

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

1 M 2023

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 2023
PAYROLL PERIOD JANUARY 1M
DUE DATE February 28, 2023**

DO NOT WRITE BELOW THIS LINE

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

2 M 2023

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Signature _____ Date _____
Phone # _____

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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 2023
PAYROLL PERIOD FEBRUARY 2M
DUE DATE March 31, 2023**

DO NOT WRITE BELOW THIS LINE

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

3 M 2023

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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 2023
PAYROLL PERIOD MARCH 3M
DUE DATE April 30, 2023**

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 Divison
Employer's Return of Income Tax Withheld**

4 M 2023

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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 2023
PAYROLL PERIOD APRIL 4M
DUE DATE May 31, 2023**

DO NOT WRITE BELOW THIS LINE

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

5 M 2023

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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 2023
PAYROLL PERIOD MAY 5M
DUE DATE June 30, 2023**

DO NOT WRITE BELOW THIS LINE

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

6 M 2023

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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 2023
PAYROLL PERIOD JUNE 6M
DUE DATE July 31, 2023**

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

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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: _____

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

7 M 2023

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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 2023
PAYROLL PERIOD JULY 7M
DUE DATE August 31, 2023**

DO NOT WRITE BELOW THIS LINE

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

8 M 2023

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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 2023
PAYROLL PERIOD AUGUST 8M
DUE DATE September 30, 2023**

DO NOT WRITE BELOW THIS LINE

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

9 M 2023

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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 2023
PAYROLL PERIOD SEPTEMBER 9M
DUE DATE October 31, 2023**

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

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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: _____

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

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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: _____

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

10 M

2023

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Eaton Rapids, MI 48827-0530

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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 2023
PAYROLL PERIOD OCTOBER 10M
DUE DATE November 30, 2023

DO NOT WRITE BELOW THIS LINE

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

11 M

2023

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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 2023
PAYROLL PERIOD NOVEMBER 11M
DUE DATE December 31, 2023

DO NOT WRITE BELOW THIS LINE

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

12 M

2023

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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 2023
PAYROLL PERIOD DECEMBER 12M
DUE DATE January 31, 2024

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.

**2023
HPW-3**

**2023
HPW-3**

**DUE ON
OR
BEFORE
2/28/2024**

**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 # _____

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
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 (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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 Business temporarily discontinued
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 (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: _____

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 \$
