

City of Russell - Occupational License Fee Division
P.O. Box 473
Russell, KY 41169-0473
606 833-9555

CITY OF RUSSELL ANNUAL RECONCILIATION OF LICENSE FEE WITHHELD

FOR THE YEAR ENDED _____

To be filed by January 31st

Company Name	
Trade Name (If different)	
Mailing Address	
City, State, Zip	
Street Address (If different)	
City, State, Zip	
Telephone Number	
Account #	
Federal Tax ID	

		Total Payroll	Subject Payroll				License Fee Paid
1.	January			X	.0115	=	\$
2.	February			X	.0115	=	
3.	March or 1 st Qtr			X	.0115	=	
4.	April			X	.0115	=	
5.	May			X	.0115	=	
6.	June or 2 nd Qtr			X	.0115	=	
7.	July			X	.0115	=	
8.	August			X	.0115	=	
9.	September or 3 rd Qtr			X	.0115	=	
10.	October			X	.0115	=	
11.	November			X	.0115	=	
12.	December or 4 th Qtr			X	.0115	=	
13.	Total for year			X	.0115	=	\$

14.	Number of Employees	
15.	Actual License Fee withheld per W-2's (attach copy of W-2 for each employee)	
16.	Enter the larger of line 13 or line 15	
17.	Actual License Fee Remitted for the year on "Employer's Return of License Fee Withheld"	
18.	Difference between lines 16 and 17 (if any check applicable box)	

	Minor difference attributable to fractional variations only (no adjustment due).
	Difference indicates insufficient total remittance for year. Payment attached
	Difference indicates overpayment not attributable to fractional variations. Full explanation and claim for refund is attached.

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

Signature: _____ Title: _____ Date: _____

Internal use only

Reconciled By: _____ Date: _____

EACH EMPLOYER OF ONE OR MORE PERSONS WORKING IN THE CITY OF RUSSELL, KENTUCKY MUST WITHHOLD THE LICENSE FEE OF 1.15% (.0115%) FROM ANY SALARY, WAGES AND OTHER COMPENSATION THAT IS SUBJECT TO THE LICENSE FEE.

REPORTING SCHEDULE

MONTHLY REPORTING: When the total license fee withheld is \$3,000.00 or more per quarter.

QUARTERLY REPORTING: When the total license fee withheld is less than \$3,000.00 per quarter.

PENALTIES AND INTEREST: All monies withheld or required to be withheld by employers and remaining unpaid after they become due shall bear a penalty of 10% and 8% interest per annum.

ADJUSTMENTS: If excess license fee is withheld and paid in one period, an adjustment may be made in the following period. If excess license fee is withheld, the employer shall make refund to the employee. If insufficient license fee is withheld in one pay period, additional license fee shall be withheld in the subsequent pay period. If you need to adjust this period's remittance because of some prior period's error, include the amount on line 6. on the front of this form. Then with the filing of this form, attach information to clearly explain such adjustment.
