W-4 Michigan Tax Withholding

Employee must submit a signed MI-W-4 for Michigan reporting and withholding.
NOTE: New employees must also submit a W-4 for Federal withholdings.

After updating the State Tax Information, the Tax Distribution must also be set up in HRS.
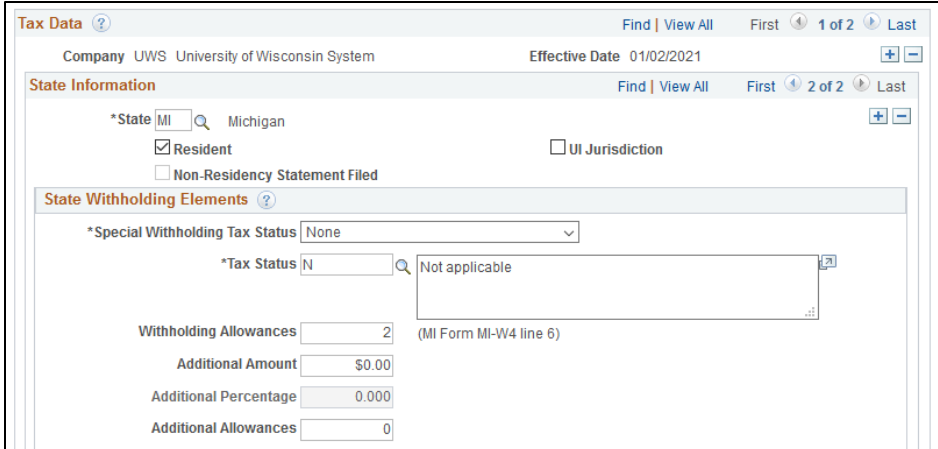
For additional information about entering a W-4, see KB 16889.

State Tax Tab

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data**

1. On the **WI** (default) row:
   - Uncheck **Resident.**
   - Verify **UI Jurisdiction** is checked.
   - Change **Special Withholding Tax Status** to No Taxable Gross, No Tax Taken.

2. Add a row in the State Information section.

3. Enter MI in the **State** field.

4. Verify **Resident** is checked.

5. Review that **UI Jurisdiction** is unchecked.

6. **Special Withholding Tax Status** should be None.
   NOTE: If the employee has checked the box for exempt from MI taxes (line 8) on the MI-W4, then set tax status to Maintain Taxable Gross.

7. Select **Tax Marital Status** of Not Applicable.

8. Enter **Withholding Allowance** from MI-W4 line 6.

9. Enter **Additional Amount** from MI-W4 line 7.

10. Click **Save**.

Tax Data ⓘ		Find	View All	First ① 1 of 2 ⓘ Last
Company UWS University of Wisconsin System	Effective Date 01/02/2021		+ −
State Information	Find	View All	First ① 2 of 2 ⓘ Last + −

*State MI Michigan
☑ Resident   ☐ UI Jurisdiction
☐ Non-Residency Statement Filed

State Withholding Elements ⓘ
*Special Withholding Tax Status None ⌄
*Tax Status N   Not applicable
Withholding Allowances   2   (MI Form MI-W4 line 6)
Additional Amount $0.00
Additional Percentage   0.000
Additional Allowances   0

Update Tax Distribution

NOTE: When viewing the paycheck, a line will appear on the Taxes tab showing both Wisconsin and Michigan tax.

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution**

1. Add a row.

2. Change the **State** to MI.

3. Verify the **Percent of Distribution** is 100.

4. Click **Save**.

Claim Reciprocity or MI Taxes?

If you have an employee that has completed the UW W-4 Supplemental form defining Michigan reciprocity, please let them be aware that the UW is registered with the State of Michigan if they wish to have MI taxable wage reporting and tax withholding.

If they would like to remain on reciprocity, they may do so. Otherwise, provide them with the link to the MI-W4.