

MWR Instructions

MINNESOTA STATE UNIVERSITY MOORHEAD

According to the Minnesota Department of Revenue, in order to remain eligible for Minnesota tax reciprocity, employees who are residents of North Dakota or Michigan must re-file the MWR each calendar year as described below. If you do not complete the MWR, then taxes from your permanent state AND MN will be taken out of your paychecks.

You will need the following information in order to complete the MWR:

1. How long you have lived at your current residence
2. Dates you were a resident of MN (if applicable)
3. Wages you earned in MN for the previous year. You can find this on your last paystub of the year or your W-2 (box 16). Use your gross wages for the amount and round to the nearest dollar.

Steps to Complete your MWR:

1. Login to [Employee Self Service](#) with your **8 digit State ID (Employee ID)** and password. If you do not know your State ID, please call the HR Office at 218.477.2157.
2. Once you are logged in, you will select the **Self Service** icon.
3. Select the **Tax Forms** icon.
4. Select the **W-4 and MWR** icon.
5. This will default to the Federal W-4 page.
 - o Verify filing status and withholding amounts.
 - o Do **NOT** check the box indicating you are exempt from federal tax withholding. There are very limited situations in which this applies. Please contact HR if you have questions.
 - o Scroll to the bottom of the page and click on **Enter Here** under State Withholding Data

Exemption Conditions

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

State Withholding Data

Enter Here

Updating your federal W-4 does not automatically update your state W-4(s).
You must also update your state W-4(s) for each state in which you live and work.

Submit

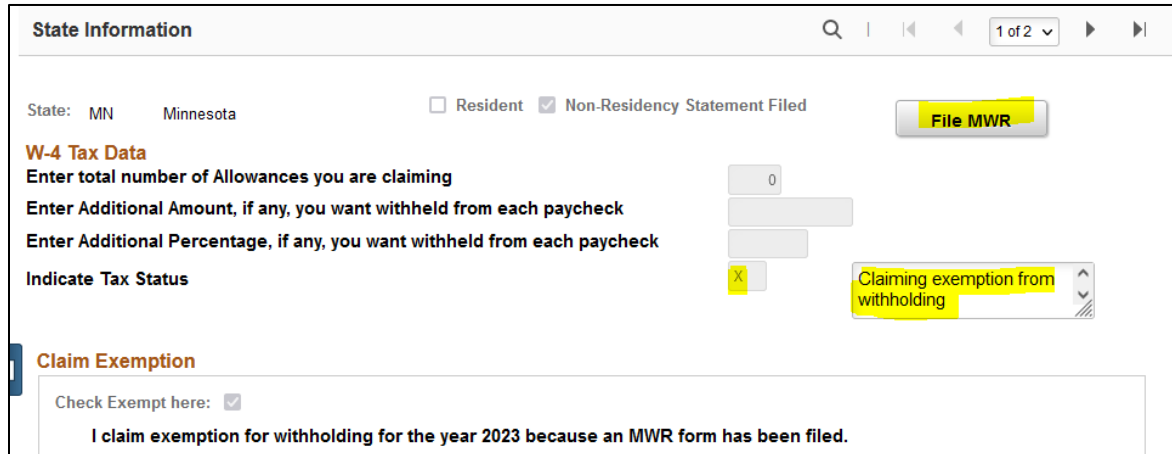
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Office of Human Resources

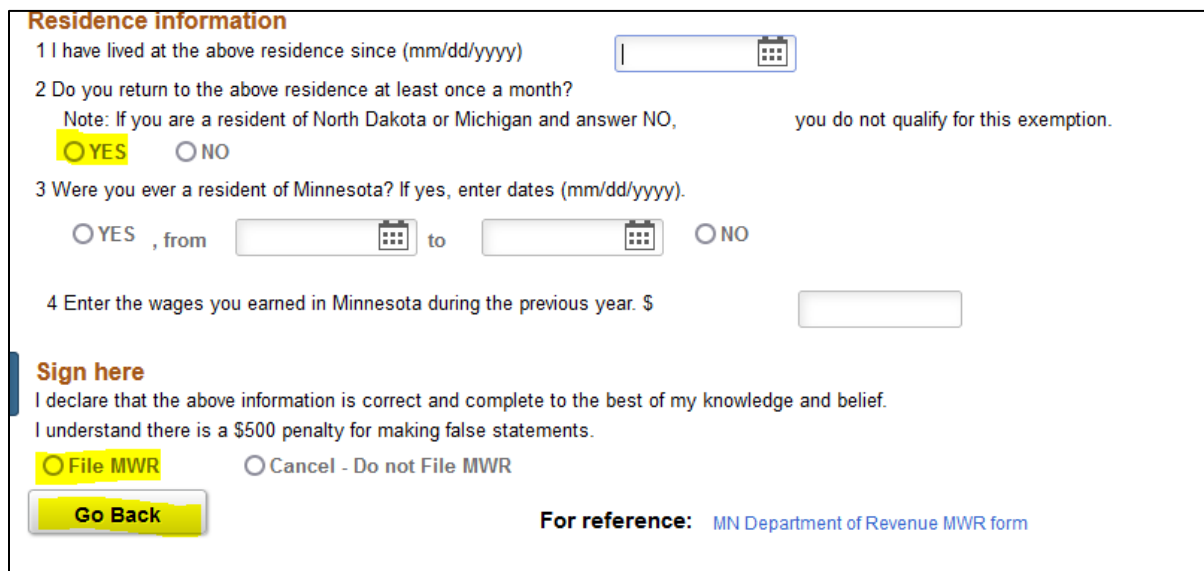
P: 218-477-2157 | F: 218-477-2123

HR@mnstate.edu

6. This will bring you to the State of MN W-4 tax page.
 - Under W-4 Tax Data, make sure there is an **X** (exempt from MN withholdings) in the **Indicate Tax Status** box.
 - Click **File MWR** an the top right corner of the page.



7. This will bring you to the MWR page.
 - Complete all the information
 - Be sure to click **Yes** on question #2.
 - When entering your wages on question #4, round to the nearest dollar and do not enter any decimals or punctuation. You can find this information on your last paystub of the year or your W-2 (box 16).
 - Click **File MWR**
 - Click **Go Back**



8. You will be brought back to the MN tax page. Scroll to the bottom of the page and click **Go Back** again.
9. You will now be on the federal W-4 page. Scroll to the bottom of the page click **Submit**.

Exemption Conditions

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

State Withholding Data

State Withholding Updating your federal W-4 does not automatically update your state W-4(s).
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Submit Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

10. If the form was submitted successfully, you should receive this message.

Submit Confirmation

The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

Please note:

- To maintain reciprocity status without interruption, Form MWR must be completed no later than the end of February each year.
- **Adjunct** faculty who file an MWR in the spring will also need to complete a new MWR if they return to teach in the fall. If a new MWR is not completed in the fall, then taxes from your permanent state AND MN will be taken out of your paychecks.