

REQUEST FOR INCOME TAX CLEARANCE FOR RENAISSANCE ZONE BENEFIT ACT

Requesting Department/Division: Renaissance Zone

Contact: Kim Miller

Phone: 313-224-3053

A. To: City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Ste. 512
Detroit, Michigan 48226

Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-4588

Clearance for: Individual
or Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-mail: _____

B. Name of Chief Financial Officer/authorized contact person
(Include address if different from above)

Phone # _____
Fax # _____
E-mail: _____

**C. Employer Identification or
Social Security Number**

Spouse's Social Security # _____

Nature of Clearance: Renaissance Zone Tax Benefit

D. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTIONS NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE.

Check One: Individual Corporation Partnership

E. INDIVIDUALS, ANSWER QUESTIONS 1, 2, 3, and 4.

1. Have you filed joint returns with a spouse during the last seven (7) years?
(If yes, include spouse's Social Security Number above) Yes No
2. Are you a student, and /or claimed as a dependent on someone else's tax return? Yes No
3. Were you employed during the last seven (7) years? Yes No
4. Were you a resident of Detroit during the last seven (7) years? Yes No

F. CORPORATIONS AND PARTNERSHIPS, ANSWER QUESTIONS 5, 6, and 7.

5. Is the company a new business in Detroit?
If yes, attach Employer Registration (Form DDS-4) Yes No
6. Will the company have employees working in Detroit? Yes No
7. Will the company use subcontractors or independent contractors in Detroit? Yes No

FOR INCOME TAX USE ONLY

Has the applicant complied with the provisions of the City Income Tax Ordinance?

Yes No Signature _____ Date _____ Expires _____

Yes No Signature _____ Date _____ Expires _____

Yes No Signature _____ Date _____ Expires _____

REQUIREMENTS FOR INCOME TAX CLEARANCE

BACKGROUND. The City of Detroit is authorized to levy an income tax under the Uniform City Income Tax Ordinance (No. 900-F) set forth in Chapter 2 of Act 284 of the Public Acts of 1964, known as the “City Income Tax Act.” No bid shall be accepted from or contract awarded to any person who is in arrears to the City. . . see Detroit codes: Sec. 18-5-13, Sec. 18-10-25 and General Conditions #28.

WHAT IS AN INCOME TAX CLEARANCE? An approved Income Tax Clearance states that an individual, business or subcontractor seeking employment or contracts with the City of Detroit has complied with all the provisions of the City Income Tax Ordinance. Contractors (individuals, businesses or subcontractors) cannot be awarded a contract and are not authorized to perform services until they are in compliance with the City Income Tax Ordinance. ***The “Request for Income Tax Clearance” form should be submitted 30-days prior to the submission for new bids or renewals of contract extensions.***

REQUIREMENTS FOR INDIVIDUALS. Individuals must file returns and pay income taxes, and not have any unpaid assessments. Detroit residents must file form D-1040(R). Non-residents who work in Detroit must file form D-1040(NR). If a taxpayer claims a non-resident status, proof will be required (copy of lease, mortgage closing statements, driver’s license, voter’s registration, etc.). If an individual seeking a tax clearance resided within the City, but claimed dependent status on another person’s tax return, or received public assistance, proof may be required.

REQUIREMENTS FOR BUSINESSES. Businesses must file Corporation D-1120 or Partnership D-1065 returns, regardless of net profit or loss. Non-profit organizations are required to file D-1120 tax return based on non-related income. All employers located in the City or “doing business within the City” must withhold City of Detroit income taxes from employees’ compensation. Employers subject to withholding tax must file monthly or quarterly forms D-941/501, as well as, form DW-3 Annual Reconciliation with W2’s. All assessments must be paid. New employers must request an Employer’s Package and register with the City by completing and submitting an Employer’s Withholding Registration form DSS-4. Contractors must supply a list of subcontractors with federal identification number used for their leased employees.

INCOME TAX CLEARANCE DENIALS. Income Tax Clearances are denied based on one or more of the following reasons: (1) Missing withholding payments, DW-3 Annual Reconciliation with W2’s. (2) Unpaid assessments and (3) Missing tax returns. Contractors denied an income tax clearance will be notified by mail. Income tax returns and related data regarding taxpayers are confidential; therefore, **reasons for denial are given only to the tax payer or authorized representatives with power of attorney.** Taxpayers with denied clearances may visit our office to obtain information about their account or to drop off requested information. Appointments are not necessary. For additional information contact the Clearance Section at (313) 224-7266. **Our office is located in the Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 512. Office hours are 8:00 a.m. - 4:00 p.m., Monday through Friday.**