

IMPORTANT CHANGES FOR EMPLOYERS THAT WITHHOLD FOR THE CITY OF MUSKEGON

Effective for the 2011 tax year, all employers will have to obtain their booklets and coupons directly from our website. Our new websites also give you the option to make withholding payments electronically and submit W-2's electronically.

The link to our new website is: www.shorelinecity.com/ewithholding

QUICK START INSTRUCTIONS

On your initial visit to our website you must “Activate Your Withholding Account”

1. Enter your provided PIN#
2. Enter Account number is your Federal ID # with a C (ex: 12345679C)
3. Enter your Federal ID #
4. Then Hit “Create Account” to enter all pertinent information and to create a password

For full instructions go www.shorelinecity.com/instructionsewh

ON-LINE FILING AND PAYMENT OF WITHHOLDING TAX

The City of Muskegon announces the availability of a new tax tool for electronic filing and payment of income tax withholding. You need an assigned personal identification number (PIN) to access the tool online at www.shorelinecity.com/ewithholding and set up your account. The PIN number has been mailed to all currently registered employers. If you are currently registered and do not have your PIN, contact the Income Tax Department via e-mail at income.tax@postman.org or phone at (231) 724-6770.

If you are not registered to withhold Muskegon income tax, you must complete Form M-SS-4 and FAX it to the Income Tax Department at (231) 724-6768. Upon receipt of your registration form, your PIN will be e-mailed to the e-mail address listed on the registration.

This website replaces the current method of mailing withholding tax forms annually to each registered employer. Pre-identified reporting period vouchers may

be printed using the tool. You must continue to meet the filing and payment requirements of the Income Tax Ordinance.

If you are no longer required to withhold and remit Muskegon income tax withholding, please contact our office (231) 724-6770 to inactivate your account.

If you are an employer without access to the internet, please contact the Income Tax Department at (231)724-6770 to request filing forms. Additional information may be found on the Income Tax Department website at www.shorelinecity.com/incometax.asp

If you use an accounting or payroll service to prepare your payroll and remit payroll taxes, provide them with the information contained on this letter.