

Laurel County, Kentucky Reconciliation of License Fee Withheld

During Year Ended <u> </u> / <u> </u> / <u> </u> TO BE FILED BY <u> </u> / <u> </u> / <u> </u> YOU MUST FILE THIS RETURN IF YOU PAID LAUREL COUNTY WAGES DURING THE YEAR LISTED ABOVE.	Mail To: LAUREL COUNTY OCCUPATIONAL TAX PO BOX 650 LONDON KY 40743-0650
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Account Number Federal I.D. Number

	COLUMN A Total Wages	COLUMN B Subject Wages	COLUMN C Tax Paid
January	\$	\$	\$
February	\$	\$	\$
March (1st qtr)	\$	\$	\$
April	\$	\$	\$
May	\$	\$	\$
June (2nd qr)	\$	\$	\$
July	\$	\$	\$
August	\$	\$	\$
September (3rd qtr)	\$	\$	\$
October	\$	\$	\$
November	\$	\$	\$
December (4th qtr)	\$	\$	\$
Totals	\$	\$	\$

NUMBER OF EMPLOYEES AND W-2'S ATTACHED _____	1. TOTAL TAX WITHHELD PER W-2'S	\$ _____
	2. UNDERPAYMENT	\$ _____
Minor differences due to fractional variations or rounding only.	3. ADJUSTMENTS	\$ _____
Payment not required if less than \$1.00.	4. BALANCE DUE	\$ _____

NO REFUND OR CREDIT WILL RESULT FROM ENTRIES MADE ON THIS FORM. YOU MUST SUBMIT AN AMENDED RETURN WITH A COPY OF THE ORIGINAL RETURN FOR ANY PERIOD THAT HAS BEEN OVERPAID.

YOU MUST INCLUDE A TOTALED EMPLOYEE LISTING OR COPIES OF W-2'S AND W-3 .

THE LISTING MUST INCLUDE THE FOLLOWING INFORMATION: EMPLOYEE NAME, ADDRESS AND SOCIAL SECURITY NUMBER, GROSS WAGES, LAUREL WAGES, LAUREL COUNTY OCCUPATIONAL TAX WITHHELD.

INSTRUCTIONS FOR ANNUAL RECONCILIATION

DUE DATE: 2/28/2012

****YOU MUST ATTACH A COPY OF THE W3 FORM**
WITH W2'S OR YOUR LISTING MUST BE TOTALED**

THE W2'S OR THE EMPLOYEE WAGE LISTING **MUST BE TOTALED** (i.e. W3, CALCULATOR TAPE, etc) OR THE RECONCILIATION WILL BE CONSIDERED INCOMPLETE, WILL BE RETURNED TO YOU FOR COMPLETION, AND WILL BE SUBJECT TO THE LATE FILING PENALTY. RECONCILIATION **FORMS FILED LATE** WILL BE ASSESSED A **\$25.00** LATE FILING PENALTY.

LINE BY LINE INSTRUCTIONS

Enter the amounts for each month on the appropriate line, or the line of the ending month of the quarter if you filed returns quarterly.

COLUMN A: Enter Total Gross Wages reported each period.

COLUMN B: Enter Subject Payroll. Subject payroll is Total Gross Payroll less any payments for services performed outside Laurel County (line 3 of the monthly or quarterly return). Subject Payroll includes deferred compensation, cafeteria plans, pre-tax health benefits, vacation and holiday pay, tips, gratuities, auto and moving allowances, and any other forms of compensation.

COLUMN C: Enter the Tax Paid each period.

DO NOT INCLUDE PENALTY AND/OR INTEREST PAID.

Total COLUMN A, and COLUMN B, and COLUMN C.

Line 1. Enter total tax withheld per W2'S or listing.

Line 2. Subtract Line 1 from COLUMN C Total.

Line 3. Enter Adjustments due to rounding or fractional differences.

Line 4. Subtract Line 3 from Line 2. Enter any underpayment, calculate penalty and interest from date underpayment occurred, and, **if more than \$1.00**, pay amount due.

Penalty for late filing or late payment is 5% of the tax due for each calendar month or fraction thereof, with a maximum penalty of 25%, and a minimum penalty of \$25.00. Interest for late payment is 1% of the tax due for each calendar month or fraction thereof.

Overpayments should be indicated by using brackets. Excess withholdings can only be refunded to the employee upon employee request.