

**CITY OF JACKSON INCOME TAX DIVISION  
EMPLOYER'S WITHHOLDING REGISTRATION**

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

READ INSTRUCTIONS ON THE REVERSE BEFORE FILING OUT THIS FORM

1. TRADE NAME			3. MAILING ADDRESS		
2. EMPLOYER'S NAME (GIVE OWNER'S TRUE NAME IF DIFFERENT FROM TRADE NAME ABOVE)			4. ADDRESS OF PRINCIPAL PLACE OF BUSINESS		
5. CHECK TYPE OF ORGANIZATION				6. LOCAL TELEPHONE NO.	7. NO. OF EMPLOYEES
<input type="checkbox"/> INDIVIDUAL OWNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER (ATTACH EXPLANATION)					
8. DATE BUSINESS ACQUIRED BY EMPLOYER SHOWN IN ITEM 2 ABOVE		MONTH	DAY	YEAR	9. GIVE THE DATE YOU FIRST PAID WAGES SUBJECT TO JACKSON WITHHOLDING
10. WAS THIS BUSINESS PREVIOUSLY OPERATED BY ANOTHER EMPLOYER? GIVE EMPLOYER'S NAME			11. ACCOUNTING PERIOD		
			<input type="checkbox"/> CALENDAR YEAR	<input type="checkbox"/> FISCAL YEAR ENDING	MONTH

SIGNATURE

TITLE

DATE

### INSTRUCTIONS

Each employer withholding City of Jackson Income Tax from employees' wages should register with the City Treasurer, Income Tax Division. 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 Jackson Income Tax Division records. If an employer does not have a Federal Identification Number at the time of filing the City of Jackson Income Tax reports, application can be made to the Federal District Director of Internal Revenue on 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 Jackson Tax Division. If an employer is assigned a Federal Number at a later date, he must notify the City Income Tax Division of the Federal Number assigned. The employer will then be notified to discontinue the City of Jackson Identification Number and use the Federal number for all future City withholding purposes.

Read the instructions for withholding City of Jackson Income Tax.

Do Not Fold, Staple or Mutilate