

CITY OF PONTIAC - DIRECTOR OF FINANCE - INCOME TAX DIVISION  
**EMPLOYER'S WITHHOLDING REGISTRATION FORM P-SS-4**

READ INSTRUCTIONS ON THE REVERSE BEFORE FILLING OUT THIS FORM

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER  
 (IF NOT REQUIRED - WRITE "NONE")

XX-XXXXXXX

1. TRADE NAME _____ →			
2. EMPLOYER'S NAME: (GIVE OWNER'S TRUE NAME IF DIFFERENT FROM TRADE NAME ABOVE) _____ →			
3. ADDRESS OF PRINCIPAL PLACE OF BUSINESS _____ →			
4. CHECK TYPE OF ORGANIZATION <input type="checkbox"/> INDIVIDUAL OWNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER (ATTACH EXPLANATION)		5. LOCAL TELEPHONE # _____	6. NO. OF EMPLOYEES _____
7. DATE BUSINESS ACQUIRED BY EMPLOYER SHOWN IN ITEM 2 ABOVE →	MONTH    DAY    YEAR	8. GIVE THE DATE YOU FIRST PAID WAGES SUBJECT TO PONTIAC WITHHOLDING _____ →	MONTH    DAY    YEAR
9. WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		10. IF ANSWER TO ITEM 9 IS "YES", GIVE EMPLOYER'S NAME AND IDENTIFICATION # IF KNOWN.	

revised 12/12/2023

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED OR TYPED NAME OF PERSON ABOVE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

**Do not Fold, Staple or Mutilate**

## INSTRUCTIONS

Each employer withholding City of Pontiac Income Tax from employees' wages should register immediately with the City of Pontiac, Director of Finance, Income Tax Division. For the convenience of the employer, the Federal Employer Identification Number (FEIN) assigned to the employer by the Internal Revenue Service will be used for the City of Pontiac Income Tax Division records. If an employer does not have a FEIN at the time of filing the City of Pontiac Income Tax Reports, application can be made to the Internal Revenue Service on Federal Form SS-4 for a number.

The City of Pontiac will NOT send a confirmation that your registration has been received. When payments are made, please make sure to include your FEIN on your check, and/or the monthly/quarterly P-941 withholding form. These forms are available on our website at

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

Read the instructions for withholding in the City of Pontiac Income Tax Withholding Guide.

**Return this form by using only one of these following options:**

- by mail to: City of Pontiac; Income Tax Division; PO Box 530; Eaton Rapids, MI 48827-0530
- by fax to: City of Pontiac; Income Tax Division; 517-441-9706
- by email to: pontiactax@issi-central.com