

City of Grayling

Income Tax Department

NOTICE OF CHANGE OR DISCONTINUANCE

ACCOUNT NUMBER (FEIN)	CHANGES EFFECTIVE ON (Date)
CURRENT LEGAL NAME	CHANGE LEGAL NAME TO:
D.B.A.	CHANGE D.B.A. 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 has assigned us a federal identification number: _____
- 2. Our federal employer identification number is wrong. The correct number is: _____
- 3. We have incorporated. Our corporate name is: _____
- 4. Our corporate federal employer identification number is: _____
- 5. Discontinue our withholding tax registration:
 - We no longer have any business activity in the City of Grayling.
 - We closed our business on: _____
 - We sold our entire business on: _____ 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:

STREET	CITY	ZIP	PHONE
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- 7. Change in ownership. (Please explain on back)
- 8. Effective _____, we have changed our fiscal year ending from _____ to _____
MONTH/YEAR MONTH MONTH
- 9. Other changes. (Please explain on back)

SIGNATURE OF PREPARER	PRINTED NAME OF PREPARER	DATE PREPARED	PREPARER'S PHONE NUMBER () -
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MAIL THIS NOTICE AND ANY CORRESPONDENCE TO: INCOME TAX DEPARTMENT, P.O. BOX 549, CITY OF GRAYLING