HP-SS-4

CITY OF HIGHLAND PARK – EMPLOYER'S WITHHOLDING REGISTRATION

INCOME TAX DIVISION

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER
–

This form must be completed in full.

(READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM)

1. EMPLOYER'S NAME (GIVE COMPANY'S TRUE AND LEGAL NAME	TRADE NAME (ALIAS, DBA, ETC.)
2. CORPORATE MAILING ADDRESS	LOCAL BUSINESS ADDRESS (IF DIFFERENT)
3. NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED REGARDING PAYROLL TAXES →	
4. PRINT NAME AND TELEPHONE NUMBER OF INDIVIDUAL SIGNING BELOW →	

5. CHECK TYPE OF ORGANIZATION ☐ INDIVIDUAL OWNER ☐ PARTNERSHIP ☐ CORPORATION ☐ OTHER (ATTACH EXPLANATION)	6. (SEE BOX 11)	7. NO OF EMPLOYEES

8. DATE BUSINESS ACQUIRED BY EMPLOYER SHOWN IN ITEM 1 ABOVE	MONTH DAY YEAR	9. GIVE DATE YOU FIRST PAID WAGES SUBJECT TO HIGHLAND PARK WITHHOLDING →	MONTH DAY YEAR
10. WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER? ☐ YES ☐ NO		11. IF ANSWER TO ITEM 10 IS "YES" GIVE PREVIOUS EMPLOYER'S NAME AND ADDRESS ENTER FEDERAL I.D. # IN BOX 6.	

SIGNATURE _____ TITLE (OWNER, OR PRINCIPAL OFFICER) _____ DATE _____

INSTRUCTIONS

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

Any employer whose company name changes (even if your Federal Identification Number remains the same) must refile this form.

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