

Annual Reminder for Submitting new Exempt Forms W-4

IRS Regulations require that a new Form W-4 must be submitted each calendar year for your exempt status to continue. You must also complete a Michigan MI-W4 form each calendar year.

If you are still eligible to claim exempt from income tax withholding, you may complete the Federal and Michigan Forms W-4 by accessing Wolverine Access and going to Faculty & Staff>Employee Self-Service>Payroll and Compensation.
(<https://wolverineaccess.umich.edu/index.jsp>).

If you have already made these changes as of **January 1, 2026** for **2026** in Wolverine Access or you do not claim exempt on your W-4 you can disregard this email.

Changes must be completed by **February 18, 2026** to ensure the uninterrupted continuation of your exempt tax withholding status. If your **2026** forms are not processed by **February 18th**, your tax withholding status will be changed to “single”. This change will remain in effect until new forms are submitted, and **no tax refunds will be issued** for missed updates.

If you have questions, 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). Or via email at tax.payroll@umich.edu