

## **Your Michigan W-4 Form Information**

### **Viewing Michigan W-4 Information on the Web**

You can view your Michigan W-4 information using the “My Personal Information” option in Wolverine Access. To view your Michigan W-4 information, follow these steps:

1. Access the web site at: <https://wolverineaccess.umich.edu>.
2. Click on “My Personal Information”.
3. Login using your unqname and Kerberos password.
4. Click on “Michigan W-4 Tax Information” option.

If needed, information about obtaining or determining your unqname and UMICH (level 1/Kerberos) password is available on the ITCS Web site at <http://www.itd.umich.edu/accounts/index.html>.

### **Updating Michigan W-4 Information Using the Web**

In most instances, you may update your Michigan W-4 information using Wolverine Access. First, follow the steps to view your W-4 information. Then, you can make changes to your Michigan W-4 information and submit them. The ?HELP menu option on the “Michigan W-4 Tax Information” web page provides detailed information about making and submitting changes.

You cannot update your Michigan W-4 information using the web if:

- You are not a U.S. citizen or Permanent Resident.

If you cannot update your Michigan Form W-4 information using the web, you must fax or mail a hardcopy Michigan W-4 Form to the Payroll office.

### **Updating Michigan Form W-4 Information Using a Hardcopy Form**

To print a hardcopy Michigan W-4 Form, use the print menu in your web browser after accessing this web site. [http://www.michigan.gov/documents/mw4f\\_76761\\_7.pdf](http://www.michigan.gov/documents/mw4f_76761_7.pdf).

Hardcopy Michigan W-4 Forms can also be printed from a link on the Michigan W-4 Tax Information page in Wolverine Access. Pre-printed hardcopy forms are available at the University Payroll Office.

After completing the hardcopy Michigan W-4 Form, you must fax or mail it to the University Payroll Office at:

University Payroll Office  
University of Michigan  
3003 South State Street, #G395  
Ann Arbor, MI 48109-1279

Fax: (734) 647-3983

### **Have Questions About This Information?**

If you have questions about the above information, please contact a Payroll representative in the HR/Payroll Service Center at 5-2000 (local campus calls); 615-2000 (local off campus calls); 1-866-647-7657 (out of area calls).