

INCOME TAX REGULATIONS REGARDING BIDS PROPOSALS:

REFERENCE: City of Big Rapids filing of **Withholding and Big Rapids Income Tax Return** for projects within the City of Big Rapids, Michigan 49307.

Dear General Contractor:

According to the City of Big Rapids Income Tax Ordinance and Rules and Regulations, all employers (including general contractors and subcontractors) in Big Rapids having one or more employees and all employers outside of Big Rapids who conduct business in Big Rapids, are required to **withhold tax** from employees and **file a tax return**.

In order to be in compliance with the City's Income Tax Ordinance, please provide a **list** of all subcontractors and addresses, doing business at the above address of \$25,000 or more to the City of Big Rapids Income Tax Office.

As an employer, if you are withholding, please notify this office to verify the Federal I.D. Number and the Name (Doing Business As) which you are reporting. If you are not currently withholding, please contact this office to complete and return the EMPLOYER REGISTRATION CARD and begin withholding.

All employers are required to remit monthly if the monthly withholding exceeds \$100 and quarterly if the monthly withholding is less than \$100. The *Registration Card*, instructions, and coupons for withholding are available on the City of Big Rapids website: www.cityofbr.org

Section 61 of the City of Big Rapids Income Tax Ordinance states:

An employer shall file with the City a reconciliation of quarterly returns on or before the last day of February following each calendar year in which the employer has withheld from an employee's compensation.

The same filing date applies to W-2's. The ordinance does not allow for an extension of time for filing the reconciliation or the W-2's.

If you have any questions, please feel free to call us at (231) 592-4012.