

1. Click the pencil icon to review or make changes to Work Tax Area.
2. The W-4 Local Tax - for Work City screen will display.
  1. To change your work city:

1. **Click** the icon at the end of the field  to search and **select** your work city from the list.

- **NOTE:** this list only includes Michigan cities that have a local income tax. If you don't see your city in this list, your work city does not have a local income tax and you should select *Other/No Applicable City Tax*.

2. To change the percentage of work time at the selected location, you must have your cursor on the field and hit **Enter**. Enter a percentage between 25 and 100%.

- **NOTE:** when changing to a different city for work tax; consider if the percentage should also be changed.

3. **Click** the *Certification* check box to confirm your review and approval of the information.

2. If you do not need to change your work city or percentage, **click** the *Certification* check box to confirm your review and approval of the information.

3. Click the **Save and Back** button.

4. Click on **Cancel** to exit the screen if no changes are made.

When complete, click Home (house), log out, or search for another application.