

Lincoln County Occupational Tax Services

102 E Main Street, Ste 3, Stanford, KY 40484 * (606) 365-4520
www.lincolinky.com

EMPLOYERS QUARTERLY RETURN OF LICENSE FEE

(NOTE: This original must be filled out and returned to Lincoln County. Please save a copy for your personal records.)

	CALENDAR YEAR
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ACCOUNT NUMBER

QUARTER ENDING

DUE DATE

Business Name: _____
 Address: _____
 Address: _____
 City/State/Zip: _____

Federal ID/SS #: _____
 Phone #: _____

Check here for address changes.

INSTRUCTIONS: If this is a 1st, 2nd, 3rd or 4th Quarter return, please fill out **section 1** below.
 For the Annual Reconciliation, please fill out **section 2** below.

SECTION 1. QUARTERLY RETURN FOR QUARTERS 1, 2, 3, and 4

Total salaries, wages, commissions, and other compensation paid.	1	Gross wages	\$ _____
	2	Less wages earned outside Lincoln County	\$ _____
This quarterly return must be remitted to Lincoln County EVEN IF THERE ARE NO WAGES TO REPORT! Non filers will be subject to penalty.	3	Total Lincoln County taxable wages	\$ _____
	4	Total tax due (line 3 x 1%)	\$ _____
	5	Penalty (Minimum of \$25 or 5% per month not to exceed 25%)	\$ _____
	6	Interest (1% per month)	\$ _____
Required Number of Employees: _____		TOTAL:	\$ _____
		For Quarter Ending (Circle One): Due Date:	3/31 6/30 9/30 12/31 4/30 7/31 10/31 1/31

SECTION 2. ANNUAL RECONCILIATION and W-2/W-3 FORMS DUE 2/28

This annual reconciliation must be submitted to the Lincoln County Tax Administrator even if there are NO wages to report.	Payments Remitted (excluding penalties & interest)	1	Gross wages (per W-2's)	\$ _____
	1 Q \$ _____	2	Less wages earned outside Lincoln County	\$ _____
	2 Q \$ _____	3	Total Lincoln County taxable wages	\$ _____
	3 Q \$ _____	4	Total tax due (line 3 x 1%)	\$ _____
	4 Q \$ _____	5	Less total already remitted (Total from left)	\$ (_____)
	Total \$ _____	6	Sub-Total of Balance Due :	\$ _____
		7	Penalty (Minimum of \$25 or 5% per month not to exceed 25%)	\$ _____
		8	Interest (1% per month)	\$ _____
			Balance Due:	\$ _____

Please make sure to include W-2 and W-3 forms with this reconciliation!

Signature: _____
 Date: _____ / _____ / _____

Please remit to:
 Lincoln County
 Tax Administrator
 102 E Main Street, Ste 3
 Stanford, KY 40484

For Official Use Only
 Date Received: _____

Check #	Amount Paid