

**HP - 941 City of Highland Park- Income Tax Division  
Employer's Return of Income Tax Withheld**

**1 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

If this is final return, or employer status has changed, see back of form for required information to be submitted. **I certify the tax withheld as shown on this return is correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

Make remittance payable to:  
Treasurer, City of Highland Park  
  
Mail to:  
City of Highland Park Withholding Payments  
P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD JANUARY 1M  
DUE DATE February 28, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**2 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

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P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD FEBRUARY 2M  
DUE DATE March 31, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**3 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

Make remittance payable to:  
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Mail to:  
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P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD MARCH 3M  
DUE DATE April 30, 2025**

DO NOT WRITE BELOW THIS LINE

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**4 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

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Mail to:  
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P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_

Adjustments \_\_\_\_\_

Net tax withheld \_\_\_\_\_

**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_

**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD APRIL 4M  
DUE DATE May 31, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**5 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

Make remittance payable to:  
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Mail to:  
City of Highland Park Withholding Payments  
P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_

Adjustments \_\_\_\_\_

Net tax withheld \_\_\_\_\_

**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_

**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD MAY 5M  
DUE DATE June 30, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**6 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

Make remittance payable to:  
Treasurer, City of Highland Park

Mail to:  
City of Highland Park Withholding Payments  
P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_

Adjustments \_\_\_\_\_

Net tax withheld \_\_\_\_\_

**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_

**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD JUNE 6M  
DUE DATE July 31, 2025**

DO NOT WRITE BELOW THIS LINE

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**7 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

If this is final return, or employer status has changed, see back of form for required information to be submitted. **I certify the tax withheld as shown on this return is correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

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Mail to:  
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P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD JULY 7M  
DUE DATE August 31, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**8 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

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Mail to:  
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P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD AUGUST 8M  
DUE DATE September 30, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**9 M 2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

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Mail to:  
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P.O. Box 239  
Eaton Rapids, MI 48827-0530

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD SEPTEMBER 9M  
DUE DATE October 31, 2025**

DO NOT WRITE BELOW THIS LINE

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Last pay period on which Highland Park  
taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer  
applicable questions

- Business permanently discontinued
- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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applicable questions

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- Business temporarily discontinued

Operations will be resumed on

(Date) \_\_\_\_\_

- Still operating – Ceased paying wages

Wages will be paid starting

(Date) \_\_\_\_\_

- Business sold to

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

- Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**10 M**

**2025**

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

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Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD OCTOBER 10M  
DUE DATE November 30, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**11 M**

**2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

Make remittance payable to:  
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Mail to:  
**City of Highland Park Withholding Payments  
P.O. Box 239  
Eaton Rapids, MI 48827-0530**

Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD NOVEMBER 11M  
DUE DATE December 31, 2025**

DO NOT WRITE BELOW THIS LINE

**HP - 941 City of Highland Park - Income Tax Division  
Employer's Return of Income Tax Withheld**

**12 M**

**2025**

If this is your first return, enter date this business was started \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone # \_\_\_\_\_

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Tax withheld \_\_\_\_\_  
Adjustments \_\_\_\_\_  
Net tax withheld \_\_\_\_\_  
**Late payment penalty - 1%**  
per month (\$2.00 minimum) \_\_\_\_\_  
**Interest due**  
(contact city for daily rates) \_\_\_\_\_

**TOTAL DUE  
PAY THIS AMOUNT**

FEDERAL EMPLOYER ID # \_\_\_\_\_

**TAX YEAR 2025  
PAYROLL PERIOD DECEMBER 12M  
DUE DATE January 31, 2026**

DO NOT WRITE BELOW THIS LINE

**CITY OF HIGHLAND PARK-INCOME TAX DIVISION  
RECONCILIATION OF HIGHLAND PARK INCOME TAX WITHHELD**

Copies of W-2s must accompany this document.

**2025  
HPW-3**

**2025  
HPW-3**

**DUE ON  
OR  
BEFORE  
2/28/2026**

**IMPORTANT  
INFORMATION**  
  
GROSS PAYROLL  
USED TO CALCULATE  
PAYROLL TAX  
  
\$ \_\_\_\_\_

1. TOTAL HIGHLAND PARK TAX WITHHELD DURING YEAR AS SHOWN ON FORMS HPW-2 OR W-2 ENCLOSED	\$		(A)
2. TOTAL NUMBER OF WITHHOLDING TAX STATEMENTS (FORMS HPW-2 OR W-2) TRANSMITTED HEREWITH	→		
3. TOTAL HIGHLAND PARK TAX WITHHELD AS SHOWN ON FORMS HP-941 (use otherside if forms HP-941 were filed monthly)	→	QUARTER ENDED MARCH 31	\$
		QUARTER ENDED JUNE 30	
THE NAME ADDRESS AND IDENTIFICATION NUMBER ON THIS FORM MUST BE THE SAME AS USED ON FORMS HP-941 AND HPW-2 OR W-2. IF NOT CORRECT, PLEASE CORRECT		QUARTER ENDED SEPTEMBER 30	
		QUARTER ENDED DECEMBER 31	
NAME AND ADDRESS		TOTAL PAYMENT TO HIGHLAND PARK	\$
		DIFFERENCE	\$
		EMPLOYER IDENTIFICATION NO.	(B) (A-B)

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

**SUMMARY**

LIST PAYMENTS MADE WITH HP941  
 EMPLOYER'S RETURNS

JANUARY	_____
FEBRUARY	_____
MARCH	_____
1ST QUARTER TOTAL \$	_____
APRIL	_____
MAY	_____
JUNE	_____
2ND QUARTER TOTAL \$	_____
JULY	_____
AUGUST	_____
SEPTEMBER	_____
3RD QUARTER TOTAL \$	_____
OCTOBER	_____
NOVEMBER	_____
DECEMBER	_____
4TH QUARTER TOTAL \$	_____
YEARLY TOTAL \$	_____

1. Last pay period on which Highland Park taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer applicable questions

Business permanently discontinued

Business temporarily discontinued

Operations will be resumed on \_\_\_\_\_

(Date) \_\_\_\_\_

Still operating – Ceased paying wages

Wages will be paid starting \_\_\_\_\_

(Date) \_\_\_\_\_

Business sold to \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Last pay period on which Highland Park taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer applicable questions

Business permanently discontinued

Business temporarily discontinued

Operations will be resumed on \_\_\_\_\_

(Date) \_\_\_\_\_

Still operating – Ceased paying wages

Wages will be paid starting \_\_\_\_\_

(Date) \_\_\_\_\_

Business sold to \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Last pay period on which Highland Park taxes were withheld \_\_\_\_\_

2. Check reason for "Final Return" and answer applicable questions

Business permanently discontinued

Business temporarily discontinued

Operations will be resumed on \_\_\_\_\_

(Date) \_\_\_\_\_

Still operating – Ceased paying wages

Wages will be paid starting \_\_\_\_\_

(Date) \_\_\_\_\_

Business sold to \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Moved out of Highland Park

3. Your current address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

4.  Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_