INSTRUCTIONS FOR COMPLETING THE CITY TAX CONFIRMATION

Taxable cities may request employer confirmation to verify the amount of time an employee has worked within their city limits. This will typically occur when an employee files their tax return and is requesting a refund because they either did not work in the city or they only worked a lower percentage of time in the city and overpaid the city tax.

Payroll and Human Resources cannot certify an employee confirmation because we have no knowledge of the location where employees are working. The employee’s direct supervisor or manager will need to provide the certification.

Managers are encouraged to complete the template for the ‘City Tax Confirmation’ document as follows:

1. Copy the template to your departmental letter head
2. Include the city name and their address on the letter
3. Include the employee’s name
4. There are two options to complete the form – either the number of days worked in the city or the lower portion if you are documenting when the employee began working from home.
5. The manager should sign the form, print their name and provide their telephone number and email address. Please note that several cities have communicated to MSU that they will be confirming with the manager that the form was completed by them and is accurate.
6. Keep a copy of the form for the employee’s record and give the form to the employee to provide to the requesting city.

If you have any questions, please contact the Payroll department at 5-5010.