In August 2018, City of East Lansing voters passed into law an income tax on residents and nonresidents working in the city. MSU is now required to withhold income tax for employees who live and/or work in the City of East Lansing effective Jan. 1, 2019.

**What do I need to do?**

Electronic W-4 Local Tax forms will be available in the EBS Portal on December 17, and all employees, including student employees, will need to log in to the portal to review and approve or change their information at that time. You will receive further directions specifically about what you need to do in the coming weeks.

**When do I need to act?**

- **Bi-weekly paid employees** will need to act within the **Dec. 17 - 27, 2018** time period.
- **Monthly paid employees** will need to act within **Dec. 17, 2018 – Jan 22, 2019** time period.

**Tax information**

The tax rate is 1 percent for residents and 0.5 percent for nonresidents working in East Lansing. **Note:** All applicable earnings **paid** beginning Jan. 1, 2019 are subject to the tax, regardless of when the work was performed.

**Resources**

Further information is available on the Controller’s Office website at [East Lansing FAQs](#)

If you have questions or concerns at this time, please contact the Payroll Office at 517-355-5010.