

State/County Tax Withholding for Michigan Employee Self-Service Instructions



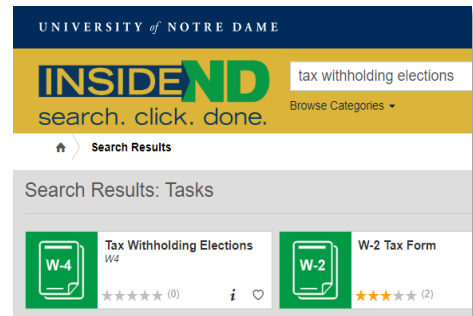
Tax withholding information must be entered through [InsideND \(inside.nd.edu\)](https://inside.nd.edu), the University's employee self-service website.

What You'll Need

- Your active **NetID** and **password**. If you do not know these, please contact the OIT Help Desk at (574) 631-8111 for assistance.
- The total number of exemptions you wish to claim.*

State/County Tax Withholding Self-Service Instructions

- Go to [InsideND \(inside.nd.edu\)](https://inside.nd.edu) and login with your NetID and password.
- Search for and click on the **Tax Withholding Elections** task.
- Click on [State/County Tax Withholding](#).
- Enter your desired changes and select the **Certify Changes** button.



Employee Dashboard » State/County Tax Withholding

Update State and County Deductions

Enter your desired changes and select the Certify Changes button. Please realize that by selecting the Certify Changes button, you are under penalty of perjury if the information submitted is not true and valid.
Michigan residents review [Form MI-W4](#) for instructions on updating existing withholding information.
If you select an additional withholding amount, the amount will be withheld from each pay period.

Michigan State Income Tax

Deduction Effective as of: Feb 1, 2024

Effective Date * a)

Note: Effective date must be greater than or equal to Feb 1, 2024

State Number of Exemptions 0-99 b)

State Additional Withholding Amount 99,999.99 c)

Data Accuracy: By checking this box, I declare under penalty of perjury that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled, and to the best of my knowledge and belief all information is true, correct and complete. d)

Electronic Signature: By checking this box, I am validating this form with an electronic signature and I understand that my payroll tax information will be updated according to these changes. e)

f)

Current State/County Tax Withholding

Instructions for each letter above:

- Enter the requested **Effective Date of Change**. This must be the same or later than the Deduction Effective Date.
- Enter the number of **State Exemptions** you want to claim.*
- If desired, enter an **Additional Withholding** dollar amount you would like withheld for **State tax each pay period**.
- Check this box to confirm your **Data Accuracy**.
- Check this box as an **Electronic Signature**.
- Click **Certify Changes** to complete.

* For help determining the number of exemptions you wish to claim, consult your state's withholding form and worksheets:
• Consult Form MI-W4 at <https://www.michigan.gov/taxes/iit-forms/2023-individual-income-tax-forms-and-instructions>
• Residents of other states: please consult your state's tax office or withholding form.