GRAND RAPIDS INCOME TAX DEPARTMENT
EMPLOYER'S WITHHOLDING REGISTRATION

EMPLOYERS FEDERAL IDENTIFICATION NUMBER
(IF NOT REQUIRED – WRITE "NONE")

G.R.-

READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM

1.	TRADE NAME →		
2.	EMPLOYER'S NAME (GIVE OWNER'S TRUE NAME IF DIFFERENT FROM TRADE NAME ABOVE) →		
3.	GRAND RAPIDS BUSINESS ADDRESS ZIP CODE	4. MAILING ADDRESS FOR TAX FORMS ZIP CODE	
5.	CHECK TYPE OF ORGANIZATION OTHER ☐ INDIVIDUAL OWNER ☐ PARTNERSHIP ☐ CORPORATION ☐ (ATTACH EXPLANATION)	6. LOCAL TELEPHONE NO.	7. NO. OF EMPLOYEES
8.	DATE BUSINESS ACQUIRED BY EMPLOYER SHOWN IN ITEM 2 ABOVE →	MONTH DAY YEAR / /	
9.	GIVE THE DATE YOU FIRST PAID WAGES SUBJECT TO GRAND RAPIDS WITHHOLDING →	MONTH DAY YEAR / /	
10.	WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER? ☐ YES ☐ NO	11. IF ANSWER TO ITEM 10 IS "YES", GIVE EMPLOYER'S NAME AND IDENTIFICATION NUMBER IF KNOWN.	

SIGNTURE _____ TITLE _____ DATE _____

G.R.-SS-4

INSTRUCTIONS

Each employer withholding City of Grand Rapids Income Tax from employees' wages should register with the City Income Tax Department. 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 Grand Rapids Income Tax department records. If an employer does not have a Federal Identification Number at the time of filing the City of Grand Rapids Income Tax reports, application can be made to the Federal District Director of Internal Revenue of Federal Form SS-4 for a number.

When for any reason the Federal Identification Number is not required, an identification number will be assigned by the City of Grand Rapids Income Tax Department. If an employer is assigned a Federal Number at a later date, he must notify the City Income Tax Department of the Federal Number assigned. The employer will then be notified to discontinue the City of Grand Rapids Identification Number and use the Federal number for all future City withholding purposes.