

# City of Portland

## Income Tax Department

P-SS-4

### Employer's Withholding Registration

1. FEDERAL EMPLOYER IDENTIFICATION NUMBER
---

2. Complete Company Name (Include, if applicable, Corp., Inc., L.L.C., etc.)		
3. Business Name, Assumed Name of DBA (If used)		
LEGAL ADDRESS	4A. Enter Number and Street (Address to which correspondence is mailed.)	Business Telephone
	City, State, Zip	
MAILING ADDRESS	4B. Enter Number and Street. (Address to which tax forms are mailed.)	
	City, State, Zip	
PHYSICAL ADDRESS IN PORTLAND	4C. Enter Number and Street. (Address of physical location in the City of Portland.)	
	City, State, Zip	

**Complete all information for each owner, partner, member or corporate officer. Attach a separate list if necessary.**

5A. Name (Last, First, Middle Initial)	Home Telephone
Business Title	Date of Birth
Residence Address (Number, Street)	Social Security Number
City, State, Zip	Driver License/Michigan Identification
5B. Name (Last, First, Middle Initial)	Home Telephone
Business Title	Date of Birth
Residence Address (Number, Street)	Social Security Number
City, State, Zip	Driver License/Michigan Identification

**COMPLETE THIS REGISTRATION IF REQUIRED TO WITHHOLD OR VOLUNTARILY WITHHOLDING AND:**

- 1) Started a new business; or
- 2) Reinstated an old business; or
- 3) Purchased an ongoing business; or
- 4) Started doing business in Portland; or
- 5) Changed the type of business ownership (eg: from sole proprietorship to partnership, incorporating a sole proprietorship or partnership)

**EMPLOYERS REQUIRED TO REGISTER AND WITHHOLD:**

- 1) Employers having a location in the City of Portland; or
- 2) Employers doing business in the City of Portland even though they have no location in the City.

**WITHHOLD TAX FROM WAGES PAID TO THE FOLLOWING EMPLOYEES:**

- 1) All residents of the City of Portland whether or not they work in the city;
- 2) All non-residents of the City of Portland who work in Portland (withhold only on wages earned in Portland)

For further information refer to the Income Tax Ordinance or call the Income Tax Department at (517) 647-2941.

Tax Forms are also on our website, [www.portland-michigan.org](http://www.portland-michigan.org).

6. TYPE OF BUSINESS OWNERSHIP (CHECK ONE ONLY)	
<input type="checkbox"/> (1) Individual <input type="checkbox"/> (2) Partnership <input type="checkbox"/> Registered Partnership Agreement Date: _____ <input type="checkbox"/> Limited Partnership Identify all general partners above. <input type="checkbox"/> (3) Limited Liability Co. <input type="checkbox"/> (4) Corporation <input type="checkbox"/> Sub Chapter S <input type="checkbox"/> Professional <input type="checkbox"/> (5) Non-Profit Corporation <input type="checkbox"/> (6) Government <input type="checkbox"/> (7) Trust or Estate (Fiduciary) <input type="checkbox"/> (8) Other (Explain) _____	
State of Incorporation	Michigan Corporation Number
7. DATE YOU FIRST PAID WAGES SUBJECT TO PORTLAND WITHHOLDING	CONTACT PERSON FOR WITHHOLDING TAX QUESTIONS (NAME AND PHONE)
NUMBER OF EMPLOYEES SUBJECT TO PORTLAND WITHHOLDING	
8. REASON FOR REGISTRATION	
<input type="checkbox"/> Started a new business on _____ <input type="checkbox"/> Incorporated an existing business <input type="checkbox"/> Purchased a going business. Complete item 9 below. <input type="checkbox"/> Reinstated an old business. Old account no. _____ <input type="checkbox"/> Stated doing business in Portland <input type="checkbox"/> Other (explain) _____	
9. NAME OF PREVIOUS OWNER OF CORPORATION	
WILL THE PREVIOUS OWNER CONTINUE TO HAVE EMPLOYEES SUBJET TO THE PORTLAND INCOME TAX WITHHOLDING?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
10. DO YOU CLOSE YOUR BOOKS FOR TAX PURPOSES (FOR THE YEAR) ON DECEMBER 31 <sup>ST</sup> ?	
11. SIGNATURE (of the officer or owner who controls or is responsible for filing Returns, and making payments of Portland taxes.)	TITLE
TYPE OR PRINT NAME	DATE
SIGNATURE	TITLE
TYPE OR PRINT NAME	DATE

Revised 10/2012

P-SS-4

Questions on this application? Call the Income Tax Department at (517) 647-2941

Mail To: City of Portland  
Income Tax Department  
259 Kent Street  
Portland, MI 48875