

## Form PR100, Employer's Return of License Tax Withheld Instructions

Pursuant to the authority vested in it by the Kentucky Constitution and by state statute,

- a) the City of Georgetown, Kentucky has imposed an occupational license tax measured by 1.00% of all compensation paid or payable in the City for work done or services performed or rendered in the City by every resident or nonresident who is an employee.
- b) the Scott County Fiscal Court has imposed an occupational license tax measured by 1.00% of all compensation paid or payable in the County for work done or services performed or rendered in the County by every resident or nonresident who is an employee.
- c) the Scott County Board of Education has imposed an occupational license tax measured by ½% of all compensation paid or payable in the County for work done or services performed or rendered in the County by every resident who is an employee.

As set forth in the occupational license tax ordinance the license tax required to be withheld on an employee's compensation by the employer and remitted to the jurisdiction imposing the tax includes a license tax on, "All wages, salaries, commissions or any other form of remuneration paid or payable by an employer for services performed by an employee, which are required to be reported for federal income tax purposes adjusted as follows:

- (A) include all amounts contributed by an employee to any retirement, profit sharing, or deferred compensation plan, which are deferred for federal income tax purposes under a salary reduction agreement or similar arrangement, including, but not limited to salary reduction arrangements under Sections 401(a), 401(k), 402(e), 403(a), 403(b), 408, 414(h) or 457 of the Internal Revenue Code; and
- (B) include all amounts contributed by an employee to any welfare benefit, fringe benefit, or other benefit plan made by salary reduction or other payment method which permits employees to elect to reduce federal taxable compensation under the Internal Revenue Code including, but not limited to Section 125 and 132 of the Internal Revenue Code."

The ordinance further provides,

- (A) Each employer who employs one or more persons within the jurisdiction imposing the tax shall deduct at the time of payment of compensation to any employee the occupational license tax in accordance with Section 2 of the Regulations. The employer shall report for the quarterly periods ending March 31, June 30, September 30, and December 31 of each year the compensation from which license taxes have been so withheld on or before the last day of the month following the end of each such quarter. If the amount of license tax withheld exceeds Three Hundred Dollars (\$300.00) in any one of the preceding four (4) quarters, see Paragraph (B) below. In addition, the employer shall make the payment required to be made on account of such employee withholding of occupational license taxes on or before the time required for the filing of the quarterly returns.
- (B) Notwithstanding the provisions of Paragraph (A) hereof, monthly reporting is required of each employer who employs persons within the jurisdiction imposing the tax and whose occupational license taxes required to be withheld from all employee compensation for any one (1) of the preceding four (4) quarters shall exceed the sum of Three Hundred Dollars (\$300.00). If the taxpayer is required to file monthly for any one of the three jurisdictions (City/County/School) then the taxpayer is required to file monthly for the remaining jurisdictions regardless of the amount of the remaining jurisdictions quarterly withholdings. Each employer shall remit the occupational license taxes required to be withheld from employees monthly based upon the following schedule.

<b>SCHEDULE FOR FILING EMPLOYER'S RETURNS OF LICENSE TAX WITHHELD AND REMITTING LICENSE TAX WITHHELD</b>	
<b>LICENSE TAX REQUIRED TO BE WITHHELD IN:</b>	<b>REQUIRED TO BE PAID BY (POSTMARKED OR HAND DELIVERED):</b>
<b>January</b>	<b>February 15</b>
<b>February</b>	<b>March 15</b>
<b>March</b>	<b>April 30</b>
<b>April</b>	<b>May 15</b>
<b>May</b>	<b>June 15</b>
<b>June</b>	<b>July 31</b>
<b>July</b>	<b>August 15</b>
<b>August</b>	<b>September 15</b>
<b>September</b>	<b>October 31</b>
<b>October</b>	<b>November 15</b>
<b>November</b>	<b>December 15</b>
<b>December</b>	<b>January 31</b>