

HP-SS-4 City of Highland Park New Business Registration/Employer Withholding

Complete this registration form if required to withhold or voluntarily withholding and:

- 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.

Highland Park Forms: Visit www.Highlandparkmi.gov for payroll withholding instructions & forms - Click on Forms & Permits in the red box; click on Tax Forms. Tax Rates: Resident Individuals - 2% Non-resident Individuals - 1% Corporations - 2% **Questions? Call Ph. (313) 800-5233 ext. 363**

Mail to: Highland Park Income Tax Unit, Attn: Withholding, 3401 Evaline St, Hamtramck MI 48212
Fax to: (313) 782-4930 – Cover page – Highland Park Income Tax Attn: Withholding

1. BUSINESS NAME:		EMPLOYER'S FEDERAL IDENTIFICATION NUMBER	
2. OWNER'S NAME: (IF DIFFERENT FROM BUSINESS NAME)			
3. MAIN OFFICE MAILING ADDRESS:			
4. HIGHLAND PARK ADDRESS:			
5. (CHECK TYPE OF ORGANIZATION) <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> 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) 800-5233 ext.363

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.