

EL-2678City of East Lansing
INCOME TAX DEPARTMENT**EL-2678**PLEASE TYPE
OR PRINTPLEASE TYPE
OR PRINT**Employer/Payor Appointment of Agent**

Revised 10/26/2018

Use this form if you want to request approval to have an agent file returns and make deposits or payments of withholding taxes or if you want to revoke an existing appointment.

If you are an employer or payor who wants to request approval, complete Parts I and II and sign Part II. Then give it to the agent. Have the agent complete Part 3 and sign it.

Note. This appointment is not effective until we approve your request. See the instructions for filing Form EL-2678 on page 3.

- If you are an employer, payor, or agent who wants to revoke an existing appointment, complete all three parts. In this case, only one signature is required.

Part I. Why you are filing this form (Check one of the boxes below) 1. You want to appoint an agent for tax reporting, depositing, and paying. 2. You want to revoke an existing appointment.**Part II. Employer or Payor Information: Complete this part if you want to appoint an agent or revoke an appointment**

1. Employer's or payor's name		2. Federal employer identification number	
3. Trade name (if any)			
4. Address (Street number, street name and suite or room number)			
5. City		6. State	7. ZIP code
8. Foreign country name	9. Foreign province/county		10. Foreign postal code

11. Forms for which you want to appoint an agent or revoke an agent's appointment to file,	For ALL employees/ payees/payments		For SOME employees/ payees/payments	
	Form EL-501 (Employer's Monthly Deposit of Income Tax Withheld)	11a.	<input type="checkbox"/>	11b.
Form EL-941 (Employers Quarterly Return of Income Tax Withheld)	11c.	<input type="checkbox"/>	11d.	<input type="checkbox"/>
Form EL-W-3 (Employer's Annual Reconciliation of Income Tax Withheld)	11e.	<input type="checkbox"/>	11 f.	<input type="checkbox"/>
Form W-2 (Wage and Tax Statement, city copy (via paper or magnetic media)	11g.	<input type="checkbox"/>	11h.	<input type="checkbox"/>

I am authorizing the income tax department of the above named city to disclose otherwise confidential tax information to the agent relating to the authority granted under this appointment, including disclosures required to process Form EL-2678. The agent may contract with a third party, such as a reporting agent or certified public accountant, to prepare or file the returns covered by this appointment, or to make any required deposits and payments. Such contract may authorize the income tax department of the above named city to disclose confidential tax information of the employer/payor and agent to such third party. If a third party fails to file the returns or make the deposits and payments, the agent and employer/payor remain liable.

12. Sign your name here		13. Print your title here	
14. Print your name here		15. Date (MM/DD/YYYY)	16. Best daytime phone number

After completing and signing Part I and Part II of this form, give this form to the agent to complete Part III.

Employer's or payor's name (form Part II, line 1)	FEIN (from Part II, line 2)
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Part III. Agent Information: If you will be an agent for an employer or payor, or want to revoke an appointment, complete this part.

1. Agent's name		2. Agent's federal employer identification number	
3. Agent's trade name (if any)			
4. Agent's address (Street number, street name and suite or room number)			
5. City		6. State	7. ZIP code
8. Foreign country name	9. Foreign province/county		10. Foreign postal code

Under penalties of perjury, I declare that I have examined this form and any attachments, and to the best of my knowledge and belief, it is true, correct, and complete.

11. Sign your name here		12. Print your title here	
13. Print your name here		14. Date (MM/DD/YYYY)	15. Best daytime phone number