

CITY OF PONTIAC - DIRECTOR OF FINANCE - INCOME TAX DIVISION
EMPLOYER'S WITHHOLDING REGISTRATION
 READ INSTRUCTIONS ON THE REVERSE BEFORE FILLING OUT THIS FORM

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

P -

1. TRADE NAME →			
2. EMPLOYER'S NAME: (GIVE OWNER'S TRUE NAME IF DIFFERENT FROM TRADE NAME ABOVE) →			
3. ADDRESS OF PRINCIPAL PLACE OF BUSINESS →			
4. CHECK TYPE OF ORGANIZATION		5. LOCAL TELEPHONE #	6. NO. OF EMPLOYEES
<input type="checkbox"/> INDIVIDUAL OWNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER (ATTACH EXPLANATION)			
7. DATE BUSINESS ACQUIRED BY	MONTH DAY YEAR	8. GIVE THE DATE YOU FIRST PAID WAGES	MONTH DAY YEAR
EMPLOYER SHOWN IN ITEM 2 ABOVE →		SUBJECT TO PONTIAC WITHHOLDING →	
9. WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER?		10. IF ANSWER TO ITEM 9 IS "YES", GIVE EMPLOYER'S NAME AND IDENTIFICATION # IF KNOWN.	
<input type="checkbox"/> YES <input type="checkbox"/> NO			

SIGNATURE _____

TITLE _____

DATE _____

P-SS-4

INSTRUCTIONS

Each employer withholding City of Pontiac Income Tax from employees' wages should register immediately with the Director of Finance, Income Tax Division. For the convenience of the employer, the Federal Employer Identification Number (FEIN) assigned to the employer by the Internal Revenue Service will be used for the City of Pontiac Income Tax Division records. If an employer does not have a FEIN at the time of filing the City of Pontiac Income Tax Reports, application can be made to the Internal Revenue Service on Federal Form SS-4 for a number.

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

Read the instructions for withholding in the City of Pontiac Income Tax Withholding Guide.

Return this form to: City of Pontiac Income Tax Division; P.O. Box 530; Eaton Rapids, MI 48827-0530