

How to Change Your Tax Withholding in ADP

This guide shows you how to change your tax withholding in ADP, covering both federal and state-level updates. You'll learn how to log in to the platform, navigate to the correct section, complete your W-4 form, and electronically sign your changes. The steps below also cover updating your Michigan state tax withholding, including city selection and exemptions.

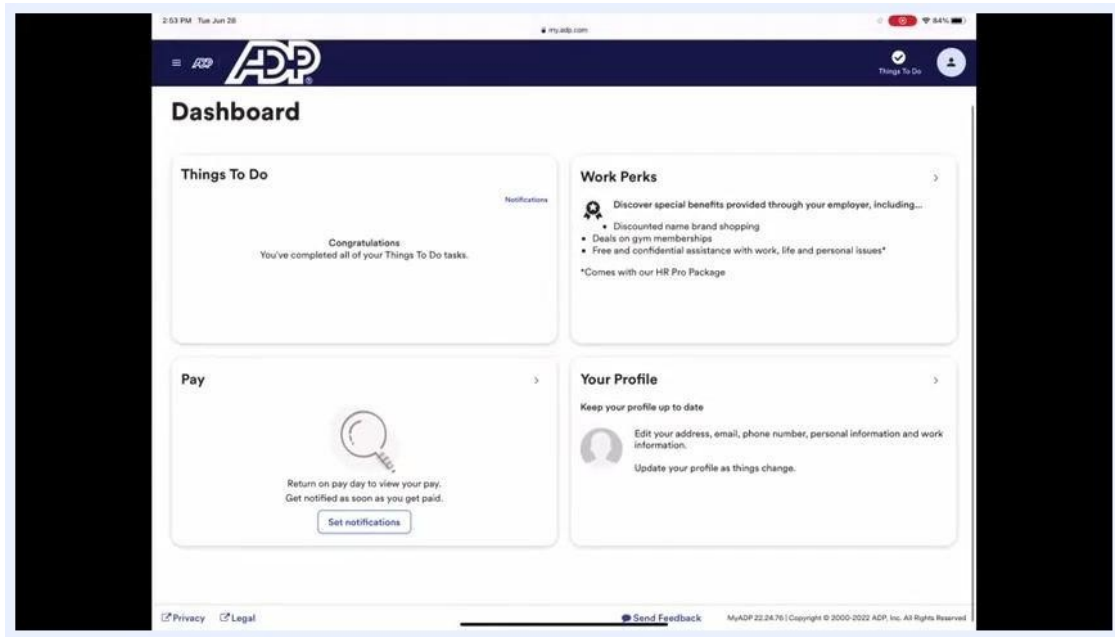
Prerequisites

- An active ADP account with a valid User ID and password
- Access to the phone number or email address registered with your account for identity verification
- Your filing status, dependent information, and any additional withholding amounts you want to apply

Changing your federal tax withholding

Step 1: Access ADP

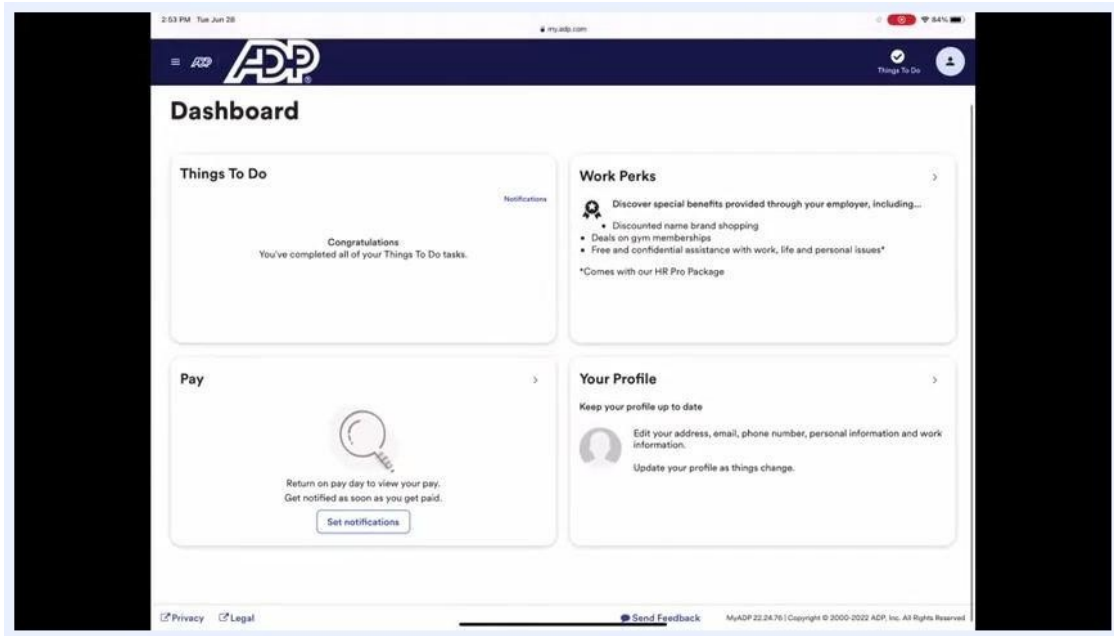
Open the ADP app or go to the ADP website (for example,) in your browser. Enter your User ID in the provided field.



ADP login screen with the User ID field filled in, showing "Sign in to ADP" and the "Next" button

Step 2: Log in to your account

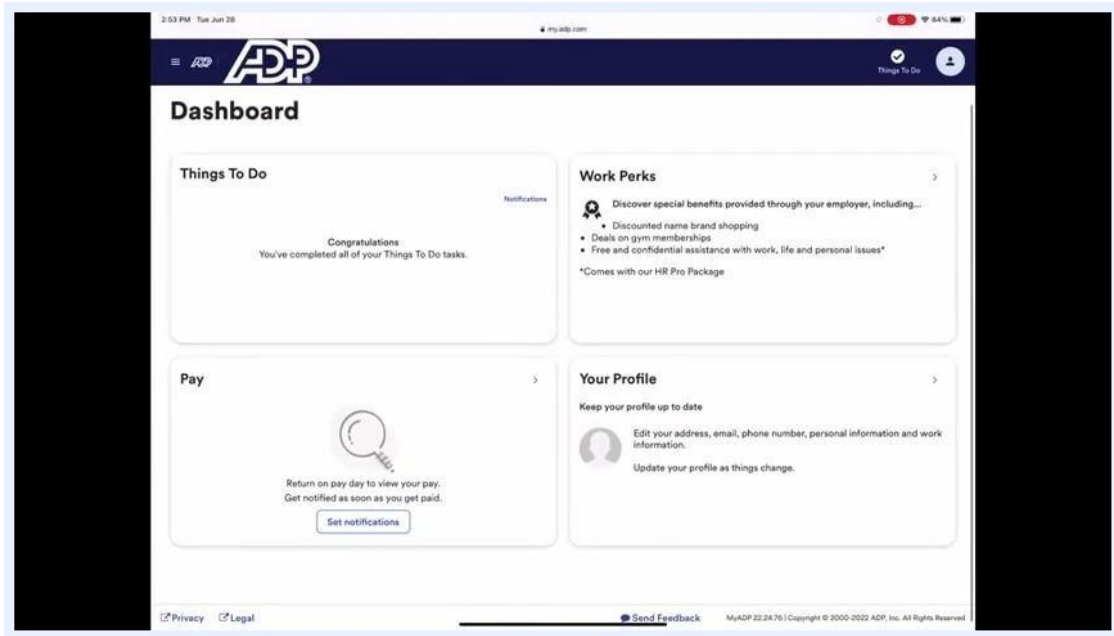
Enter your password on the login screen, then click Sign In to access your account.



ADP login screen with User ID and password entered and the "Sign In" button visible

Step 3: Navigate to the Pay section

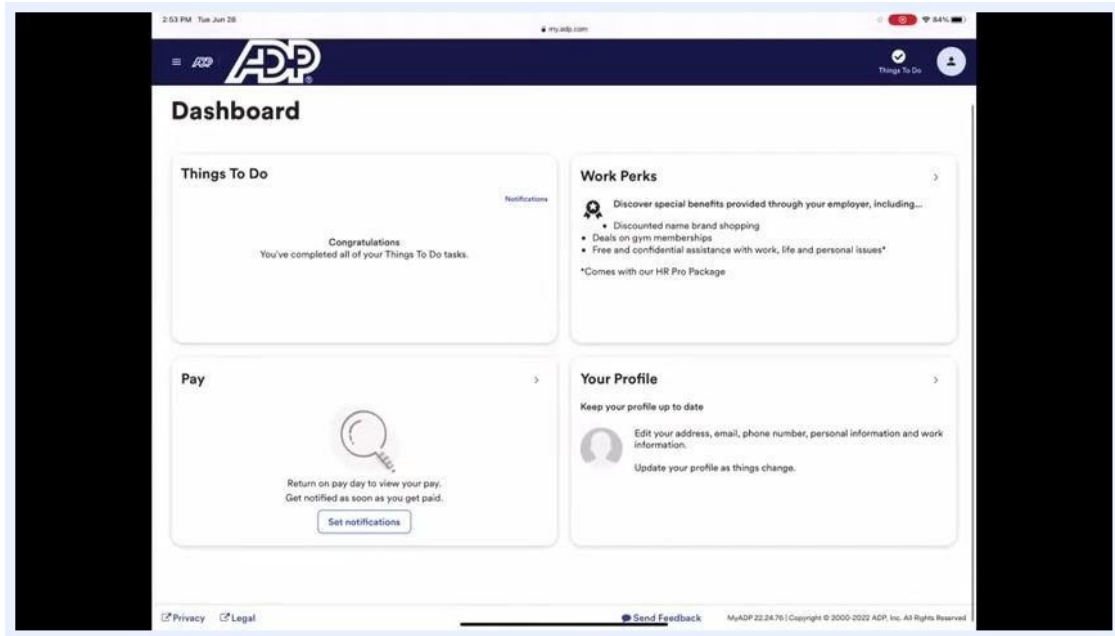
Once logged in, locate the Pay section on your dashboard and click on the Pay tile to proceed.



ADP dashboard showing the "Things To Do," "Work Perks," "Pay," and "Your Profile" sections

Step 4: Scroll to the tax withholding section

On the Pay page, scroll down to find the Tax Withholding section. Click on Federal under Tax Withholding to begin adjusting your federal withholding.



ADP Pay page with the "Tax Withholding" section expanded, showing options for Federal and various states

Step 5: Verify your identity

ADP prompts you to verify your identity for security purposes. Enter the verification code sent to your registered phone number or email address.

Step 6: Begin the W-4 federal tax withholding process

The system displays a welcome screen for Federal Tax Withholding (W-4). Read the instructions and click to proceed.

2:54 PM Tue Jun 28 my.ajp.com

GET — On the App Store

Federal Tax Withholding (W-4)

60%

Will your income be \$200,000 or less?

☒ Yes ☐ No

Dependents under age 17 as of December 31st
Each is worth a \$2,000 tax credit

= \$0.00

Other Dependents:
Each is worth a \$500 tax credit

= \$0.00

Have any other tax credits you want to claim?
There are a wide variety of situations that may qualify for tax credits including education tax credits and the foreign tax credit.

\$

Not sure about this?

To qualify for dependent tax credit, you have to earn less than \$200,000 or \$400,000 between you and your spouse. You can also claim other kinds of tax credits for different life situations. Tax Credits reduce the amount you have withheld from your paycheck.

You can claim a child tax credit for your qualifying child. This may be your son, daughter, stepchild, foster child, brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendant of any of them.

You can also claim a dependent tax credit for your other qualifying dependents. This is a relative that is related to you but may not have lived with you and earns less than \$4,150 a year.

[Learn more](#)

Total Amount \$0.00

Federal Tax Withholding (W-4) introduction screen with instructions and a link to the IRS estimator

Step 7: Select your filing status

Choose your filing status from the following options:

- Single or Married Filing Separately
- Married Filing Jointly (or Qualifying Widow(er))
- Head of Household

Click Next to continue.

The screenshot shows the 'Federal Tax Withholding (W-4)' screen with a progress bar at 70%. The main section is titled 'Want to make any other adjustments?' and contains three input fields for adjustments, each with a 'Deduction worksheet' link. The first field is for 'Have other income that you expect this year that you want to withhold for? If yes, how much?'. The second field is for 'Do you expect to have total deductions above the standard deduction amount that you want to be considered? If yes, use the worksheet (IRS Form W-4 page 3, Step 4b) and enter your result.'. The third field is for 'Want to withhold an additional amount each pay period? If yes, how much? If you work more than one job or you're filing together with a working spouse, you can use the Multiple Jobs Worksheet (IRS Form W-4 page 3, Step 5b) to help calculate the amount.'. To the right, a 'Not sure about this?' section provides explanatory text and a 'Learn more' link. At the bottom, there are 'Previous' and 'Next' buttons.

W-4 filing status selection screen with three options and explanatory text

Step 8: Enter dependent and credit information

Indicate whether your income will be \$200,000 or less. Enter the number of dependents under age 17 and other dependents, if applicable, and add any other tax credits you wish to claim. Click Next to proceed.

The screenshot shows the 'Federal Tax Withholding (W-4)' screen with a progress bar at 90%. The main section is titled 'Review and select Next to sign your document'. It displays the 'Form W-4 Employee's Withholding Certificate' for the year 2022. The form includes sections for 'Step 1: Enter Personal Information' (Name, Address, City, State, ZIP code, Social Security number, and Filing status) and 'Step 2: Multiple Jobs or Spouse Works' (Instructions for multiple jobs and spouse works). At the bottom, there is a 'Step 3' section for 'Total income will be \$200,000 or less (\$400,000 or less if married filing jointly)'. The form also includes a 'Previous' and 'Next' button at the bottom.

W-4 screen for income, dependents, and tax credits, with input fields and explanatory text

Step 9: Specify additional withholding amounts

In the "Want to make any other adjustments?" section, enter any additional amount you want withheld each pay period in the appropriate field. Use the "Multiple jobs worksheet" if you have more than one job. Click Next to continue.

The screenshot displays the 2022 Form W-4, Employee's Withholding Certificate, on a web browser. The form is titled "Federal Tax Withholding (W-4)" and is labeled "Form W-4 Employee's Withholding Certificate". It includes the Department of the Treasury and Internal Revenue Service logo. The form is divided into several sections:

- Step 1: Enter Personal Information**
 - First name and middle initial: Adam
 - Last name: Smith
 - Address: 503 N Euclid Ave
 - City or town, state, and ZIP code: Bay City, MI 48706
 - SSN: 555-55-5555
 - Married filing jointly or Qualifying widow(er): ☐
 - Head of household: ☐
- 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 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.
- Step 3:** If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

The form also includes a "Review and select Next to sign your document" section at the top. The browser address bar shows "my.adp.com".

W-4 adjustments screen with fields for additional withholding, a deduction worksheet, and a multiple jobs worksheet

Step 10: Review your W-4 summary

Carefully review all the information you have entered, including your personal details, filing status, dependents, and extra withholding amount. Ensure everything is accurate before proceeding.

2:55 PM Tue Jun 28
my.adp.com
Federal Tax Withholding (W-4)

Review and select Next to sign your document

Form W-4
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate
OMB No. 1545-0047
2022

► 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

1a First name and middle initial: Adam
1b Last name: Smith
1c Social security number: 555-55-5555

2a Address: 503 N Euclid Ave
2b City or town, state, and ZIP code: Bay City, MI 48706

3a Single or Married filing separately: ☒ Single or Married filing separately
3b Married filing jointly or Qualifying widow(er): ☐ Married filing jointly or Qualifying widow(er)
3c 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): ☐ Head of household

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 2022 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: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

4a Extra withholding:
4b Extra withholding:
4c Extra withholding:

Next

W-4 summary screen showing the completed form with personal information, filing status, and extra withholding amount

Step 11: Electronically sign and submit

Type your full name in the signature field, check the box to certify your information, and click Next or Submit to finalize your changes.

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my.adp.com

Federal Tax Withholding (W-4)

90%

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 2022 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 ▶ \$ 3 \$

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. ▶ \$ 4(a) \$

(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. ▶ \$ 4(b) \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period. ▶ \$ 4(c) \$ 20.00

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

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

Next

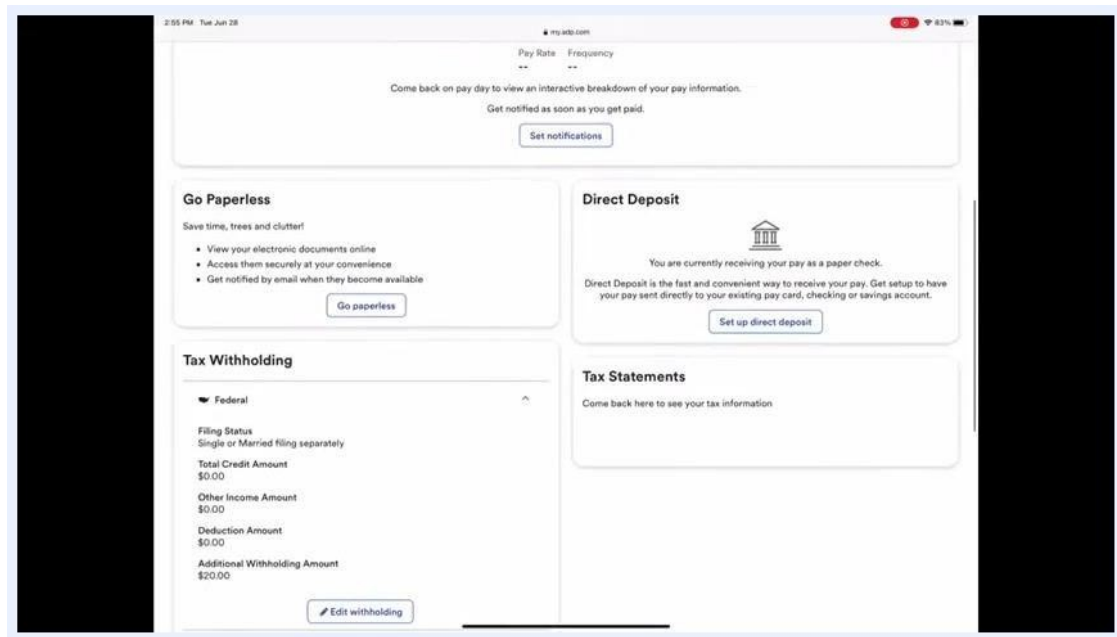
W-4 form signature section with the employee signature field and certification checkbox

Once you complete these steps, your federal tax withholding is updated in ADP, including any additional amount you specified to be withheld each pay period.

Changing your Michigan state tax withholding

Step 1: Review your federal withholding changes

After submitting your federal W-4, scroll down on the Pay page to the Tax Withholding section. Under the Federal header, review the summary box to confirm your changes (for example, Filing Status: Single or Married filing separately, Additional Withholding Amount: \$20.00).



ADP Pay page showing the Tax Withholding summary under Federal, including filing status and additional withholding amount

Step 2: Begin the Michigan state withholding update

In the Tax Withholding section, find and select Michigan from the list of states. If you are employed in a different state, use the search or dropdown menu to select your state instead.

Step 3: Select your city, if applicable

If you live or work in a taxing city, select the appropriate city from the dropdown menu labeled Select Option. If your city is not listed, you may not need to complete a city-specific form.

2:05 PM Tue Jun 28

mi.w4.com

Pay Rate Frequency

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Come back on pay day to view an interactive breakdown of your pay information.
Get notified as soon as you get paid.
[Set notifications](#)

Go Paperless
Save time, trees and clutter!
• View your electronic documents online
• Access them securely at your convenience
• Get notified by email when they become available
[Go paperless](#)

Direct Deposit

You are currently receiving your pay as a paper check.
Direct Deposit is the fast and convenient way to receive your pay. Get setup to have your pay sent directly to your existing pay card, checking or savings account.
[Set up direct deposit](#)

Tax Withholding
Federal
Filing Status
Single or Married filing separately
Total Credit Amount
\$0.00
Other Income Amount
\$0.00
Deduction Amount
\$0.00
Additional Withholding Amount
\$20.00
[Edit withholding](#)

Tax Statements
Come back here to see your tax information

Michigan Tax Withholding (MI-W4) screen prompting for city selection, if applicable

Step 4: Verify and update your personal information

Ensure your personal information is correct on the Michigan Tax Withholding (MI-W4) screen, and update any incorrect details before proceeding.

2:55 PM Tue Jun 28 myinfo.com

Pay Rate Frequency
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Come back on pay day to view an interactive breakdown of your pay information.
Get notified as soon as you get paid.
[Set notifications](#)

Go Paperless
Save time, trees and clutter!
• View your electronic documents online
• Access them securely at your convenience
• Get notified by email when they become available
[Go paperless](#)

Direct Deposit
You are currently receiving your pay as a paper check.
Direct Deposit is the fast and convenient way to receive your pay. Get setup to have your pay sent directly to your existing pay card, checking or savings account.
[Set up direct deposit](#)

Tax Withholding
Federal
Filing Status
Single or Married filing separately
Total Credit Amount
\$0.00
Other Income Amount
\$0.00
Deduction Amount
\$0.00
Additional Withholding Amount
\$20.00
[Edit withholding](#)

Tax Statements
Come back here to see your tax information

Michigan Tax Withholding (MI-W4) screen with a personal information prompt and city selection dropdown

Step 5: Indicate new hire status, exemption, and exemptions claimed
Answer whether you are a new hire and indicate if you are exempt from Michigan tax. Enter the number of withholding exemptions you wish to claim (personal and dependent exemptions). If you claim 10 or more exemptions, you must submit a copy of your Michigan Form MI-W4 to the Michigan Department of Treasury.

Michigan Tax Withholding (MI-W4)

88%

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 dependent's exemptions if someone else files for

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:

- Your employment is intermittent, temporary, or less than full time;
- Your personal and dependency exemptions exceed your annual taxable compensation;
- You claimed exemption from federal withholding; and
- 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.

Michigan Tax Withholding (MI-W4) screen asking about exemptions and providing guidance

Step 6: Specify an additional withholding amount

Enter any additional dollar amount you want withheld from each paycheck in the provided field (for example, \$10). Review the guidance on the right side of the screen to help decide whether you should withhold extra.

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my.adp.com
Michigan Tax Withholding (MI-W4)

88%

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.

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- 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.
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Line 8c: For questions about Renaissance Zones, contact your local assessor's office.

Previous Next

Michigan Tax Withholding (MI-W4) screen with a field for additional withholding amount and guidance

Step 7: Review the Michigan W-4 instructions

Read the detailed instructions and legal information regarding Michigan withholding exemptions, requirements, and special cases. Scroll through the information to confirm you understand your obligations and options.

The screenshot shows a web browser window with the address bar displaying "my.adp.com". The page title is "Michigan Tax Withholding (MI-W4)". The page content is divided into two main columns. The left column contains general instructions and a "Line 5" section. The right column contains "Line 7", "Line 8a", "Line 8b", and "Line 8c" sections. The page is 88% scrolled.

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.

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Line 8c: For questions about Renaissance Zones, contact your local assessor's office.

Michigan Tax Withholding (MI-W4) instructions and legal information screen

Step 8: Electronically sign and submit the Michigan W-4

In the Electronic Signature popup, check the box to certify your information, type your full name in the signature field (for example, Adam Smith), and click Submit to finalize your Michigan W-4 changes.

2:57 PM Tue Jun 28
my.adp.com
Michigan Tax Withholding (MI-W4)

88%

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.

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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.
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Line 8c: For questions about Renaissance Zones, contact your local assessor's office.

☐ **Submit**

Electronic Signature popup for the Michigan W-4, showing the certification checkbox, signature field, and Submit button

Step 9: Review and confirm your Michigan withholding changes
After submission, return to the Pay page, scroll down, and click the dropdown bar under Michigan in the Tax Withholding section to view your updated state withholding details.

The screenshot displays the ADP Pay page with the Michigan Tax Withholding (MI-W4) form. The browser address bar shows 'my.adp.com'. The form is titled 'Michigan Tax Withholding (MI-W4)' and is 88% complete. It contains several sections for providing information about exemptions and withholding.

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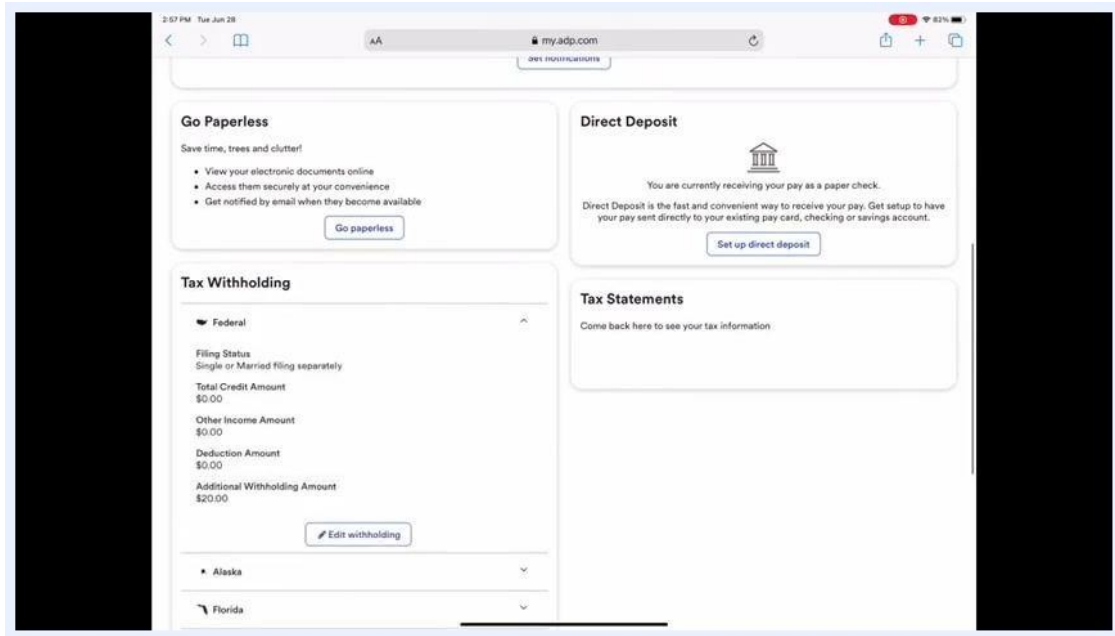
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Line 8c: For questions about Renaissance Zones, contact your local assessor's office.

ADP Pay page with the Tax Withholding section, showing dropdowns for Federal, Alaska, Florida, and Michigan

Step 10: Contact your employer for assistance

If you have any questions or need further assistance, contact your employer as directed on the ADP platform.



ADP Pay page showing the Tax Withholding, Go Paperless, Direct Deposit, and Tax Statements sections

Summary

By following these steps, you can change your tax withholding in ADP for both federal and Michigan state purposes, including city selection, exemptions, and any additional withholding amounts. Always review your entries for accuracy before submitting, and consult your employer if you need further help.