

NOTICE OF CHANGE OR DISCONTINUANCE

| | |
|--------------------------------|-----------------------------------|
| ACCOUNT NUMBER (FEIN) | CHANGES EFFECTIVE ON (Date) |
| CURRENT LEGAL NAME | CHANGE LEGAL NAME TO: |
| DBA | CHANGE DBA 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 assigned us Federal Employer Identification Number:
- 2. Our Federal Employer Identification Number is wrong. The correct number is:
- 3. We have incorporated. Our corporate name is: _____
- 4. Our new corporate Federal Employer Identification Number is: _____
- 5. Discontinue our withholding tax registration:
 - We no longer have any business activity in the City of Highland Park.
 - We closed our business on: _____

We sold our entire business on: _____

We sold our business 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:
 _____ Ph: _____

CONTACT PERSON STREET ADDRESS CITY STATE ZIP CODE PHONE

- 7. Change in ownership. (Please explain on back)
- 8. Effective _____, we changed our fiscal year ending from to: _____
MONTH/YEAR – MONTH/YEAR

| | | | |
|-----------------------|--------------------------|---------------|-------------------------|
| SIGNATURE OF PREPARER | PRINTED NAME OF PREPARER | DATE PREPARED | PREPARER'S PHONE NUMBER |
| | | | |

9. Other changes. (Please explain on back)

Mail to: Highland Park Income Tax Unit, Attn: Withholding, PO Box 239, Eaton Rapids MI 48827-239
 Fax to: (517) 441-9711 – Cover page – Highland Park Income Tax Attn: Withholding
 Questions? Call Ph. (313) 603-3118