

MAIL IN SUPPLIED ENVELOPE

**HIGHLAND PARK INCOME TAX WITHHELD**

IF FINAL RETURN, CHECK HERE AND COMPLETE QUESTIONS ON THE REVERSE SIDE

HP941-501

MAKE CHECK & MAIL TO

**CITY OF HIGHLAND PARK**  
Withholding Payment  
P.O BOX 239  
EATON RAPIDS, MI 48827-0239

VALIDATION AREA BELOW

**1**

SIGNATURE \_\_\_\_\_ PHONE # \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

|                             |                   |                    |
|-----------------------------|-------------------|--------------------|
| PERIOD<br>1-1-21 to 3-31-21 | DUE ON<br>4-30-21 | IDENTIFICATION NO. |
|-----------------------------|-------------------|--------------------|

|  |   |
|--|---|
| AMOUNT WITHHELD 1<br>1ST MONTH THIS QTR      |   |
| AMOUNT WITHHELD 2<br>2ND MONTH THIS QTR      |   |
| AMOUNT WITHHELD 3<br>3RD MONTH THIS QTR      |   |
| <b>TOTAL TAX WITHHELD<br/>THIS QUARTER</b> 4 | ★ |
| ADJUSTMENT 5                                 |   |
| ADJUSTED TAX WITHHELD 6                      |   |
| AMOUNT DUE 7                                 | ★ |

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**2**

SIGNATURE \_\_\_\_\_ PHONE # \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

|                             |                   |                    |
|-----------------------------|-------------------|--------------------|
| PERIOD<br>4-1-21 to 6-30-21 | DUE ON<br>7-31-21 | IDENTIFICATION NO. |
|-----------------------------|-------------------|--------------------|

|  |   |
|--|---|
| AMOUNT WITHHELD 1<br>1ST MONTH THIS QTR      |   |
| AMOUNT WITHHELD 2<br>2ND MONTH THIS QTR      |   |
| AMOUNT WITHHELD 3<br>3RD MONTH THIS QTR      |   |
| <b>TOTAL TAX WITHHELD<br/>THIS QUARTER</b> 4 | ★ |
| ADJUSTMENT 5                                 |   |
| ADJUSTED TAX WITHHELD 6                      |   |
| AMOUNT DUE 7                                 | ★ |

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EATON RAPIDS, MI 48827-0239

VALIDATION AREA BELOW

**3**

SIGNATURE \_\_\_\_\_ PHONE # \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

|                             |                    |                    |
|-----------------------------|--------------------|--------------------|
| PERIOD<br>7-1-21 to 9-30-21 | DUE ON<br>10-31-21 | IDENTIFICATION NO. |
|-----------------------------|--------------------|--------------------|

|  |   |
|--|---|
| AMOUNT WITHHELD 1<br>1ST MONTH THIS QTR      |   |
| AMOUNT WITHHELD 2<br>2ND MONTH THIS QTR      |   |
| AMOUNT WITHHELD 3<br>3RD MONTH THIS QTR      |   |
| <b>TOTAL TAX WITHHELD<br/>THIS QUARTER</b> 4 | ★ |
| ADJUSTMENT 5                                 |   |
| ADJUSTED TAX WITHHELD 6                      |   |
| AMOUNT DUE 7                                 | ★ |

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Withholding Payment  
P.O BOX 239  
EATON RAPIDS, MI 48827-0239

VALIDATION AREA BELOW

**4**

SIGNATURE \_\_\_\_\_ PHONE # \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

|                               |                   |                    |
|-------------------------------|-------------------|--------------------|
| PERIOD<br>10-1-21 to 12-31-21 | DUE ON<br>1-31-22 | IDENTIFICATION NO. |
|-------------------------------|-------------------|--------------------|

|  |   |
|--|---|
| AMOUNT WITHHELD 1<br>1ST MONTH THIS QTR      |   |
| AMOUNT WITHHELD 2<br>2ND MONTH THIS QTR      |   |
| AMOUNT WITHHELD 3<br>3RD MONTH THIS QTR      |   |
| <b>TOTAL TAX WITHHELD<br/>THIS QUARTER</b> 4 | ★ |
| ADJUSTMENT 5                                 |   |
| ADJUSTED TAX WITHHELD 6                      |   |
| AMOUNT DUE 7                                 | ★ |

MAIL IN SUPPLIED ENVELOPE

**CITY OF HIGHLAND PARK-ANNUAL RECONCILIATION • INCOME TAX WITHHELD**

**HPW-3**

|                             |                    |
|-----------------------------|--------------------|
| DUE ON OR BEFORE<br>2-28-22 | IDENTIFICATION NO. |
|-----------------------------|--------------------|

RETURN WITH FORMS  
W-2 TO  
**CITY OF HIGHLAND PARK**  
**INCOME TAX**  
P.O Box 239  
Eaton Rapids, MI 48827-0239

|                              |  |
|------------------------------|--|
| NUMBER OF<br>W-2'S SUBMITTED |  |
|------------------------------|--|

|   |  |
|---|--|
| TAX WITHHELD AS SHOWN ON ATTACHED W2'S<br>1     |  |
| TAX PAID TOTALS FROM REVERSE SIDE<br>2          |  |
| <b>BALANCE DUE PAY IN FULL THIS RETURN</b><br>3 |  |
| OVERPAYMENT ATTACH EXPLANATION<br>4             |  |

SIGNATURE \_\_\_\_\_ PHONE # \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

## SUMMARY

LST PAYMENTS MADE WITH HP941/501  
EMPLOYERS RETURNS.

|  |  |  |  |
|--|--|--|--|
| <p>1. Last pay period on which Highland Park taxes were withheld _____</p> <p>2. Check reason for "Final Return" and answer applicable questions:</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p>Operations will be resumed on _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Still operating - Ceased paying wages.</p> <p>Wages will be paid starting _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Business sold to: _____</p> <p>Name _____</p> <p>Street _____</p> <p>City _____</p> <p><input type="checkbox"/> Moved out of Highland Park</p> <p>3. Your current address:</p> <p>Street _____</p> <p>City _____</p> <p>4. <input type="checkbox"/> Other: _____</p> <p>_____</p> | <p>1. Last pay period on which Highland Park taxes were withheld _____</p> <p>2. Check reason for "Final Return" and answer applicable questions:</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p>Operations will be resumed on _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Still operating - Ceased paying wages.</p> <p>Wages will be paid starting _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Business sold to: _____</p> <p>Name _____</p> <p>Street _____</p> <p>City _____</p> <p><input type="checkbox"/> Moved out of Highland Park</p> <p>3. Your current address:</p> <p>Street _____</p> <p>City _____</p> <p>4. <input type="checkbox"/> Other: _____</p> <p>_____</p> | <p>1. Last pay period on which Highland Park taxes were withheld _____</p> <p>2. Check reason for "Final Return" and answer applicable questions:</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p>Operations will be resumed on _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Still operating - Ceased paying wages.</p> <p>Wages will be paid starting _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Business sold to: _____</p> <p>Name _____</p> <p>Street _____</p> <p>City _____</p> <p><input type="checkbox"/> Moved out of Highland Park</p> <p>3. Your current address:</p> <p>Street _____</p> <p>City _____</p> <p>4. <input type="checkbox"/> Other: _____</p> <p>_____</p> | <p>1. Last pay period on which Highland Park taxes were withheld _____</p> <p>2. Check reason for "Final Return" and answer applicable questions:</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p><input type="checkbox"/> Business permanently discontinued</p> <p>Operations will be resumed on _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Still operating - Ceased paying wages.</p> <p>Wages will be paid starting _____</p> <p>(Date) _____</p> <p><input type="checkbox"/> Business sold to: _____</p> <p>Name _____</p> <p>Street _____</p> <p>City _____</p> <p><input type="checkbox"/> Moved out of Highland Park</p> <p>3. Your current address:</p> <p>Street _____</p> <p>City _____</p> <p>4. <input type="checkbox"/> Other: _____</p> <p>_____</p> |
|--|--|--|--|

|                        |       |
|------------------------|-------|
| JANUARY                |       |
| FEBRUARY               |       |
| MARCH                  |       |
| QUARTER ENDED MARCH 31 | \$    |
| APRIL                  |       |
| MAY                    |       |
| JUNE                   |       |
| QUARTER ENDED JUNE 30  | \$    |
| JULY                   |       |
| AUGUST                 |       |
| SEPTEMBER              |       |
| QUARTER ENDED SEPT 30  | \$    |
| OCTOBER                |       |
| NOVEMBER               |       |
| DECEMBER               |       |
| QUARTER ENDED DEC. 31  | \$    |
| TOTAL PAID \$          | _____ |