



Manpower, Inc. of SE Michigan

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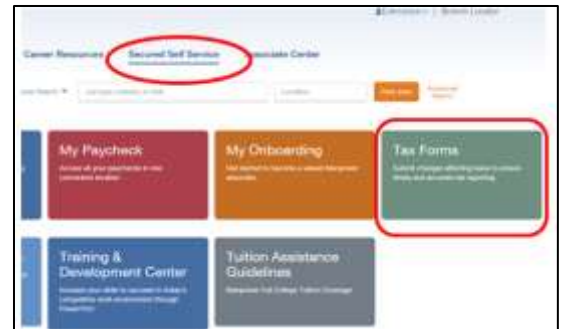
Complete Your Tax Forms (for all Manpower Associates)

As a Manpower associate, you are required to complete tax forms within your Manpower account in order to start working and for Manpower to process your payroll.

COMPLETE YOUR TAX FORMS

After you have completed your **Personal Information** and prior to your first assignment, you will complete **Tax Forms** as part of your Manpower onboarding process. After initial completion, you may view and change your tax forms via your Manpower account.

1. Log in to your **Manpower account** at www.manpower.com.
2. Click **Secure Self Service**.
3. Click **Tax Forms**.



CREATE A TAX FORM PIN

In order to submit tax forms, you must first create a **Tax Form PIN**, which will be used as your electronic signature.

1. In the **PIN** field, enter a four-digit PIN of your choice.
2. Re-enter this PIN in the **PIN Repeat** field.
3. Click **Submit**.
4. Click **Submit New Form** and follow the steps in the section below.
5. If you would like to update your tax forms in the future, but you have forgotten your PIN, you can update your PIN by repeating steps 1 – 4.

A screenshot of the 'Create/Update Your Tax Form PIN' form. It has a navigation bar with 'Submit New Form', 'My Tax Forms', and 'Tax Form PIN'. Below the navigation bar, it says 'Welcome: Annie Edmunson (If this is not you, please log out.)'. The form has two input fields: 'PIN:' and 'PIN Repeat:'. There is a 'Submit' button at the bottom.

SUBMIT A NEW FORM

Prior to submitting a new form, you must first verify/complete all required fields.

1. Ensure your **First Name**, **Middle Name** (optional), and **Last Name** are correct.
2. Enter your full social security number (**SSN**). Numeric digits only; no dashes or spaces.
3. Verify that your **Street Address 1**, **Street Address 2**, **City**, **Resident State**, and **Zip Code** are correct.

A screenshot of the 'Submit New Form' form. It has a 'DIRECT OFFICE ID:' field with the value '4311359'. Below that are several input fields: 'First Name:' (Annie), 'Middle Name:', 'Last Name:' (Edmunson), 'SSN:' (123456789), 'Street Address 1:' (231 Little Lake Drive), 'Street Address 2:', 'City:' (ANN ARBOR), 'Resident State:' (Michigan), and 'Zipcode:' (48103). There is a 'Resident Definition' link next to the state dropdown.

- If you have not yet been placed on an assignment with Manpower, the **Work Address** information will default to your home address. If you have been placed on assignments with Manpower, the **Work Address** will default to the worksite address of your most recent assignment. Therefore, all fields can remain as populated by default. (There is no need to edit or change this information.)
- Click **Get Form**.



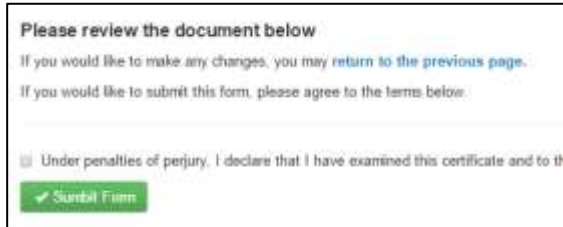
MANPOWER – SYMMETRY W4 PAYROLL FORMS

You will be given two options for completing your tax forms. One option is **Guide me**, which helps you navigate the forms you need to fill out. This path is recommended for those who are unsure how to complete tax forms. The other option is **Let me choose**, which is the quickest route for those who are familiar with completing tax forms. Regardless of which path you choose, you **MUST** complete and submit both a Federal and State W-4.



If you select **Guide me**:

- Under both the **Federal** and **Michigan** Resident sections, check the radio button that reads **Help me determine which withholding forms apply to me**. Then, click **Continue**.
- After you have answered all questions for the Federal W-4 form, **review the document** and **check the box** declaring its accuracy. Click **Submit Form**.
- You will then need to answer questions for the State W-4 form, **review the document**, and **check the box** declaring its accuracy. Click **Submit Form**.



If you select **Let me choose**:

- Click on and complete the questions for the **Federal W-4 Employee's Withholding Allowance Certificate**.
- After you have completed all questions, **review the document** and **check the box** declaring its accuracy.
- Click **Submit Form**.
- Repeat steps 1 – 3 for the **Michigan MI-W4 Employee's Michigan Withholding Exemption Certificate**.





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Once both forms are complete, you will be redirected to the **Manpower - Symmetry W4 Payroll Forms** page. Click **Sign out**. You will then be sent back to the main **Tax Forms** page.

COMPLETE MANPOWER ONBOARDING

After completing your **Tax Forms**, please notify your Manpower representative who will assist you in completing the next steps of your Manpower onboarding.

STILL HAVE QUESTIONS?

Contact the **Manpower Associate Care Center (MACC)**.

- Phone: 800-561-6934
- Email: associate.care@manpower.com
- Hours: Monday through Friday, 8am-9pm (Eastern)

