CITY OF MUSKEGON
INCOME TAX DEPARTMENT
INSTRUCTIONS FOR USE OF THE
EMPLOYERS WITHHOLDING TAX WEBSITE

To connect to the Employers Withholding Tax Website go to
www.shorelinecity.com/ewithholding

Screen names are in UPPER CASE LETTERS.
Options on each screen are in **bold and underlined**.
Connections to ancillary screens, forms and entry buttons are in **red and underlined.**
Related web addresses are in blue and underlined.
OPENING SCREEN – INCOME TAX PREPARATION TOOL
To start, under the Employers area, click on **Click here**.
EMPLOYER WITHHOLDING ACCOUNT

1. **Muskegon Withholding Registration**. You must be currently registered with the Income Tax Department and have an assigned personal identification number (PIN) to activate your Withholding Tax Tool account. If you are currently registered and do not have your PIN, contact the Income Tax Department via email at income.tax@postman.org or by phone at (231) 724-6770 to request your PIN, and it will be sent to you. Your PIN will not be required after your withholding account is activated. If you are not registered you must complete **Form M-SS-4** and FAX it to the Income Tax Department at (231) 724-6768. Upon receipt of your registration form, your PIN will be sent to the e-mail address listed on the registration.

2. **Activate your Withholding Account**
  A. CREATE A USER ACCOUNT - Enter your PIN, Muskegon account number (FEIN plus a "C") and your federal employer ID number (FEIN) and then click on the **Create Account** button to take you to the CREATE USERNAME screen.

  B. CREATE USERNAME - Enter a username and password of your choice and then click on the **Submit** button to go to the MUSKEGON INCOME TAX WITHHOLDING screen. Be certain to use a username and password you can remember as you will need this every time you log into your account.

  C. MUSKEGON INCOME TAX WITHHOLDING – Enter contact Information

3. **Login** – Enter your username and password and then click on the **Login** button to go to the MUSKEGON INCOME TAX WITHHOLDING screen.

MUSKEGON INCOME TAX WITHHOLDING

1. **Contact Information** - The first time you reach this screen, you must enter the contact's name, title, phone number and e-mail address. At your option you may check the box to be sent e-mail reminders. Each time you login you will have the opportunity to update the contact information.

2. **Using the Withholding tax tool** – Left side menu.
> **A. Withholding Menu**
> > 1) **Withholding Data** – WITHHOLDINGS screen is used for data entry of withholding and payment data. See WITHHOLDINGS section below.
> > 2) **2011 MW-3** – Form MW-3 containing tax payment information.
> > 3) **Blank 2011 MW-3** – Blank Form MW-3.
> > 4) **Payment History** – Payment history of the items reported through
> > the tax tool for the current tax year.

> **B. Tools Menu**
> > 1) **Instructions** – General instructions for Muskegon income tax withholding.
> > 2) **Log Out** – Use to log out of tax tool.

WITHHOLDINGS

This screen contains a grid sectioned for each reporting period of the current calendar year. To prepare a return go to the reporting period:
> 1. Click on **Report or Edit Data** on the line below the month or quarter. This will open the data entry areas for the reporting period.
> 2. Enter data for the reporting period in the boxes for Muskegon Wages, Muskegon Tax Withheld, Adjustments (see separate instructions below), and Muskegon Tax Paid (at this time this is the tax to be paid) and then click on **Update** to post the data to the data entry box or click on **Cancel** to cancel the operation.
> 3. Check the data for errors,
> > A. If correction is needed click on **Report or Edit Data**, correct the data and then click on **Update** to post the data.
> > B. If the data is correct you may:
> > > 1) Pay electronically (via an ACH direct debit payment from your bank account) by clicking on **Pay**. This will take you to the MAKE A WITHHOLDING PAYMENT SCREEN. The first time you make an electronic payment, you need to enter the bank account data for the account (Account #, Routing # and type of account). The bank account data will remain active for electronic payments until you click on **Use Different Account** to update, correct or enter new bank account data. Click on the **Continue** button to make the electronic

payment or you may escape from the screen without making a payment by using the back key of your web browser or using the left side Withholding menu to click on another option. Once an electronic payment has been made for a reporting period, the data for that period is locked and cannot be changed. ***Employers are encouraged to pay electronically***.

2) Print return form:

       a) To have a copy for your records; or

       b) For filing a paper return with payment via a paper check.