

**NOTICE OF CHANGE OR DISCONTINUANCE**

ACCOUNT NUMBER (FEIN)	CHANGES EFFECTIVE ON (Date)
CURRENT LEGAL NAME	CHANGE LEGAL NAME TO:
DBA	CHANGE DBA TO:
CURRENT LEGAL BUSINESS ADDRESS	CHANGE LEGAL BUSINESS ADDRESS TO:
MAILING ADDRESS	CHANGE MAILING ADDRESS TO:

**Instructions: Place an "X" in all boxes that apply. Complete all information for that change.  
Write any comments or explanations on back of form.**

- 1. The Internal Revenue Service assigned us Federal Employer Identification Number:
- 2. Our Federal Employer Identification Number is wrong. The correct number is:
- 3. We have incorporated. Our corporate name is: \_\_\_\_\_
- 4. Our new corporate Federal Employer Identification Number is: \_\_\_\_\_
- 5. Discontinue our withholding tax registration:
  - We no longer have any business activity in the City of Highland Park.
  - We closed our business on: \_\_\_\_\_

We sold our entire business on: \_\_\_\_\_

We sold our business to: \_\_\_\_\_

We sold part of our business on: \_\_\_\_\_

Their FEIN is: \_\_\_\_\_

6. Address and phone number where we may be reached following discontinuance of business:

\_\_\_\_\_ Ph: \_\_\_\_\_

CONTACT PERSON STREET ADDRESS CITY STATE ZIP CODE PHONE

7. Change in ownership. (Please explain on back)

8. Effective \_\_\_\_\_, we changed our fiscal year ending from to: \_\_\_\_\_  
MONTH/YEAR – MONTH/YEAR

SIGNATURE OF PREPARER	PRINTED NAME OF PREPARER	DATE PREPARED	PREPARER'S PHONE NUMBER

9. Other changes. (Please explain on back)

Mail to: Highland Park Income Tax Unit, Attn: Withholding, PO Box 239, Eaton Rapids MI 48827-239  
 Fax to: (517) 441-9711 – Cover page – Highland Park Income Tax Attn: Withholding  
 Questions? Call Ph. (313) 603-3118