

**EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE**  
**STATE OF MICHIGAN - DEPARTMENT OF TREASURY**

*This certificate is for Michigan income tax withholding purposes only. Read instructions on page 2 before completing this form.*

Issued under P.A. 281 of 1967.

<p>► 3. Name (First, Middle Initial, Last)  <b>Cynthia Wilson</b></p> <p>Home Address (No., Street, P.O. Box or Rural Route)  <b>3214 Turner St Apt C</b></p> <p>City or Town  <b>Lansing</b>      State <b>MI</b>      ZIP Code <b>48906</b></p>			<p>► 1. Full Social Security Number  <b>351-42-1099</b></p> <p>► 2. Date of Birth  <b>1-12-66</b></p> <p>4. Driver's License Number or State ID</p>
			<p>► 5. Are you a new employee?  <input type="checkbox"/> Yes   If Yes, enter date of hire.....</p> <p><input checked="" type="checkbox"/> No</p>
<p>6. Enter the number of personal and dependent exemptions (see instructions) .....</p>			<p>► 6. <b>1</b></p>
<p>7. Additional amount you want deducted from each pay (if employer agrees) .....</p>			<p>7. <b>\$ 10 .00</b></p>
<p>8. I claim exemption from withholding because (see instructions):</p> <p>a. <input type="checkbox"/> A Michigan income tax liability is not expected this year.</p> <p>b. <input type="checkbox"/> Wages are exempt from withholding. Explain: _____</p> <p>c. <input type="checkbox"/> Permanent home (domicile) is located in the following Renaissance Zone: _____</p>			
<p><b>EMPLOYEE:</b> 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. See additional instructions on page 2.</p> <p><i>Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number I am allowed to claim. If claiming exemption from withholding, I certify that I do not anticipate a Michigan income tax liability this year.</i></p>			
<p>9. Employee's Signature  <b>Cynthia Wilson</b></p>			<p>► Date  <b>8-18-25</b></p>

**EMPLOYER:** Complete the below section.

10. Employer's Name	► 11. Federal Employer Identification Number		
Address (No., Street, P.O. Box or Rural Route)	City or Town	State	ZIP Code
Name of Contact Person	Contact Phone Number		

**INSTRUCTIONS TO EMPLOYER:** Keep a copy of this certificate with your records. All new hires must be reported to the State of Michigan. See [www.mi-newhire.com](http://www.mi-newhire.com) for information.

In addition, a copy of this form must be sent to the Michigan Department of Treasury if the employee claims 10 or more exemptions or claims they are exempt from withholding. Send a copy to:

Michigan Department of Treasury  
 Tax Technical Section  
 P.O. Box 30477  
 Lansing, MI 48909

## Employee's Withholding Certificate

- Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
- Give Form W-4 to your employer.
- Your withholding is subject to review by the IRS.

2021

Step 1:  
Enter  
Personal  
Information

(a) First name and middle initial	Last name	(b) Social security number
Cynthia		
Address	3214 Turner St Apt C	
City or town, state, and ZIP code	Lansing, MI 48906	
(c)	<input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

Step 2:  
Multiple Jobs  
or Spouse  
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . . ►

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:  
Claim  
Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ► \$ \_\_\_\_\_

Multiply the number of other dependents by \$500 . . . . . ► \$ \_\_\_\_\_

Add the amounts above and enter the total here . . . . .

3 \$ \_\_\_\_\_

Step 4  
(optional):  
Other  
Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .

4(a) \$ \_\_\_\_\_

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .

4(b) \$ \_\_\_\_\_

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . . .

4(c) \$ \_\_\_\_\_

Step 5:  
Sign  
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

*Cynthia Wilson*

Employee's signature (This form is not valid unless you sign it.)

*8-18-25*

Date

Employers  
Only

Employer's name and address

First date of  
employment

Employer identification  
number (EIN)