



Questionnaire for Non-Michigan Resident Employees

This form should only be completed if you are NOT a Michigan Resident.

Employees are required to pay state income taxes from the state in which job duties are performed. This questionnaire is designed to identify new employees who may have an income tax withholding obligation to another state in lieu of Michigan. If applicable, EMU is required to withhold these taxes from your wages.

1. Are you a resident of another state besides Michigan? ☐ Yes ☐ No

2. If yes, provide the name of the state and your address.

3. Will you perform EMU work duties from an out of state location? ☐ Yes ☐ No
If yes, state(s) where duties are performed: _____
List all states where duties are performed if more than one.

4. What is your job title? _____

5. EID (if known): _____

If you are a resident of another state besides Michigan and you perform your work duties out of state, you must complete the proper documentation for EMU to withhold state taxes. You are required to contact the Payroll Office at (734) 487-2393, as soon as you get this notice to inquire about the proper withholding forms designated for your state.

Signature & Date

Print Name: _____

Please send completed form to Payroll Office, 104 Hover or email
payroll.questions@emich.edu