

CITY OF VANCEBURG
CITY CLERK
 189 2nd St., Suite A
 Vanceburg, KY 41179
 Phone: 606/796-3044
 Fax: 606/796-6096

CITY OF VANCEBURG
EMPLOYER'S QUARTERLY RETURN
OF LICENSE FEE WITHHELD

To be filed by April 30th, July 31st, October 31st & January 31st.

BUSINESS NAME: _____
TRADE (LINE OF BUSINESS): _____
HOME ADDRESS: _____
MAILING ADDRESS: _____
BUSINESS NAME OR TRADE NAME: _____
BUSINESS LOCATION: (Street Address) _____
TELEPHONE NUMBERS: Business # _____
 Fax # _____
EMPLOYER IDENTIFICATION NUMBER: _____

PERIOD BEGINNING:	_____
PERIOD ENDING:	_____
RETURN DUE:	_____

MAKE CHECKS PAYABLE TO: CITY OF VANCEBURG
189 2ND ST., SUITE A, VANCEBURG KY 41179

1.	Gross Salary, Wages and Other Compensation		
2.	Less Salary, Wages and Other Compensation not subject to License Fee	-	
3.	Net Salary, Wages and Other Compensation subject to License Fee (Line 1 less Line 2)	=	\$ -
4.	Multiply Line 4 by the Occupational License Fee (1%)	=	\$ -
5.	IF FILED AFTER DUE DATE: Add 5% penalty per month (minimum \$25) and 12% interest per annum	+	
6.	TOTAL PAYMENT DUE Check No. ()	=	\$ -

ATTACH COPY OF W-2 WITH RETURN ON ANNUAL RETURN ONLY

I certify that the information contained herein and any schedules or exhibits attached are correct.

Signature: _____ **Title:** _____ **Date:** _____

(Over)

FOR INTERNAL USE ONLY

Reconciled By: _____ **Date:** _____

INSTRUCTIONS:

- Line 1: Enter the gross amount of salary, wages and other compensation for the year. Generally, this amount is total compensation.
- Line 2: Enter the amount of salary, wages and other compensation that is not subject to the Occupational License Fee. Generally, this only includes compensation for working time spent outside the physical limits of the City of Vanceburg. Unless clearly apparent on Form W-2, a detailed schedule must be attached to explain any deductions on this line.
- Line 3: Subtract Line 2 from Line 1 and enter the resulting amount.
- Line 4: Multiply Line 3 (Net Salary, Wages and Other Compensation subject to License Fee) by the current rate of 1% and enter the resulting amount.
- Line 5: Enter the amount of penalty and interest if filed after the due date.
- Line 6: Add Line 4 and Line 5. If paying by check, enter the check number in the space provided.
- Other: Individual contact information must be fully completed, including tax period and Occupational License Fee account number. The return must be complete with an authorized signature along with title and date.

THE FOLLOWING MUST BE ATTACHED:

- Form(s) W-2 (Submit with annual return only.)
- Detailed schedule of Line 2 deductions, if any.