W-4 CITY INCOME TAX WITHHOLDING GUIDE

Table of Contents

1) Adding W-4 Local Tax for Residents........................................Page 2

2) Adding W-4 Local Tax for Work Location..............................Page 5

3) Ending or Changing W-4 Local Tax ......................................Page 8

4) List of all Taxing Cities..........................................................Page 11
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:

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

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

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**City Taxes Where I am a Resident**

- **City of Residence**: M10C
- **Change will be effective on check date**: 1/16/2018

**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.
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.

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

<table>
<thead>
<tr>
<th>Personal Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Data saved successfully</td>
</tr>
<tr>
<td>- Addresses</td>
</tr>
<tr>
<td>- Emergency Contact</td>
</tr>
<tr>
<td>- Contact Information</td>
</tr>
<tr>
<td>- Bank Information</td>
</tr>
<tr>
<td>- Salary Data</td>
</tr>
<tr>
<td>- W-4 Local Tax - Residency</td>
</tr>
<tr>
<td>Residency Tax Area: Big Rapids</td>
</tr>
<tr>
<td>- W-4 Local Tax - Location of Work</td>
</tr>
<tr>
<td>- W-4 Federal and State Tax Withholding</td>
</tr>
</tbody>
</table>

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.
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.

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

<table>
<thead>
<tr>
<th>W-4 Local Tax - Location of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Tax Area: Other / no applicable city tax</td>
</tr>
</tbody>
</table>
The following screen will appear. Click on the drop down box on the ‘Work City’ line

![Edit Other / no applicable city tax](image)

**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.

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: Results List: 23 results found for Other / no applicable city tax](image)

<table>
<thead>
<tr>
<th>Tax Area</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI</td>
<td>Other / no applicable city tax</td>
</tr>
<tr>
<td>MI01</td>
<td>Albion</td>
</tr>
<tr>
<td>MI02</td>
<td>Battle Creek</td>
</tr>
<tr>
<td>MI03</td>
<td>Big Rapids</td>
</tr>
<tr>
<td>MI04</td>
<td>Detroit</td>
</tr>
<tr>
<td>MI05</td>
<td>Flint</td>
</tr>
<tr>
<td>MI06</td>
<td>Grand Rapids</td>
</tr>
<tr>
<td>MI07</td>
<td>Grayling</td>
</tr>
<tr>
<td>MI08</td>
<td>Hamtramck</td>
</tr>
<tr>
<td>MI09</td>
<td>Highland Park</td>
</tr>
</tbody>
</table>
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.

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

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:

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

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

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.
You will be returned to the original EBS W-4 screen that will reflect your selection (in this case no city tax).

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.
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