Print Form

Form LW-4 Instructions

Purpose: Complete form LW-4 so your employer can withhold the correct amount of city income taxes from your pay.

Dependents: To qualify as your dependent (line 4 below), a person

(a) Must receive more than one-half of his or her support from you for the year, and
(b) Must have less than $600 gross income during the year (except your child who is a student or who is under 19 years of age, and
(c) Must not be claimed as an exemption by such person's husband or wife, and
(d) Must be a citizen or resident of the United States, and
(e) Must have your home as his/her principal residence and be a member of your household for the entire year, or Must be related to you as follows: Your son or daughter, grandchild, step-son/daughter, son/daughter-in-law, father, mother, grandparent, step-father/mother, father/mother-in-law, brother, sister, stepbrother/sister, half brother/sister, brother/sister-in-law, uncle, aunt, nephew, or niece **(but only if related by blood)**.

Changes in exemptions: You ***must*** file a new certificate within 10 days if the number of exemptions previously claimed by you ***decreases*** for any of the following reasons:

(a) Your wife/husband for whom you have been claiming exemption is divorced or legally separated, or claims her/his own exemption on a separate certificate.
(b) The support of a dependent for whom you claimed exemption is taken over by someone else.
(c) You find that a dependent for whom you claimed exemption will receive $600 or more income of his/her own during the year (except your child who is a student and who is under 19 years of age).

Other Decreases: Such as the death of a wife, husband, or a dependent, do not affect your withholding until the next year, but require the filing of a new certificate by December 1 of the year in which they occur.

Change of Residence: You ***must*** file a new certificate within 10 days after you change your residence from or to a taxing city.

Employee: File this form with your employer. Otherwise your employer must withhold City of Lansing income tax from your earnings without exemptions.

Employer: Keep this certificate with your record. If the information submitted by the employee is not believed to be true, correct and complete the ***City of Lansing*** must be advised.

FORM LW-4	**EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY OF LANSING INCOME TAX**	
☐ **City Resident or** ☐ **Non-City Resident**		Your Social Security Number:
Full Name: (First, Middle and Last Name)	Home Address: (Number & Street)	
City:	State:	Zip Code:
1. Exemptions for yourself: ☐ Yourself ☐ age 65 or over ☐ Blind	**2. Exemptions for your spouse:** ☐ Yourself ☐ age 65 or over ☐ Blind	**3. Enter Total number of boxes checked in 1& 2**:
4. Other Exemptions: Number of exemptions _____ for your children; Number of exemptions _____ for your other dependents		**5. Enter total number of Other Exemptions in box 4 below:**
6. Add the number of exemptions which you have claimed in box 3 & 5 and write the total below:	**7. Write the additional amounts you want withheld from each paycheck, if any:**	
Employer's Name and Address: GMEI 909 Fee Rd, Rm 124 East Lansing MI 48824		
I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief. **SIGNATURE:** **DATE:**		