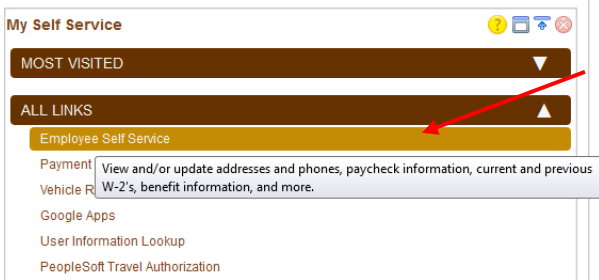


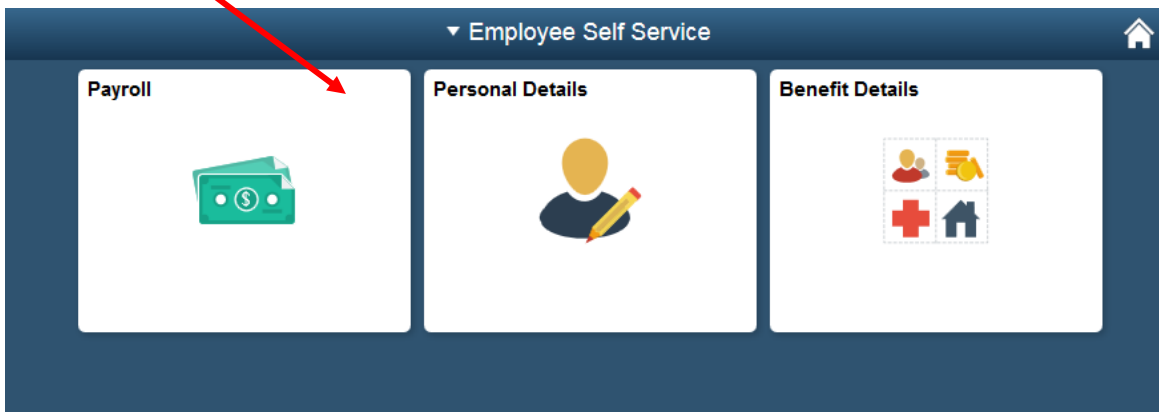
W-4 State Tax Information

- Log into GoWMU – <https://gowmu.wmich.edu/>

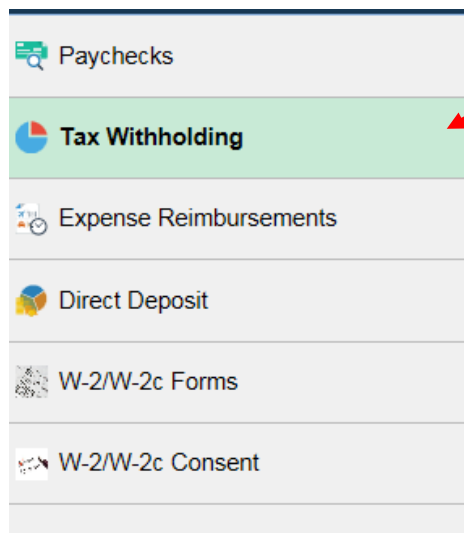


- Select Employee Self Service under the All Links section.

- Click on the Payroll Tile



- Click on Tax Withholding




- Your current Federal and State Withholding Details

Tax Withholding

Company Western Michigan University

Status Active

Form Type	Jurisdiction	Withholding Details		
Federal	Federal	Tax Status	Single	Withholding Allowances 0
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other
State	Michigan	Tax Status	N/A	Withholding Allowances 0
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other



- If you wish to change your State Tax Withholding, please click anywhere in the box showing the current State details

State Tax Withholding Forms x

Company Western Michigan University


You may complete Michigan Form MI-W4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Michigan income tax is withheld from your wages based on what you claim on the Employee's Michigan Withholding Exemption Certificate (form MI-W4). You can file a new MI-W4 form anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description
Michigan Withholding Allowance Certificate >



- Click on the State Withholding Allowance Certificate

- A Warning will pop up
- Click OK

WARNING	
The system will download to your computer a copy of the tax form which contains personal information. You should only continue if you are using a trusted and secure computer. You should not continue if you are using a shared computer or public computer (such as those in a library or internet cafe); doing this could leave your personal information vulnerable.	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

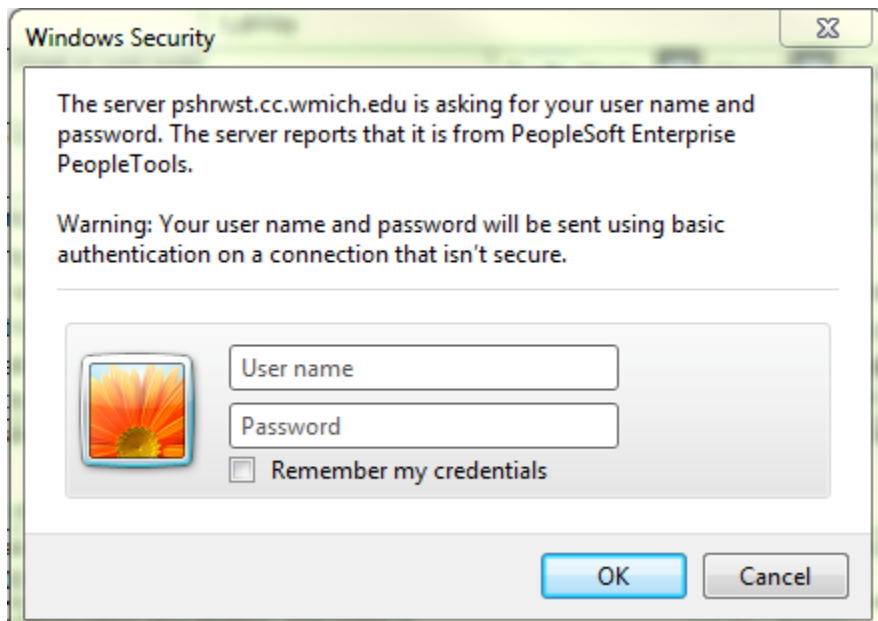
- Click Open

Do you want to open or save PYTWF_MI.pdf from pshrst.cc.wmich.edu?	<input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>
--	---

- The full State of Michigan W-4 Form will open up
- Your personal information will already be loaded into the form

MI-W4		EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE	
<small>(Rev. 08-11)</small>		STATE OF MICHIGAN - DEPARTMENT OF TREASURY	
<small>This certificate is for Michigan income tax withholding purposes only. You must file a revised form within 10 days if your exemptions decrease or your residency status changes from nonresident to resident. Read instructions below before completing this form.</small>			
<small>Issued under P.A. 281 of 1967.</small>		▶ 1. Social Security Number XXX-XX-7689	▶ 2. Date of Birth
▶ 3. Type or Print Your First Name, Middle Initial and Last Name Chaquita Banana		4. Driver's License Number or State ID	
Home Address (No., Street, P.O. Box or Rural Route) 118 Monroe St.		▶ 5. Are you a new employee? <input type="checkbox"/> Yes If Yes, enter date of hire <input type="checkbox"/> No	
City or Town Kalamazoo	State MI	ZIP Code 49006-4433	
6. Enter the number of personal and dependent exemptions you are claiming ▶ 6. <input style="width: 50px;" type="text"/>		7. Additional amount you want deducted from each pay (if employer agrees) ▶ 7. \$ <input style="width: 50px;" type="text"/> .00	
8. I claim exemption from withholding because (does not apply to nonresident members of flow-through entities - see instructions): a. <input type="checkbox"/> A Michigan income tax liability is not expected this year. b. <input type="checkbox"/> Wages are exempt from withholding. Explain: <input style="width: 100%;" type="text"/> c. <input type="checkbox"/> Permanent home (domicile) is located in the following Renaissance Zone: <input style="width: 100%;" type="text"/>			
EMPLOYEE: If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records.		<small>Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I anticipate that I will not incur a Michigan income tax liability for this year.</small>	
INSTRUCTIONS TO EMPLOYER: Employers must report all new hires to the State of Michigan. Keep a copy of this certificate with your records. If the employee claims 10 or more personal and dependent exemptions or claims a status exempting the employee from withholding, you must file their original MI-W4 form with the Michigan Department of Treasury. Mail to: New Hire Operations Center, P.O. Box 85010; Lansing, MI 48908-5010.		9. Employee's Signature Chaquita Banana	▶ Date 10/17/2017
		Employer: Complete lines 10 and 11 before sending to the Michigan Department of Treasury.	
		10. Employer's Name, Address, Phone No. and Name of Contact Person Western Michigan University 1903 West Michigan Avenue Kalamazoo, MI 49008	
		<input type="button" value="Submit"/>	
		▶ 11. Federal Employer Identification Number 386007327	

- The questions highlighted are what you can answer pertaining to your current situation to make changes to your State of Michigan tax deductions
 - Answer question #6, the number of exemptions you are claiming
 - Answer question #7, if you wish to have an additional amount deducted
 - Answer question #8, a, b or c if they pertain to your situation
 - Click the green Submit button
-
- To complete your entry you must enter your Bronco Net ID and Password
 - Click OK



- You will receive a notice that changes were made successfully and a copy of the form as you submitted it

The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2017-08-03. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.

Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.

If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.

-
- You will be asked if you want to save these documents.



- Close out of the PDF form
- You will be asked if you want to save this form again
- X out of the State Tax Withholding Forms Page

State Tax Withholding Forms



Company Western Michigan University

You may complete Michigan Form MI-W4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Michigan income tax is withheld from your wages based on what you claim on the Employee's Michigan Withholding Exemption Certificate (form MI-W4). You can file a new MI-W4 form anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

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Updateable Forms

Form Description
Michigan Withholding Allowance Certificate >

In the event that an email notification is received when a change has not been requested by you, please contact the Payroll and Disbursement department immediately at (269) 387-2935 or by emailing Payroll and Disbursements at payroll-dept@wmich.edu.