

City of Olive Hill

OCCUPATIONAL TAX QUARTERLY RETURN

Instructions

Please fill out the return in its entirety. Questions concerning the completion of this document, or any associated documents should be directed to the City Clerk/Treasurer or Assistant City Clerk/Treasurer, Olive Hill City Hall, 225 Roger Patton Drive, Olive Hill, KY 41164 or by calling 606-286-5532.

Description of each box or line to assist in the completion of this document follows:

1. Enter company/employer/entity Federal Tax ID# or Social Security # for individual filer.
2. Enter parent company, corporation or entity matching Federal Tax ID# or Individual name for individual filer.
3. Enter local "Doing Business As" name if different from line 2.
4. Local Olive Hill street address of company, corporation, entity or DBA.
5. Phone number of payroll department or responsible company, or corporation or entity withholding fee and remitting payment.
6. Postal mailing address of payroll department of responsible company, corporation or entity withholding fee and remitting payment.
7. Fax telephone number of payroll department of responsible company, corporation or entity withholding fee and remitting payment.
8. City and State related to box 6.
9. Zip code related to box 8.
10. Enter reporting period (1st qtr-Jan thru March, 2nd qtr- April thru June, 3rd qtr-July thru Sept, 4th qtr-Oct thru Dec)and year
11. Enter the due date of the return and payment (1st qtr-April 30, 2nd qtr-July31, 3rd qtr-October 31, 4th qtr-January 31).
12. Enter the name and title of the return preparer.
13. Enter an email address, if available, for the preparer of the contact person for correspondence from the city.
14. Enter total number of employees subject to fees, in any portion or amount.
15. Enter total amount of all wages, salaries or other compensation for work deemed performed within the city limits.
16. Multiply the amount on line 15 by .015 (1.50%) to arrive at the amount of fee due. (Ex. \$10,000 x .015=\$150)
17. Enter any interest or penalties for payments after the due date. (5% penalty per month, up to 25% and 1% interest per month, 12% annually.)
18. Add lines 16 and 17 to determine Total Payment Due.
19. The preparer shall sign the return to validate the accuracy of information contained therein.
20. Date of the returns completion.