

GR-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)		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	
10. WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER? GIVE EMPLOYER'S NAME		11. ACCOUNTING PERIOD <input type="checkbox"/> CALENDAR YEAR <input type="checkbox"/> FISCAL YEAR ENDING _____ MONTH	

SIGNATURE

TITLE

DATE

Please complete and return to:
City of Grayling Income Tax Division, PO BOX 549, Grayling, MI 49738

INSTRUCTIONS

Each employer withholding City of Grayling Income Tax from an employee's wages must register with the City of Grayling Income Tax Division. For the convenience of the employer, the Federal Identification Number (FEIN) assigned to the employer by the Federal District Director of the Internal Revenue Service 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.