

INDIVIDUAL INCOME TAX RETURN AND WHAT TAX FORM SHOULD BE USED

INDIVIDUALS (EL-1040)

The following individuals are required to file an individual return for the City of East Lansing:

- If you lived in the City during any part of the tax year and had taxable income.
- If you did not live in the City, but earned more than \$600 of taxable income from within City limits.

Exemptions allowed - \$600 each for the following:

- Self
- Age 65 or over
- Blind
- Deaf
- Permanently Disabled
- Children (one per child)
- Other Dependents (one per dependent)

Individuals who make less than \$5,000 annually AND do not have a personal exemption because they are claimed on someone else's taxes, are exempt from the tax.

Taxable Income

- Residents – All salaries, bonuses, wages, commissions and other compensation, net profits from a business or profession, net rental income, capital gains less capital losses, dividends, interest from estates and trusts and other income.
- Non-Residents– Salaries, bonuses, wages, commission or other compensation for services rendered or work performed in East Lansing, net profits from business, profession or other activity to the extent that it is work done, services rendered or activity conducted in East Lansing, capital gains less capital losses from the sale of real or tangible personal property located in East Lansing.

Non-Taxable Income

- Qualifying distributions of pension and retirement benefits
- Unemployment Income
- Active duty military pay
- Tax refunds

For a complete list, please refer to www.cityofeastlansing.com/incometax



CORPORATIONS, PARTNERSHIPS, ESTATES AND TRUSTS AND EMPLOYER WITHHOLDING

CORPORATIONS (EL-1120)

The following entities are required to file a corporation return if they do business in the City:

- C Corporations
- S Corporations
- REITS– Real Estate Investment Trusts Housing Cooperatives
- Non-profits with unrelated business income

PARTNERSHIPS (EL-1065)

- A partnership is required to file an information return to report the distributable City income or loss to each partner.
- A partnership can elect to pay the City tax on behalf of the partners. If a partnership makes the election, a partner does not need to file an individual return unless they have other income/loss related to the City. In that case, the partner would get a credit on their return for the tax paid by the partnership.

ESTATES AND TRUSTS (EL-1041)

- An estate or trust is taxed only on the following items:
 - Wages and compensation earned in the City
 - Business income or loss earned in the City

EMPLOYER WITHHOLDING

Employers are required to withhold if any of the following apply:

- You have a location in the City
- You are “doing business” in the City, even if you do not have a location in the City
- You have locations both in and out of the City; in this case you will need to withhold for those working and/or living in the City
- You have an employee who lives and works in the City, but is temporarily assigned to work outside of the City

If your business is a nonprofit organization and you meet any of the above criteria, you are required to withhold even if your business is exempt from income taxes

If you withheld more than \$100 in a month, you must remit monthly, otherwise you may remit quarterly.

Quarterly Payments are due on or before April 30, July 31, October 31, and January 31.



ESTIMATED PAYMENTS AND ADDITIONAL INFORMATION

QUARTERLY ESTIMATED PAYMENTS

Quarterly payments are required if any one of the following applies:

- You are an individual that expects to owe more than \$100 in tax after withholding credit given
 - Resident of East Lansing with greater than \$10,000 of income not withheld on.
 - Non-Resident of East Lansing with greater than \$20,000 of income earned within East Lansing limits not withheld on.
- You are a partnership or corporation that expects to owe more than \$250
 - Net income greater than \$25,000

For instruction on calculating your estimated payment please refer to the estimated payments form on our website

Individual and Calendar Year Business quarterly payments are due on or before the following dates:

- April 30
- June 30
- September 30
- January 31

The first three payments are made during the tax year for which they are due. The last payment is made in the following year. If due date is a weekend, due date becomes next business day.

For **fiscal year** taxpayers, payments are due the last day of the fourth, sixth and ninth month during the fiscal year. The final payment is due at the end of the 1st month following the fiscal year end. Example, fiscal year ending March 31 – payments are due July 31, September 30, December 31, and April 30.

ADDITIONAL INFORMATION

Please contact us with any questions or for more information:

Email: incometax@cityofeastlansing.com

Website: www.cityofeastlansing.com/incometax

Phone: 517-319-6862

