

## H-SS-4 City of Hamtramck New Business Registration/Employer's Withholding

**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 Hamtramck 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 Hamtramck 2) Employers doing business in the City of Hamtramck, 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 Hamtramck whether or not they work in the City 2) All non-residents who work in the City of Hamtramck. Withhold only on wages earned in the City of Hamtramck.

**Hamtramck Forms:** Visit [www.hamtramck.us](http://www.hamtramck.us) for payroll withholding instructions & forms- Click on Business; click on Income Tax, click on the Tax Forms link. Tax Rates: Resident Individuals - 1% Non-resident Individuals - 0.5% Corporations - 1% **Questions? Call Ph. (313) 800-5233 ext. 363**

**Mail to: Hamtramck Income Tax Unit, Attn: Withholding, 3401 Evaline St, Hamtramck MI 48212**  
**Fax to: (313) 782-4930 – Cover page – Hamtramck Income Tax Attn: New Business Registration**

1. BUSINESS NAME:		EMPLOYER'S FEDERAL IDENTIFICATION NUMBER
2. OWNER'S NAME: (IF DIFFERENT FROM BUSINESS NAME)		
3. MAIN OFFICE MAILING ADDRESS:		
4. HAMTRAMCK 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. OF EMPLOYEES	8. ACCOUNTING CALENDAR PERIOD YEAR _____ 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, call the Income Tax Division at (313) 800-5233 ext.363

Each employer withholding City of Hamtramck Income Tax should register with the Income Tax Unit. For the convenience of the employer, the Federal Identification Number assigned to the employer by the IRS will be used for the City of Hamtramck Income Tax Unit records. If an employer does not have a Federal ID Number at the time of filing the City of Hamtramck Income - reports, contact needs to be made again after receiving the Federal ID number.

When for any reason the Federal Identification Number is not required, an Identification number will be assigned by the City of Hamtramck Income Tax Unit for City withholding purposes. Information collected on this form is confidential pursuant to MCL 141.674(1), Michigan Uniform City Income Tax Ordinance; Sec.74(1). Information gained by the administrator, city treasurer or any other city official, agent or employee as a result of a return, investigation, hearing or verification required or authorized by this ordinance is confidential, except for official purposes in connection with the administration of the ordinance and except in accordance with a proper judicial order.