New Student Employee
Pre-Authorization checklist:

Place a check in front of each item you have ready to provide to the Financial Aid Office:

___ Completed Employment Eligibility Verification (Form I-9) form

___ IDENTIFICATION:
• You must present original forms of your identification in the Financial Aid Office within 3 days of hire.
• Only unexpired Identification Are Acceptable

U.S. SOCIAL SECURITY CARD
• All student employees are required by the Payroll Office to present their Social Security Card.
• The Social Security card will also satisfy one of the two pieces of identification required to complete the Employment Eligibility Verification Form I-9, from List C of acceptable forms of identification excluding International Students (refer to Form I-9 Identification below).
• International Students without a U.S. Social Security Card must secure a job, obtain a letter of employment from their supervisor, then contact the International Services Office located at Room 046 Reno hall, uso@udmercy.edu or (313) 993-1205 for assistance with obtaining a Social Security Card. The International Student Services Office will provide you with a letter to take to the Social Security Administration Office and apply for a Social Security Card. You may not begin working without a Social Security card.
• If you need a replacement card, you can create a Social Security account and order a new one at: https://www.ssa.gov/myaccount/.
  o The Financial Aid Office may be able to accept a letter from the SSA providing:
    1. The letter has your Social Security Number on it

AND

2. You have provided a separate identification that satisfies the I-9 acceptable documents

___ FORM I-9 IDENTIFICATION (Employment Eligibility Verification Form)
• Visit this link to view requirements and acceptable document lists A, B and C: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents. You must present either one document from list A or two documents (one from list B and one from list C which includes a social security card).

___ Acceptable Identification for International Students on F-1 Visa who are considered Aliens Authorized to work on the I-9 form) Participating in Curricular Practical Training:
  o The student’s unexpired foreign passport
  o A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status
  o Form I-20 with the Designated School Official’s endorsement for employment on page 3

Make sure you enter your Social Security number on the form and complete steps 1 and 5. If steps 2-4 apply to you, follow the instructions on the following three pages to help you correctly complete the form.

___ Completed Form MI-W4 Employee’s Michigan Withholding Exemption Certificate.
Be sure to enter a number, i.e. 0, 1, 2, etc. in box 6 and include your “Employee Signature” and date.

___ Completed Form DW-4 Employee’s Withholding Certificate for City of Detroit Income Tax.
Be sure to enter a number, i.e. 0, 1, 2, etc. in box 7 and include your “Signature” and date.

___ Completed Paycheck Distribution and Direct Deposit Authorization Agreement form.
Direct Deposit may not take effect until a second or third pay period. Currently paper checks are mailed to your home address.

Once the New-Student-Employee-Pre-Authorization forms are completed and acceptable forms of identification are provided, you will be issued part two of the student employment packet which you will complete with your supervisor and return to the Financial Aid Office at finaid@udmercy.edu or in person.

You are not authorized to begin working until we receive both parts of the Student Employment Packet.
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
</tbody>
</table>

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
      (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B

1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST C

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VALID FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
## Section 1. Employee Information and Attestation

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>Act. Number</td>
<td>City or Town</td>
<td>State</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td>Employee’s E-mail Address</td>
<td>Employee’s Telephone Number</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number):

[ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
   - Some aliens may write “N/A” in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
- An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

**Preparer and/or Translator Certification (check one):**

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

**Signature of Preparer or Translator**

**Today’s Date (mm/dd/yyyy)**

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Form I-9 10/21/2019

Page 1 of 3
Section 2. Employer or Authorized Representative Review and Verification

(Engineers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>M.I.</th>
<th>Citizenship/Immigration Status</th>
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<tbody>
<tr>
<td>List A Identity and Employment Authorization</td>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
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<td>Issuing Authority</td>
<td>Issuing Authority</td>
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<tr>
<td></td>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
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</tr>
<tr>
<td></td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<tbody>
<tr>
<td>Document Title</td>
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<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>List C Employment Authorization</th>
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</thead>
<tbody>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Additional Information

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ________________ (See instructions for exemptions)

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Title of Employer or Authorized Representative

Student Employment Coordinator

Last Name of Employer or Authorized Representative

First Name of Employer or Authorized Representative

Employer's Business or Organization Address (Street Number and Name)

City or Town

State

ZIP Code

Cardamone

Tina

4001 W. McNichols Road

Detroit

MI

48221

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (If applicable)

B. Date of Rehire (If applicable)

Last Name (Family Name)

First Name (Given Name)

Middle Initial

Date (mm/dd/yyyy)

Document Title

Document Number

Expiration Date (If any) (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Form I-9 10/21/2019
Form W-4

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.

Step 1: Enter Personal Information

<table>
<thead>
<tr>
<th>(a) First name and middle initial</th>
<th>Last name</th>
<th>(b) Social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td>Glows your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a>.</td>
</tr>
<tr>
<td>City or town, state, and ZIP code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(c) Single or Married filing separately
- Married filing jointly or Qualifying widow(er)
- 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, 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 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

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

(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

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

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.

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

Employers Only

Employer’s name and address    First date of employment    Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
**General Instructions**

**Future Developments**

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

**Purpose of Form**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(a), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at www.irs.gov/W4App if you:
1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

**Nonresident alien.** If you’re a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Specific Instructions**

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can’t be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

**Step 4 (optional).**

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn’t include income from any jobs or self-employment. If you complete Step 4(a), you likely won’t have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.
Step 2(b)—Multiple Jobs Worksheet

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4Acp.

1 Two jobs. If you have two jobs or you’re married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the “Higher Paying Job” row and the “Lower Paying Job” column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3.

   1 $ 

2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

   a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the “Higher Paying Job” row and the annual wages for your next highest paying job in the “Lower Paying Job” column. Find the value at the intersection of the two household salaries and enter that value on line 2a.

   2a $ 

   b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the “Higher Paying Job” row and use the annual wages for your third job in the “Lower Paying Job” column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.

   2b $ 

   c Add the amounts from lines 2a and 2b and enter the result on line 2c.

   2c $ 

3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

   3 

4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld).

   4 $ 

Step 4(b)—Deductions Worksheet

1 Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 10% of your income.

   1 $ 

   a $25,100 if you’re married filing jointly or qualifying widow(er) 

   b $18,800 if you’re head of household 

   c $12,550 if you’re single or married filing separately

2 Enter:

   2 $ 

3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter “-0-”.

   3 $ 

4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information.

   4 $ 

5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4.

   5 $ 

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and Intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
### Married Filing Jointly or Qualifying Widow(er)

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
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<tbody>
<tr>
<td>$0 - 9,999</td>
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</tr>
<tr>
<td>$10,000 - 19,999</td>
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</table>

#### Single or Married Filing Separately

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
</tr>
</thead>
<tbody>
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<td>$0 - 9,999</td>
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<td>$80,000 - 89,999</td>
</tr>
<tr>
<td>$90,000 - 99,999</td>
<td>$90,000 - 99,999</td>
</tr>
<tr>
<td>$100,000 - 109,999</td>
<td>$100,000 - 109,999</td>
</tr>
<tr>
<td>$110,000 - 119,999</td>
<td>$110,000 - 119,999</td>
</tr>
</tbody>
</table>

#### Head of Household

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - 9,999</td>
<td>$0 - 9,999</td>
</tr>
<tr>
<td>$10,000 - 19,999</td>
<td>$10,000 - 19,999</td>
</tr>
<tr>
<td>$20,000 - 29,999</td>
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<tr>
<td>$30,000 - 39,999</td>
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<tr>
<td>$40,000 - 49,999</td>
<td>$40,000 - 49,999</td>
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<tr>
<td>$50,000 - 59,999</td>
<td>$50,000 - 59,999</td>
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<tr>
<td>$60,000 - 69,999</td>
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<tr>
<td>$70,000 - 79,999</td>
<td>$70,000 - 79,999</td>
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<tr>
<td>$80,000 - 89,999</td>
<td>$80,000 - 89,999</td>
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<td>$90,000 - 99,999</td>
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<td>$100,000 - 109,999</td>
<td>$100,000 - 109,999</td>
</tr>
<tr>
<td>$110,000 - 119,999</td>
<td>$110,000 - 119,999</td>
</tr>
</tbody>
</table>

### Form W-4 (2021)
**MI-W4**
(Rev. 12-20)

**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.

<table>
<thead>
<tr>
<th>1. Full Social Security Number</th>
<th>2. Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Name (First, Middle Initial, Last)</th>
<th>4. Driver’s License Number or State ID</th>
</tr>
</thead>
</table>

Home Address (No., Street, P.O. Box or Rural Route)

City or Town | State | ZIP Code

<table>
<thead>
<tr>
<th>5. Are you a new employee?</th>
<th>(mm/dd/yyyy)</th>
</tr>
</thead>
</table>

- Yes
- No

6. Enter the number of personal and dependent exemptions (see instructions) ........................................ 6.

7. Additional number you want deducted from each pay (if employer agrees) ........................................ 7. $ .00

8. I claim exemption from withholding because (see instructions):
   a. [ ] A Michigan income tax liability is not expected this year.
   b. [ ] Wages are exempt from withholding. Explain: ______________________ ______________________
   c. [ ] Permanent home (domicile) is located in the following Renaissance Zone: ______________________ ______________________

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. See additional instructions on page 2.

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.

9. Employee’s Signature

   Date

---

**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 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
INSTRUCTIONS TO EMPLOYEE’S
MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE (Form MI-W4)

You must submit a Michigan withholding exemption certificate (form MI-W4) to your employer on or before the date that employment begins. If you fail or refuse to submit this certificate, your employer must withhold tax from your compensation without allowance for any exemptions. Your employer is required to notify the Michigan Department of Treasury if you have claimed 10 or more personal or dependency exemptions or claimed that you are exempt from withholding.

You MUST provide a new MI-W4 to your employer within 10 days if your residency status changes or if your exemptions decrease because: a) your spouse, for whom you have been claiming an exemption, is divorced or legally separated from you or claims his/her own exemption(s) on a separate certificate, or b) a dependent no longer qualifies under the Internal Revenue Code.

Line 5: If you check “Yes,” enter your date of hire.

Line 6: Personal and dependency exemptions. The number of exemptions claimed here may not exceed the number of exemptions you are entitled to claim on a Michigan Individual Income Tax Return (Form MI-1040). Dependents include qualifying children and qualifying relatives under the Internal Revenue Code, even if your AGI exceeds the limits to claim federal tax credits for them.

Do not claim the same exemptions more than once or tax will be under-withheld. Specifically, do not claim:

- Your personal exemption if someone else will claim you as their dependent.
- Your personal exemption with more than one employer at a time.
- Your spouse’s personal exemption if they claim it with their employer.
- Your dependency exemptions if someone else (for example, your spouse) is claiming them with their employer.

Line 7: You may designate additional withholding if you expect to owe more than the amount withheld.

Line 8a: You may claim exemption from Michigan income tax withholding if all of the following conditions are met:

i) Your employment is intermittent, temporary, or less than full time;

ii) Your personal and dependency exemptions exceed your annual taxable compensation;

iii) You claimed exemption from federal withholding; and

iv) You did not incur a Michigan income tax liability for the previous year.

Line 8b: Reasons wages might be exempt from withholding include:

- You are a nonresident spouse of military personnel stationed in Michigan.
- You are a resident of one of the following reciprocal states while working in Michigan: Illinois, Indiana, Kentucky, Minnesota, Ohio, or Wisconsin.
- You are an enrolled member of a federally-recognized tribe that does not have a tax agreement with the state of Michigan, you reside within that tribe’s Indian Country (as defined in 18 USC 1151), and compensation from this job will be earned within that Indian Country.

Line 8c: For questions about Renaissance Zones, contact your local assessor’s office.
EMPLOYEE’S WITHHOLDING CERTIFICATE FOR CITY OF DETROIT INCOME TAX

1. Print Full Name
   Social Security No.
   Office, Plant, Dept.
   Employee Identification No.

2. Address, Number and Street
   City, Township or Village where you reside
   State
   Zip Code

3. Predominant Place of Employment
   Print name of each city where you work for this employer and circle closest % of total earnings in each.
   City
   Under
   25% 40% 60% 80% 100%
   Renaissance Zone Exemption

   City
   Under
   25% 40% 60% 80% 100%
   Renaissance Zone Exemption

YOUR WITHHOLDING EXEMPTIONS:
(See instructions on reverse side.)

4. Exemptions for yourself
   Check blocks which apply
   Regular exemption
   Additional exemption if 65 or over at end of year
   Additional exemption if blind
   Enter number of exemptions checked

5. Exemptions for your wife (husband)
   Regular exemption
   Additional exemption if 65 or over at end of year
   Additional exemption if blind
   Enter number of exemptions checked

6. (a) Exemptions for your children
   Number
   (b) Exemptions for your other dependents
   Number
   Enter total of lines 6 (a plus b)

EMPLOYEE: File this form with your employer. Otherwise he must withhold CITY OF DETROIT income tax from your earnings without exemption.

EMPLOYER: Keep this certificate with your records. If the information submitted by the employee is not believed to be true, correct and complete, the INCOME TAX DIRECTOR must be so advised.

7. Add the number of exemptions which you have claimed on lines 4, 5 and 6 above and write the total

I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief

8. Date
   Signature
LINE 3 INSTRUCTIONS — If you work for this employer in more than two cities or communities, print names of the two Michigan cities or communities where you perform the greatest percentage of your work. Circle the closest percent of total earnings for work done or services rendered in each city or community listed. The estimated percent of total earnings from this employer for work done or services performed within taxing cities (line 3 on other side) is for withholding purposes only. In determining final tax liability this estimate is subject to substantiation and audit.

RENAISSANCE ZONE EXEMPTION — Attach copy of Certification of Qualification.

EXEMPTIONS — An employee is allowed the same number of exemptions for himself and dependents as for federal income tax purposes, except that additional withholding allowances claimed on Schedule A of Federal Form W-4 are not allowed for City of Detroit income tax purposes.

CHANGES IN EXEMPTIONS — You should file a new certificate with your employer at any time the number of your exemptions changes.

CHANGE OF RESIDENCE — You must file a new certificate within 10 days after you change your residence from or to a taxing city.

CHANGES IN EMPLOYMENT — You must file a new certificate by December 1 of each year if your Line 3 estimate of the percent of work done or services to be rendered in cities levying an income tax will change for the ensuing year.
# PAYCHECK DISTRIBUTION AND
# DIRECT DEPOSIT AUTHORIZATION AGREEMENT
# FOR PAYROLL-RELATED DIRECT DEPOSIT CREDITS AND DEBITS

<table>
<thead>
<tr>
<th>T-Number or Last Four Digits of SSN</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monkey Name (Print)</td>
<td></td>
</tr>
<tr>
<td>Monkey Signature</td>
<td></td>
</tr>
</tbody>
</table>

**Paycheck Pick-up Location** – Please indicate your check pick-up location below. (All others will default to their department or general building/campus location.)

- [ ] Architecture
- [ ] Briggs
- [ ] Calihan Hall
- [ ] Engineering & Science
- [ ] Library
- [ ] Student Accounting
- [ ] University Center
- [ ] Law School
- [ ] Dental School

**For Direct Deposit** - I hereby authorize The University of Detroit Mercy (UDM) to initiate credit entries, and if necessary, to initiate any debit entries and or adjustments for any entries made in error to any account(s) listed below. I also certify that I am named on each of these accounts and able to authorize such credit or debit entries. Should I neglect to specify an authorized amount below, I hereby authorize 100% as the amount. By signing or submitting this Authorization Agreement I understand, agree and certify that all of the banks or credit unions listed below are United States financial institutions and none of the direct deposit(s) made to those banks or credit unions will be electronically transferred in their entirety to a foreign financial institution in “back-to-back”, “automatic sweep” or similar transactions.

**Instructions**: Attach a voided check or bank statement which includes your name and address pre-printed on it (no starter checks) or a letter from your bank confirming your name, address, account number and ABA routing number. If no documentation is attached, it will take two pay periods before your direct deposit is activated. Whether allocating dollars or percentages, one account needs to be at 100% to capture all residual monies and that account needs to be the highest priority number. **Example**: Priority 1 = $50.00 to savings; Priority 2 = 100% to checking or Priority 1 = 20% to savings; Priority 2 = 100% to checking. For more than two accounts, complete additional Authorization Agreements.

<table>
<thead>
<tr>
<th>Name of Financial Institution</th>
<th>Bank Routing No.</th>
<th>Account No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Of Account:</td>
<td>Authorized Amount:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Checking [ ] Savings</td>
<td>$_________ [ ] Dollars or [ ] Percent (check one)</td>
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<td>$_________ [ ] Dollars or [ ] Percent (check one)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The expressed authority herein is to remain in full force until the University of Detroit Mercy has received written notification from me of its termination in such timely a manner as to afford the University of Detroit Mercy and or my financial institution a reasonable opportunity to act on it. I understand and agree that UDM reserves the right to terminate this Authorization Agreement immediately, and without prior notice to me, at its sole discretion, for any business reason deemed legitimate by the Human Resources and Payroll Department.

8/14/15