

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

1 M 2024

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 2024
PAYROLL PERIOD JANUARY 1M
DUE DATE February 28, 2024**

DO NOT WRITE BELOW THIS LINE

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

2 M 2024

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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 2024
PAYROLL PERIOD FEBRUARY 2M
DUE DATE March 31, 2024**

DO NOT WRITE BELOW THIS LINE

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

3 M 2024

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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 2024
PAYROLL PERIOD MARCH 3M
DUE DATE April 30, 2024**

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 2024

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 2024
PAYROLL PERIOD APRIL 4M
DUE DATE May 31, 2024**

DO NOT WRITE BELOW THIS LINE

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

5 M 2024

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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 2024
PAYROLL PERIOD MAY 5M
DUE DATE June 30, 2024**

DO NOT WRITE BELOW THIS LINE

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

6 M 2024

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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 2024
PAYROLL PERIOD JUNE 6M
DUE DATE July 31, 2024**

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 2024

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Signature _____ Date _____
Phone # _____

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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 2024
PAYROLL PERIOD JULY 7M
DUE DATE August 31, 2024**

DO NOT WRITE BELOW THIS LINE

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

8 M 2024

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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 2024
PAYROLL PERIOD AUGUST 8M
DUE DATE September 30, 2024**

DO NOT WRITE BELOW THIS LINE

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

9 M 2024

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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 2024
PAYROLL PERIOD SEPTEMBER 9M
DUE DATE October 31, 2024**

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**

10 M 2024

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Signature _____ Date _____
Phone # _____

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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 2024
PAYROLL PERIOD OCTOBER 10M
DUE DATE November 30, 2024**

DO NOT WRITE BELOW THIS LINE

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

11 M 2024

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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 2024
PAYROLL PERIOD NOVEMBER 11M
DUE DATE December 31, 2024**

DO NOT WRITE BELOW THIS LINE

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

12 M 2024

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 2024
PAYROLL PERIOD DECEMBER 12M
DUE DATE January 31, 2025**

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.

**2024
HPW-3**

**2024
HPW-3**

**DUE ON
OR
BEFORE
2/28/2025**

**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	
		TOTAL PAYMENT TO HIGHLAND PARK	\$
		DIFFERENCE	\$
		EMPLOYER IDENTIFICATION NO.	

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

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Still operating – Ceased paying wages

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(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

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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: _____
