



INFORMATION MANAGEMENT BUREAU

To: Payroll Provider Software Vendor MW-4 Support Requirements

Date: July 18, 2025

The Montana Department of Revenue included the Form MW-4 which is the Montana Employee's Withholding and Exemption Certificate on this year's Letter of Intent. We are asking all vendors to carry this supplemental form and provide it to their clients as needed, if your company requests a limitation review for this requirement, we are offering the alternative of supporting the following message in your software.

["Montana Tax Allowances and Exemptions \(Form MW-4\)"](#)

Employees working in Montana need to complete a [Montana Employee's Withholding Allowance and Exemption Certificate \(Form MW-4\)](#) so their employers can withhold Montana income tax from their paychecks.

The Montana Department of Revenue will no longer accept the federal Form W-4. The federal Form W-4 should only be used for federal withholding purposes.

Who should complete a Form MW-4?

Your employee should complete Form MW-4 if they:

- Are a newly hired employee, or
- Claim to be exempted from Montana income tax withholding.

Your employee should *consider* completing a new Form MW-4 if their personal or financial situation changes.

They may be charged interest, penalties, or both when they file their individual income tax return if they do not have enough income tax withheld from their wages.

See [Late Fees, Interest, and Penalties](#) for more information on interest and penalties on underpaid estimated taxes.

Filing Form MW-4

You must file your employee's Form MW-4 with the Department of Revenue only if the employee is claiming one of the withholding exemptions on line 5 of the updated Form MW-4.

Due Date

If an employee provides you with a Form MW-4 that meets one or both conditions above, you must submit this form to the department by the *last day of the payroll period in which the form was received*.

Filing Options

File online using the department's [TransAction Portal \(TAP\)](#).

For security reasons, employers must be logged into their TAP accounts to submit the Form MW-4.

Do not mail the Form MW-4 to the department.

You should keep a copy of all Forms MW-4 you receive from your employees with your records."

Thank you for your time and cooperation in this matter.

For any questions, please email DORe-Services@mt.gov.