

# City of Detroit



## Income Tax & Revenue Collection Clearances

The Detroit Water and Sewerage Department (DWSD), in accordance with our Procurement Policy and procedures, requires approved City of Detroit Income Tax and Revenue Collection clearances to be submitted with all DWSD's bid and proposal responses.

This notice is to inform all our suppliers, contractors & consultants that, effective Feb 1<sup>st</sup> 2019, all DWSD procurement solicitation responses will require submission of valid City of Detroit Income Tax and Revenue Clearances at the time of bid / proposal submission, to be considered responsive.

Failure to provide the required clearances within the time allowed may result in the rejection of bids and/or proposals. All potential bidders and proposers are advised to apply, obtain and maintain approved clearance certificates ahead of bidding and/or proposing on a DWSD project.

Income Tax and/or Accounts Receivable Clearance applications can be picked up from:

**Office of the Treasury – Clearances Unit**  
Coleman A Young Municipal Center  
2 Woodward Ave, **Room 106**  
Detroit, MI 48226

Or, they can be requested via emails below, and the completed applications can be submitted to the respective email addresses:

[IncomeTaxClearance@detroitmi.gov](mailto:IncomeTaxClearance@detroitmi.gov) = for an Income Tax application

[RevenueCollections@detroitmi.gov](mailto:RevenueCollections@detroitmi.gov) = for an Accounts Receivable application