



**Posting Date:** December 9, 2025

## Year-End Reminders for Employees

As the calendar year end approaches, please review the following items that may require your attention:

### Home Address

**Have you moved? Is your home address accurate?** Change or view your address in Self Service by selecting the About Me tile > My Contact Information tile > Addresses. Alternatively, submit a paper form to your HR/Payroll office.

### W-4 Changes

Tax withholding information and W-4 information should be reviewed and entered in Self Service by selecting the Tax Forms tile > W-4 and MWR tile.

**Note:** Employees who are teleworking from another state must work with their HR/Payroll office to ensure proper telework setup including the use of the appropriate \$XX earnings code. The employee's resident state tax elections may be updated in Self Service. Other states will require the employee to submit a state specific Form W-4 .

### Exempt Status

Employees who want to maintain their exempt status from federal and/or state income tax withholding for 2026 may refile starting on January 1, 2026, through Self Service by selecting the Tax Forms tile > W-4 and MWR tile. If you choose to refile by entering information in Self Service, you do not need to submit paper forms and do not need to wait for those forms to become available.

According to the IRS and state withholding rules, employees must refile each year as follows:

- Employees who are residents of North Dakota or Michigan and want to remain exempt from Minnesota state income tax withholding must refile a Reciprocity Exemption/Affidavit of Residency (Form MWR).
  - Employees who are residents of Minnesota who perform work in North Dakota must also complete [Form NDW-R, Reciprocity Exemption from Withholding in North Dakota](#) and submit to their Human Resources or Payroll Office to remain exempt from North Dakota taxes.
  - Employees who are residents of Minnesota who perform work in Michigan must also complete [Form MI-W4, Michigan Withholding Exemption Certificate](#) and submit to their Human Resources or Payroll Office to remain exempt from Michigan taxes.
- Employees who want to remain exempt from federal income tax withholding must refile an Employee's Withholding Certificate (Form W-4).

- Employees who are residents of Minnesota and who want to remain exempt from Minnesota state withholding must refile a Minnesota Employee Withholding Allowance/Exemption Certificate (Form W-4MN).
- Employees who reside in a state other than Minnesota and who want to claim exemption from the other state's withholding should contact that state's tax agency for the appropriate form and instructions.

**Note:** Information is reported to the Minnesota Department of Revenue when an employee claims either more than 10 Minnesota withholding allowances or exemption from Minnesota withholding.

**Tip:** Find instructions on entering W-4 and MWR tax information in Self Service by selecting the Tax Forms tile and selecting the W-4 and MWR tile, then W-4 and MWR Instructions, or by going to [Self Service W-4 and MWR tax information](#).

## Paper Forms

Submit paper forms only if you do not enter the updates in Self Service. The forms can be found in Self Service by selecting the Tax Forms tile > W-4 and MWR tile > select applicable Form W-4, Form MWR, or Form W-4MN.

The 2026 Form W-4, Employee's Withholding Certificate, will be posted when it is available from the IRS. The 2026 Form W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate, will be posted when it is available from the Minnesota Department of Revenue.

The 2026 Form MWR, Reciprocity Exemption/Affidavit of Residency, will be posted when it is available from the Minnesota Department of Revenue. Paper forms should be submitted to your HR/Payroll office.

Submitted forms must meet the following criteria:

- No alterations or corrections can be made on any form. If you have crossed out and rewritten information on a form, you must complete a new one.
- You must sign and date all forms. A form without a date or signature is invalid.
- All forms must be completed in black or blue ink.

## What form(s) should I file?

- Refile Form W-4 for 2026 between January 1, 2026, and February 17, 2026 if you claim exempt status from federal withholding and want to maintain exempt status for the upcoming year.
- Refile Form W-4MN for 2026 between January 1, 2026, and February 17, 2026, if you claim exempt status from Minnesota state withholding and want to maintain exempt status for the upcoming year.
- Refile Form MWR for 2026 between January 1, 2026, and February 28, 2026, if you reside in North Dakota or Michigan but work in Minnesota and want to maintain your reciprocity exempt status for Minnesota withholding for the coming year.
  - Employees who are residents of Minnesota who perform work in North Dakota must also complete [Form NDW-R, Reciprocity Exemption from Withholding in North Dakota](#) to remain exempt from North Dakota taxes.

- Employees who are residents of Minnesota who perform work in Michigan must also complete [Form MI-W4, Michigan Withholding Exemption Certificate](#) to remain exempt from Michigan taxes.
- Refile the other state's withholding form if you reside in a state other than Minnesota and want to maintain exempt status for the upcoming year. Contact that state's tax agency for the appropriate form and instructions.

## Questions?

If you have questions, please contact your HR/Payroll office. You can obtain contact information from within Self Service: under Need Assistance?, select Employee Contacts.