

REGISTRATION FOR ALBION CITY INCOME TAX

It is important that you complete all items on this registration form. Incomplete information will delay processing. Read all instructions carefully before you begin.

Complete this registration form if you:

- Are starting a new business or reinstating an old business.
- Purchased an existing business.
- Need to register for any of the Albion taxes listed below.
- Changed the type of business (example: from sole proprietorship to partnership, or incorporating a sole proprietorship or partnership).

▶ Register for Albion withholding tax if you:

- Are an employer located in Albion
- Are located outside Albion and have employees who work in Albion
- Employ an Albion resident, regardless of where the employee's work is performed.

Individual owners and partners cannot remit withholding on their wages. Contact the City of Albion for information and forms for reporting and paying quarterly estimates.

▶ Register for Albion corporate income tax if the corporation is doing business in the city, whether or not it has an office or place of business in the city and whether or not it has net profits. The corporation must file an annual *City of Albion Corporate Income Tax Return (AL-1120)*.

▶ Register for Albion partnership income tax if the partnership is doing business in the city, whether or not it has an office or place of business in the city and whether or not it has net profits. The partnership must file an annual *Albion Income Tax Partnership Return (AL-1065)*.

Partnerships have the option to file either an information return or pay the tax which is due with respect to each partner's share of the net profits of the business. The partnership may pay the tax for partners only if it pays for ALL partners subject to tax.

Taxes may be paid by check, ACH or web-based payments. Mail completed registration and appropriate EFT application documents (ACH or Web) to:

City of Albion
Income Tax Department
112 W Cass St
Albion, MI 49224

Tax forms may be downloaded by going to the city website www.ci.albion.mi.us then clicking on the link to City Income Tax Forms.

The income tax department may also be reached by phone: 517-629-7865 or e-mail to incometax@ci.albion.mi.us

Electronic Funds Transfer

Electronic funds transfer (EFT) is a generic term applied to payments made from one party to another through instructions and messages communicated electronically among financial institutions. Two payment methods are provided. You may make your payments conveniently on line through our web-based program or you may use the ACH Credit method.

ACH Credit Method

When using the ACH Credit Method, the taxpayer contacts his or her bank to initiate a transaction debiting the taxpayer's bank account and crediting the city's account for the amount due. The funds are transferred electronically through an Automated Clearing House (ACH) network instead of a paper check. Before selecting this method, verify with your bank that they have ACH credit capability. (Note: See forms 3117-EFT Application; 3119- Instructions For Paying City of Albion Taxes using ACH Credit Method; 3121 – Authorized EFT Signature Page)

Web-Based Method

The Web-Based method will be similar to the ACH credit method, except that the taxpayer will notify the city, through our web site. The city then initiates the transaction through their bank to debit the taxpayer's account and credit the city's account. (Note: See form 3118-Instructions for Using the Web Based EFT System; form 3117-EFT Application; form 3120- Authorization for Electronic Withdrawal; form 3121- Authorized EFT Signature Page)

The Advantages of Filing by EFT

With EFT, both mail and check clearing-times are eliminated. EFT is less labor intensive and less expensive for both the taxpayer and the city than processing a paper check and return forms. EFT transactions are less prone to error because the data involved is not re-keyed by either the bank or the city.

Types of Taxes That May be Submitted by EFT

Currently we are accepting Albion tax payments of withholdings and corporate estimates by the EFT format.

How EFT Transmissions Are Made

Each transmission is accompanied by data, which identifies all relevant aspects of the transaction and ensures that all parties are credited and debited appropriately. We use standardized formats for this data. Most states also use these same formats.

A separate transmission must be made for each type of tax you are paying. A tax code is used to identify the tax type. These tax codes are listed on form 3119 in the format instructions.

Payment Due Dates

Withholding tax payments for the City of Albion are due on the last day of the first month following the end of the reporting period. The Banking industry's ACH system requires a minimum of one business day to operate. Tax payments made electronically must arrive in the city treasure's bank account no later than the day the tax is due. To meet this deadline, EFT payments must be started no later than one business day prior to the due date. If the due date falls on a Saturday or a Sunday, the transaction must be authorized on or before the last business day prior to the due date.

To Begin Paying by EFT

You must complete and return the following forms:

ACH Method:

- City of Albion EFT Application, Form 3117
- Authorized EFT Signature Page for City of Albion Taxes, Form 3121

Web-Based Method

- City of Albion EFT Application, Form 3117
- Authorization for Electronic Withdrawal, Form 3120
- Authorized EFT Signature Page for City of Albion Taxes, Form 3121

If you selected the ACH Credit method, you must transmit a pre-note (a zero dollar transaction) through your bank as a test. Refer to "The Instructions for Paying City of Albion Taxes using ACH Credits (Form 3119).

Do Not File A Paper Return

When you make electronic payments, you are not required to file a paper return (AL-941 M or Q). ***However the annual (paper) return for withholding taxes (ALW-3) still must be filed*** and any additional tax paid via check or money order each year by the end of February.

You may choose to pay your corporate income tax estimates by EFT along with your withholding tax. If you do this, do not file a corporate estimate paper return. However, you still must file your annual return by the due date and pay any additional tax due by check.

Questions or Problems

Contact the City of Albion at (517) 629-7865.

MAIL TO: City of Albion
 Income Tax Division
 112 W. Cass St
 Albion, MI 49224-0900

CITY OF ALBION EFT APPLICATION

Issued under P.A. 284 of 1964, as amended

Complete this application and select the method you will use to file electronically. Once you have selected which method you would like to use, complete and submit required forms to the City of Albion. Electronic filing can begin once you receive approval and instructions from our office.

Company Name, Address & Phone Number	Federal Identification No.
Contact Person:	

Please indicate the type of tax(es) you will be paying by EFT:

- Withholding
 Corporate Estimates

Filing Method (Please only check one)

- ACH CREDIT METHOD**

Albion will approve requests for ACH credit method if you agree to follow the format that we have adopted. You must send a pre-note (completely formatted) electronically as a test before beginning actual filing. Remember to complete and file form 3121 along with this form.

- WEB-BASED SECURE PAYMENT**

If you would like to use our web-based system, please fill out the information below and return it along with forms 3120 and 3121.

Your Banks Name:
Your Banks ABA or Routing Number:
Your Checking Account #:
User Name:
User Password:

I agree to follow the format adopted by the City of Albion for withholding and corporate estimate tax payments. I will also send an electronic pre-note as a test. I agree to notify Albion in advance of any changes in my filing method.

Signature of Authorized Representative	Date
Printed Name of Authorized Representative	Officer/Title

Mail this form to Albion for approval. We will sign it and return a copy to you as verification that your application has been processed and approved.

FOR OFFICE USE ONLY CITY APPROVAL	DATE:
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INSTRUCTIONS FOR USING THE WEB-BASED EFT SYSTEM

1. Log on to the City of Albion home page at: www.ci.albion.mi.us
2. Click on the "Employer Electronic Payments" link.
3. Log on by entering your user id and password.
4. Verify the information shown.
5. Fill in the payment information; ***make sure to note the box indicating "payment for"; the default is set to "Corporate payment". Click on the drop box to select correct tax type (withholding or corporate).***
6. When all information is correct, click continue.
7. Print the receipt screen for your records.
8. Log out.

If you have any problems with the system please call the tax department at (517) 629-7865.

Instructions for Paying City of Albion Taxes using ACH Credit Method

Issued under P.A. 284 of 1964 as amended.

To use the ACH Credit Method you will need to contact your bank and request that it initiate an ACH credit electronic funds transfer to the designated City of Albion bank account. Please contact your bank for information concerning its ability to initiate ACH credits for you.

PLEASE SEND A ZERO DOLLAR TRANSMISSION, completely formatted, as a pre-note to the City of Albion bank account. Once we have verified that the pre-note posts to our account properly we will send you a copy of your EFT application signed by our office; when you receive your signed copy, you may begin sending EFT payments immediately.

Transmission Information Detail

1. Make payments to the City of Albion's account; details will be sent when we receive your completed application.
2. Your bank will need to know the format for the addendum portion of the transmission. The City of Albion has adopted the CCD+ format – see page 2 of this form.

CCD+ format for ACH payments

<u>FIELD</u>	<u>CONTENTS</u>
Segment Identifier	"TXP"
Separator	"*"
TXP01	Federal Employer Identification Number, please enter the entire account number including the hyphen.
Separator	"*"
TXP02	Tax type code: 01150 Withholding Payments 2150 Corporate Estimated Payments
Separator	"*"
TXP03	Tax period end date. Period for which tax was accrued in "YYMMDD" format
Separator	"*"
TXP04	Amount type- "T" for tax
Separator	"*"
TXP05	Amount of tax being paid in "\$\$\$\$\$\$\$cc" format (cc, cents must be filled in even if you transfer whole dollar amounts).
Separator	"*"
TXP06	Amount type - "P" for penalty
Separator	"*"
TXP07	Amount of penalty being paid in "\$\$\$\$\$\$\$cc" format (cc, cents must be filled in even if you transfer whole dollar amounts).
Separator	"*"
TXP08	Amount type- "I" for interest.
Separator	"*"
TXP09	Amount of interest being paid in "\$\$\$\$\$\$\$cc" format (cc, cents must be filled in even if you transfer whole dollar amounts).
NOTE:	Fields TXP06, TXP07, TXP08 AND TXP09 are optional and only need to be completed if penalty and or/or interest are being paid.
Terminator	"\"

Authorization for Electronic Withdrawal

Issued under P.A. of 1964 as amended.

Before making electronic payments for the City of Albion Taxes, you must grant us permission to access your bank account to withdraw the funds you authorize. Please do this by signing below and returning this form.

You will also need to complete and return the CITY OF ALBION EFT APPLICATION FORM (Form 3117) and the AUTHORIZED EFT SIGNATURE PAGE (Form 3121). When the City of Albion receives the completed forms your Web-based account will be set up. A copy of form 3117 signed by a city representative will be returned to you; upon receipt of the signed form you will be able to make your payments using this system.

I have given the City of Albion my business checking account number so that my business taxes, (withholding and/or corporate) may be debited to that account. I understand that only the withdrawals I authorize by signing on the Electronic Payment Web-site, will be made and that this process is protected by a password and user code. Under these conditions, I grant the City of Albion permission to make the authorized withdrawals from my account.	
Print Name of Company	Federal ID Number
Printed Name of Authorized Representative	
Signature of Authorized Representative	Date

Please return all forms to:

City of Albion
Income Tax Department
112 West Cass St
Albion, MI 49224-0900

AUTHORIZED EFT SIGNATURE PAGE FOR CITY OF ALBION TAXES

Issued under P.A. 284 of 1964, as amended.

This signature page must be submitted when a taxpayer is paying City of Albion taxes by electronic funds transfer (EFT). Because no tax return is filed when paying by EFT, the signature on this form is considered as if it actually appears on the electronically filed payment. This signature page must be resubmitted when there is a change in the officer responsible for filing and paying City of Albion withholding and corporate or partnership estimated payments of city income taxes.

Company Name	Federal Identification Number
Address (No. and Street or RR#)	
City, State, Zip	

Signature of officer responsible for reporting City of Albion withholding tax	Date
Type or Print Name	Title

Signature of officer responsible for paying City of Albion withholding tax (if different from above)	Date
Type or Print Name	Title

Signature of officer responsible for reporting City of Albion estimated income tax	Date
Type or Print Name	Title

Signature of officer responsible for paying City of Albion estimated income tax (if different from above)	Date
Type or Print Name	Title

Mail to: City of Albion
 Income Tax Division
 112 West Cass Street
 Albion, MI 49224-0900

If you have questions, please call:
 (517) 629-7865