W-4 CITY INCOME TAX WITHHOLDING GUIDE

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1) ADDING W-4 LOCAL TAX – RESIDENCY

If you are a resident of a city that imposes an income tax, you are required to register to withhold city residence taxes.

From the EBS W-4 Tax Withholding tile, click on the arrow for W-4 Local Tax – Residency:

Pers	sonal Profile
€	Addresses
€	Emergency Contact
€	Contact Information
€	Bank Information
€	Salary Data
Þ	W-4 Local Tax - Residency
۲	W-4 Local Tax - Location of Work
€	W-4 Federal and State Tax Withholding

The following screen will appear. Click on the pencil to update your residence city

W-4 Local Tax - Residency

Residence Tax Area: Other / no applicable city tax

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The following screen will appear. Click on the drop down box on the 'City of Residence' line

Edit W-4 Local Tax - Residency		
Save and Back X Cancel		
City Taxes Where I am a Resident		
* City of Residence:	MIOC	Lansing
Change will be effective on check date:	01/05/2018	
Declaration:		
Declaration I certify that the above information submitted on the certificate is true	ue, correct and complete to	the best of my knowledge and belief.
Exemptions Exemptions claimed for state tax withholding are also used for city To change your Michigan income tax withholding, return to your Per	tax. ersonal Profile.	
Page 2		
City Tax Illustration		

The list of the Michigan cities that have a tax will appear. Click on the city of residence, in this example, Big Rapids is being selected.

Search:			×
Results Lis	t: 23 results found for	Show Search Criteria	?
Tax Area	Name		
MI	Other / no applicable city tax		^
MI01	Albion		
MI02	Battle Creek		
MI03	Big Rapids 🗡		
MI04	Detroit		
MI05	Flint		
MI06	Grand Rapids		
MI07	Grayling		
MI08	Hamtramck		
MI09	Highland Park		~

The system will automatically populate the city selected. Click on the 'Declaration' box to certify your information is accurate and then click on the 'Save and Back' button.

Edit W-4 Local Tax - Residency	
Save and Back	
City Taxes Where I am a Resident	
* City of Residence:	MI03 Big Rapids
Change will be effective on check date:	01/05/2018
Declaration:	
Declaration	
I certify that the above information submitted on the certificate is tr	ue, correct and complete to the best of my knowledge and belief.
Exemptions Exemptions claimed for state tax withholding are also used for city To change your Michigan income tax withholding, return to your Pe	tax. ersonal Profile.

You will be returned to the original EBS W-4 screen that will reflect your selection.

Per	sonal Profile	
💙 Data	a saved successfully	
€	Addresses	
€	Emergency Contact	
€	Contact Information	
€	Bank Information	
€	Salary Data	
۲	W-4 Local Tax - Residency	
Resid	dence Tax Area: Big Rapids 🥒	
۲	W-4 Local Tax - Location of Work	
€	W-4 Federal and State Tax Withholding	

A confirmation email will be sent to your MSU Net ID when the change is complete.

If you have any questions or need assistance, please call the Payroll department at (517) 355-5010.

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2) ADDING W-4 LOCAL TAX – LOCATION OF WORK

If your work location is in a city that imposes an income tax, you are required to register to withhold city work location taxes.

Follow all of the same steps as above but select the Location of Work arrow and choose your work location

Personal Profile

- Addresses
- Emergency Contact
- Contact Information
- Bank Information
- Salary Data
- W-4 Local Tax Residency
- • W-4 Local Tax Location of Work
- W-4 Federal and State Tax Withholding

The following screen will appear. Click on the pencil to update your work location city

-

• W-4 Local Tax - Location of Work

Work Tax Area

Work Tax Area: Other / no applicable city tax

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dit Other / no applicable city tax	
Save and Back X Cancel	
ity Taxes Where I Work	
Work City:	MI05 Dint
Change will be effective on check date:	02/16/2018
Declaration:	

Exemptions

Exemptions claimed for state tax withholding are also used for city tax. To change your Michigan income tax withholding, return to your Personal Profile.

The list of the Michigan cities that have a tax will appear. Click on the work city, in this example, Flint is being selected.

Search:				×
Result	s List: 2	23 results found for	Show Search Criteria	?
Tax	Агеа	Name		
MI		Other / no applicable city tax		^
MI01		Albion		
MI02	!	Battle Creek		
MI03	i	Big Rapids		
MI04	Ļ	Detroit		
MI05	;	Flint		
MIDE	;	Grand Rapids		
MI07	,	Grayling		
MIO	}	Hamtramck		
MI09)	Highland Park		~

Page 6 City Tax Illustration 1/22/18 The system will automatically populate the city selected. Click on the 'Declaration' box to certify your information is accurate and then click on the 'Save and Back' button.

Edit Other / no applicable city tax	
Save and Back X Cancel	
City Taxes where I work	
Work City:	MI05 Flint
Change will be effective on check date:	02/16/2018
Declaration:	

Declaration

I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.

Exemptions

Exemptions claimed for state tax withholding are also used for city tax. To change your Michigan income tax withholding, return to your Personal Profile.

You will be returned to the original EBS W-4 screen that will reflect your selection.

W-4 Local Tax - Location of Work

Work Tax Area

Work Tax Area: Flint

A confirmation email will be sent to your MSU NET ID when the change is complete.

If you have any questions or need assistance, please call the Payroll department at (517) 355-5010.

3) ENDING OR CHANGING A W-4 LOCAL TAX - RESIDENCE OR LOCATION OF WORK

From the EBS W-4 Tax Withholding tile, click on the arrow for W-4 Local Tax – Residency:

Per	rsonal Profile				
۲	Addresses				
۲	Emergency Contact				
۲	Contact Information				
۲	Bank Information				
۲	Salary Data				
	W-4 Local Tax - Residency				
۲	W-4 Local Tax - Location of	Work			
۲	W-4 Federal and State Tax W	Vithholding			
W-4 Loca Residence Tax Area:	al Tax - Residency				
W-4 Loca Residence Tax Area: The following s Edit W-4 Loca Save and Back	al Tax - Residency Other / no applicable city tax screen will appear. Click of I Tax - Residency Cancel	on the drop do	wn box on the 'City o	of Residence' line	
W-4 Loca Residence Tax Area: The following s Edit W-4 Loca Save and Back City Taxes When	al Tax - Residency Other / no applicable city tax ccreen will appear. Click of I Tax - Residency Cancel e I am a Resident	on the drop do	wn box on the 'City o	of Residence' line	
W-4 Loca Residence Tax Area: The following s Edit W-4 Loca Save and Back City Taxes When	al Tax - Residency Other / no applicable city tax Green will appear. Click of al Tax - Residency Cancel e I am a Resident * City of Residence: Change will be effective on check date: Declaration:	on the drop do MIOC 01/05/2018	wn box on the 'City o	of Residence' line	
W-4 Loca Residence Tax Area: The following s Edit W-4 Loca Save and Back City Taxes When City Taxes When Lectify that the above in Exemptions Exemptions claimed for To change your Michiga	al Tax - Residency Other / no applicable city tax Generation will appear. Click of al Tax - Residency Cancel e I am a Resident * City of Residence: Change will be effective on check date: Declaration: nformation submitted on the certificate is true state tax withholding are also used for city to n income tax withholding, return to your Per	on the drop do MIOC 01/05/2018 e, correct and complete to ax. rsonal Profile.	wn box on the 'City o	of Residence' line	

Page 8 City Tax Illustration 1/22/18 If you no longer work in a taxing city, select and click on the Tax Area: MI – Other/no applicable city tax. Otherwise, choose the new city work location.

Search:		,	×
Results List	t: 23 results found for	Show Search Criteria	?
Tax Area	Name		
MI	Other / no applicable city tax		^
MI01	Albion		
MI02	Battle Creek		Ξ
MI03	Big Rapids		
MI04	Detroit		
MI05	Flint		
MI06	Grand Rapids		
MI07	Grayling		
MI08	Hamtramck		
MI09	Highland Park		~

The system will automatically populate the city selected. Click on the 'Declaration' box to certify your information is accurate and then click on the 'Save and Back' button.

Edit W-4 Local Tax - Residency	
City Taxes Where I am a Resident	
* City of Residence:	MI Other / no applicable city tax
Change will be effective on check date:	01/05/2018
Declaration:	

Declaration

I certify that the above information submitted on the certificate is true, correct and complete to the best of my knowledge and belief.

Exemptions

Exemptions claimed for state tax withholding are also used for city tax. To change your Michigan income tax withholding, return to your Personal Profile.

Page 9 City Tax Illustration 1/22/18 You will be returned to the original EBS W-4 screen that will reflect your selection (in this case no city tax).

Per	sonal Profile	
💟 Data	a saved successfully	
€	Addresses	۲
۲	Emergency Contact	Þ
۲	Contact Information	Þ
€	Bank Information	۲
€	Salary Data	
۲	W-4 Local Tax - Residency	
Resid	lence Tax Area: Other / no applicable city tax	
۲	W-4 Local Tax - Location of Work	
€	W-4 Federal and State Tax Withholding	

A confirmation email will be sent to your MSU Net ID when the change is complete.

If you have any questions or need assistance, please call the Payroll department at (517) 355-5010.

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4) JANUARY 1, 2018 - CITIES WITH LOCAL TAX

Albion Battle Creek **Benton Harbor Big Rapids** Detroit Flint **Grand Rapids** Grayling Hamtramck **Highland Park** Hudson Ionia Jackson Lansing Lapeer Muskegon Muskegon Heights Pontiac Port Huron Portland Saginaw Springfield Walker

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