

Please complete and return to: City of Grayling, P.O. Box 549, Grayling, MI 49738

**G-SS-4 CITY OF GRAYLING INCOME TAX DIVISION EMPLOYER'S WITHHOLDING REGISTRATION**

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (IF NOT REQUIRED - WRITE "NONE")  
G.

READ INSTRUCTIONS ON THE REVERS BEFORE FILLING OUT THIS FORM

1. BUSINESS NAME			3. MAILING ADDRESS			
2. EMPLOYER'S NAME (GIVE OWNER'S TRUE NAME IF DIFFERENT FROM BUSINESS NAME ABOVE)			4. ADDRESS OF PRINCIPAL PLACE OF BUSINESS			
5. CHECK TYPE OF ORGANIZATION <input type="checkbox"/> INDIVIDUAL OWNERS <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> (ATTACH EXPLANATION) OTHER			6. LOCAL TELEPHONE NO.		7. NO. OF EMPLOYEES	
8. DATE BUSINESS ACQUIRED BY EMPLOYER SHOWN IN ITEM 2 ABOVE MONTH DAY YEAR		9. GIVE THE DATE YOU FIRST PAID WAGES SUBJECT TO GRAYLING WITHHOLDING MONTH DAY YEAR			11. ACCOUNTING PERIOD <input type="checkbox"/> CALENDAR YEAR <input type="checkbox"/> FISCAL YEAR ENDING _____ MONTH	
10. WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER? GIVE EMPLOYER'S NAME						

\_\_\_\_\_  
SIGNATURE

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TITLE

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## INSTRUCTIONS

Each employer withholding City of Grayling Income Tax from employee's wages should register with the City Treasurer, Income Tax Division. For the convenience of the employer, the Federal Identification Number assigned to the employer by the Federal District Director the Internal Revenue will be used for the City of Grayling Income Tax Division records. If an employer does not have a Federal Identification Number at the time of filing the City of Grayling Income Tax reports, application can be made to the Federal District Director of Internal Revenue on Federal Form SS-4 for a number.

When for any reason the Federal Identification Number is not required, an identification number will be assigned by the City of Grayling Tax Division. If an employer is assigned a Federal Number at a later date, he must notify the City Income Tax Division of the Federal Number assigned. The employer will then be notified to discontinue the City of Grayling Identification Number and use the Federal number for all future city withholding purposes.

Read the instructions for withholding City of Grayling Income Tax.

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