

East Lansing Income Tax Update

MSU is required to withhold income tax effective Jan. 1, 2019 for employees who live and/or work in the City of East Lansing. You will need to review and certify your W-4 Local Tax form information for your residence and work tax locations through the EBS Portal starting Dec. 17. Here are some important dates to keep in mind:

- **Bi-weekly paid employees**
 - You will receive an email notice Dec. 17, 2018 noting your W-4 Local Tax form defaults and instructions on how to review and certify this information.
 - The deadline to make changes/certify is 5 p.m. Dec. 27, 2018.
- **Monthly paid employees**
 - You will receive an email notice on Jan. 2, 2019 noting your W-4 Local Tax form defaults and instructions on how to review and certify this information.
 - The deadline to make changes/certify is 5 p.m. Jan. 22, 2019.

If you need assistance with completing this in EBS, follow these [step-by-step instructions](#) or watch this [how-to video tutorial](#).

[Find more info on Payroll's FAQ page](#). Contact the Payroll Office with questions at 517-355-5010 or payroll@ctrl.msu.edu.