

## F-SS-4 City of Flint Income Tax Division Employer's Withholding Registration

**Complete this registration form if required to withhold or voluntarily withholding and:**

- 1) Started a new business 2) Purchased an ongoing business 3) Started doing business in the City of Flint 4) Changed the type of business ownership (e.g. from sole proprietorship to partnership, incorporating a sole proprietorship or partnership)

**Employers that are required to register and withhold:**

- 1) Employers having a location in the City of Flint 2) Employers doing business in the City of Flint, even though they are not located in the City.

**Withhold Tax from Wages Paid to the Following Employees:**

- 1) All residents of the City of Flint whether or not they work in the City 2) All non-residents who work in the City of Flint. Withhold only on wages earned in the City of Flint

**Online Withholding Site for Flint: [WWW.CITYOFFLINT.COM](http://WWW.CITYOFFLINT.COM)**

**Mail to:** City of Flint Income Tax Dept., Attn: Withholding Section, PO Box 529, Eaton Rapids, MI 48827-0529  
**Fax to:** (517) 441-9700 City of Flint Income Tax Dept. Attn: Withholding Section  
**Email to:** [IncomeTax@CityofFlint.com](mailto:IncomeTax@CityofFlint.com) Attn: Withholding Section

1. TRADE NAME:		<u>Employer's Federal Identification Number</u>	
2. OWNER'S NAME: (IF DIFFERENT FROM TRADE NAME)			
3. MAIN OFFICE MAILING ADDRESS:			
4. FLINT ADDRESS:			
5. (CHECK TYPE OF ORGANIZATION) <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER		6. LOCAL TELEPHONE #	7. EMAIL ADDRESS
7. NO. EMPLOYEES		8. ACCOUNTING PERIOD <input type="checkbox"/> CALENDAR YEAR <input type="checkbox"/> FISCAL YEAR ENDING	
9. IF THIS BUSINESS WAS PREVIOUSLY OWNED BY ANOTHER EMPLOYER PRINT NAME BELOW:		10. GIVE THE DATE THE BUSINESS WAS ACQUIRED BY CURRENT EMPLOYER	
_____ SIGNATURE		_____ TITLE	_____ DATE

For more information email [IncomeTax@CityofFlint.com](mailto:IncomeTax@CityofFlint.com) or call the Income Tax Division at (810) 766-7015. You can also refer to the Income Tax Ordinance, Income Tax Withholding guide at [WWW.CITYOFFLINT.COM](http://WWW.CITYOFFLINT.COM)