

HP-SS-4 City of Highland Park New Business Registration

Complete this registration form if starting a new business, taking over an existing business, etc. (see below).

- 1) Started a new business 2) Purchased an ongoing business 3) Started doing business in the City of Highland Park 4) Changed the type of business ownership (e.g. from sole proprietorship to partnership, incorporating a sole proprietorship or partnership)

Employers that are required to register and withhold:

- 1) Employers having a location in the City of Highland Park 2) Employers doing business in the City of Highland Park even though they are not located in the City.

Withhold Tax from Wages Paid to the Following Employees:

- 1) All residents of the City of Highland Park whether or not they work in the City 2) All non-residents who work in the City of Highland Park . Withhold only on wages earned in the City of Highland Park.

Online Site for Highland Park Forms: www.Highlandparkmi.gov - Click on Government; click on Forms & Permits, scroll to Tax Forms. Questions? Call Ph. (313) 603-3118

**Mail to: Highland Park Income Tax Unit, Attn: Withholding, PO Box 239, Eaton Rapids MI 48827-0239
 Fax to: (517) 441-9711 – Cover page – Highland Park Income Tax Attn. New Business Registration**

1. TRADE NAME:		EMPLOYER'S FEDERAL IDENTIFICATION NUMBER
2. OWNER'S NAME: (IF DIFFERENT FROM TRADE NAME)		
3. MAIN OFFICE MAILING ADDRESS:		
4. HIGHLAND PARK ADDRESS:		
5. (CHECK TYPE OF ORGANIZATION) SOLE PROPRIETOR PARTNERSHIP CORPORATION OTHER	6. LOCAL TELEPHONE #	7. EMAIL ADDRESS
7. NO. OF EMPLOYEES	8. ACCOUNTING CALENDAR PERIOD YEAR FISCAL YEAR ENDING	
9. IF THIS BUSINESS WAS PREVIOUSLY OWNED BY ANOTHER EMPLOYER PRINT NAME BELOW:	10. GIVE THE DATE THE BUSINESS WAS ACQUIRED BY CURRENT EMPLOYER:	
SIGNATURE _____	TITLE _____	DATE _____

For more information, call the Income Tax Division at (313) 603-3118.

Each employer withholding City of Highland Park Income Tax should register with the Income Tax Unit. For the convenience of the employer, the Federal Identification Number assigned to the employer by the IRS will be used for the City of Highland Park Income Tax Unit records. If an employer does not have a Federal ID Number at the time of filing the City of Highland Park Income - reports, contact needs to be made again after receiving the Federal ID number.

When for any reason the Federal Identification Number is not required, an Identification number will be assigned by the City of Highland Park Income Tax Unit for City withholding purposes. Information collected on this form is confidential pursuant to MCL 141.674(1), Michigan Uniform City Income Tax Ordinance; Sec.74(1). Information gained by the administrator, city treasurer or any other city official, agent or employee as a result of a return, investigation, hearing or verification required or authorized by this ordinance is confidential, except for official purposes in connection with the administration of the ordinance and except in accordance with a proper judicial order.