

**Payroll Tax Administration Office
Frequently Asked Questions**

Susanna Ryan
Mary Sleet

sryan@boyleky.com
msleet@boyleky.com

321 West Main Street, Room
Danville, KY 40422

- 1. If I want to open a business, do I need a business license and how much will it cost?**
If your business is located within the city limits of Danville, the city of Danville requires you to purchase a license for a one-time fee of \$25.00. You can access the City of Danville website at www.danvilleky.org/ and click on “applications/forms” to download instructions and a business license form. Boyle County requests that you register your business with the Tax Administrator, but a license is not required. However, if your business is located in Parksville, Perryville, or Junction City, you may need to check their requirements.
- 2. If I am a Contractor or a Sub-Contractor do I have any fees?** If you are working in the County of Boyle or the City of Danville you are required to pay a Contractor’s License Fee of \$50.00 per year, due annually. **Make checks payable to Boyle County Fiscal Court. Mail to: Tax Administrator Office, 321 West Main Street, Room 117, Danville, KY 40422.**
- 3. If my business is located within the city limits, do I withhold only city of Danville taxes for employees?**
Employees working within the city of Danville are subject to the City of Danville **AND** Boyle County tax fees.
- 4. If my business is located in Boyle County, do I withhold only Boyle County taxes for employees?**
Yes.
- 5. When are Quarterly Withholding Returns due?**
Quarterly Withholding Returns are due:
End of 1st Qtr. - **March 31st** due on or before **April 30th**
End of 2nd Qtr. – **June 30th** due on or before **July 31st**
End of 3rd Qtr. – **September 30th** due on or before **October 31st**
End of 4th Qtr. – **December 31st** due on or before **January 31st**
If you are paying your Quarterly Withholding’s Annually, these are due by January 31st.
You need to contact our office so we can set your account up for this, so you are not charged penalty and interest fees.
- 6. What is the withholding percentage for Boyle County and Danville on the Quarterly Return?**
Boyle County withholding rate is .75% and the city of Danville is 1.90%. This is calculated on absolute gross wages before **ANY** deductions which includes salaries, commissions, or any other form of remuneration paid by an employer for services performed by an employee.
- 7. Am I subject to a penalty if my Quarterly Return is late and how is it calculated?**
Returns must be postmarked on or before the due date. A minimum fee of \$25.00 or 5% per month on the unpaid balance is charged (not to exceed 25%) for late returns. This fee is charged for **BOTH** Boyle County **AND** Danville.
- 8. Am I subject to interest charges if my Quarterly Return is late and how is it calculated?**
A 1% per annum simple interest fee on the unpaid balance is charged for **BOTH** Boyle County **AND** Danville.
- 9. If I make a mistake and underpay on my Quarterly Return, how do I correct the return?**
You should file an amended return on the Quarterly Return Form and submit the additional fee due. Our office usually identifies any error and notifies the taxpayer.
- 10. If I make a mistake and overpay on my Quarterly Return, how do I correct the return?**
Our office usually identifies any overpayment and notifies the taxpayer. We will most likely apply the overpayment to the next quarter or you may request a refund.
- 11. If my business is located within the city limits, am I subject to only the City of Danville Annual License Fee?**
No. Business conducted within the City of Danville is subject to the City of Danville **AND** Boyle County License Fee. Boyle County wages and net profits are **never** less than the City of Danville.

- 12. If my business is located in Boyle County, am I subject only to Boyle County Annual License Fee?**
Yes.
- 13. What is the Annual License Fee percentage for Boyle County and Danville?**
Boyle County license fee is 0.75% and the city of Danville is 1.75%.
- 14. When is the Annual License Fee Return Due?**
The return is due on or before April 15 for the calendar year or within 105 days of the end of your fiscal year. A copy of your federal tax return must be included with the Annual Return.
- 15. Am I subject to a penalty and interest charge if my Annual License Fee Return is late and how is it calculated?**
Returns must be postmarked on or before the due date. If you have filed for Federal Extension and **provide a copy with your return**, you are exempt from paying a penalty on your Annual Return. However, the interest fee still applies. A 1% per annum simple interest fee on the unpaid balance is charged for **BOTH** Boyle County **AND** Danville. If you did not file for Federal Extension, a minimum fee of \$25.00 or 5% per month is charged (not to exceed 25%) for late returns. This fee is charged for **BOTH** Boyle County **AND** Danville.
- 16. Who should checks be made payable to?**
Checks should be made payable to: **Boyle County Tax Administrator**
- 17. How do I obtain Quarterly Withholding and Annual License Fee Return Forms?**
You can download forms on the Boyle County Website @ www.boyleky.com. If you are not able to do this you can call our office at 859-238-1115, we will mail or email your forms to you.
- 18. Can I download blank forms from the Internet?**
You can access the City of Danville website at www.danvilleky.org/ and click on “applications/forms” and select the form(s) you wish to download. You can also download forms on the Boyle County website at boyleky.com and click Tax Administrator and select the forms you need.
- 19. What is the Annual Reconciliation Form and when is it due?**
The Annual Reconciliation Form is to reconcile license fee taxes withheld to the license fee taxes submitted to the Payroll Tax Administration Office. This form along with copies of your W-2 and W-3 Forms are due by 02/28.
- 20. Can I claim Net Operating Loss on the Annual License Fee Return?**
No. Danville and Boyle County does not allow NOL to be claimed.
- 21. Is commercial rental property taxable? YES**

BOYLE COUNTY TAX ADMINISTRATOR
321 WEST MAIN STREET, ROOM 117
BOYLE COUNTY COURTHOUSE
DANVILLE, KENTUCKY 40422-1848
PHONE: (859) 238-1115
FAX: (859) 238-1108

EMAIL ADDRESSES: sryan@boyleky.com, msleet@boyleky.com

QUESTIONNAIRE FOR REGISTRATION OF BUSINESS

1. NAME: _____
2. DOING BUSINESS AS : _____
3. BUSINESS LOCATION : _____

4. MAILING ADDRESS: _____

5. SOCIAL SECURITY NUMBER/FEDERAL ID NUMBER _____.
6. OWNERSHIP SOLE PROPRIETOR PARTNERSHIP CORPORATION
 LLC/SOLE PROPRIETOR LLC/PARTNERSHIP
 S-CORPORATION OTHER
7. DESCRIPTION OF BUSINESS _____
8. TELEPHONE NUMBER () _____ FAX NUMBER () _____
9. CONTACT PERSON AND TELEPHONE NUMBER _____

10. EMPLOYEES? YES NO (PLEASE CIRCLE)
11. INCOME TAX FILING: 12-31 OR FISCAL YEAR: MONTH _____ DAY _____
12. DATE BUSINESS STARTED IN BOYLE COUNTY : _____
**PLEASE COMPLETE QUESTIONNAIRE AND RETURN TO THIS OFFICE BY MAIL,
E-MAIL OR BY FAX TO THE ADDRESS'S OR FAX NUMBER ABOVE.....**
13. Are you a Contractor or Sub-Contractor _____ Yes _____ No
**(If you answered yes to #13 you are required to pay a Contractor's License Fee of
\$50.00 per year) Make checks payable to Boyle County Fiscal Court.**

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true correct and complete.

Signature: _____ Date: _____

Title: _____

ATTENTION: CONTRACTORS & SUB-CONTRACTORS:

If you are performing work within the county of **Boyle**, which includes Junction City, Perryville, and the City of Danville you are required to have a Contractor's License. This fee is **\$50.00** to be renewed annually.

Any person engaging in the business of General Contractor of Specialty (sub) Contractor shall obtain a License from the Boyle County Building Inspector or from the Boyle County Tax Administrators office in the Boyle County Courthouse.

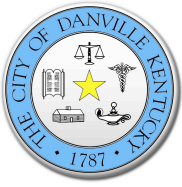
Please make your check payable to

Boyle County Fiscal Court.

321 West Main Street

Danville, Ky 40422

859-238-1100



CITY OF DANVILLE, KY OCCUPATIONAL LICENSE APPLICATION INSTRUCTIONS

1. PERSONS REQUIRED TO FILE APPLICATION: Every person and business entity engaged in any trade, occupation, or profession, or other activity for profit, or anyone required to file a return under this ordinance in the city of Danville, unless exempt by the specific terms of this ordinance, shall be required to apply for and obtain an occupational license from the city of Danville, through the Office of the Director of Codes and Financial Enforcement, on forms provided by the City or its designee before the applicant shall be authorized to do business, before the commencement of business, or in the event of a change of business status.

2. PAYMENT OF REGISTRATION FEE: A one time Occupational License Registration Fee of \$25.00 will be made at time of application payable to the City of Danville. A business changing the name of the business shall notify the Director of Codes & Financial Enforcement Office of the name change, but will not be required to pay a new license registration fee. Each person shall be required to complete a separate application and pay the twenty-five (\$25) dollar registration fee for each separate business before the commencement of business or the event of a status change, other than change of address.

Mail completed application and registration fee to: Codes Enforcement, Attn: Business Licensing, P.O. Box 670, Danville, KY 40423 or visit City Hall, 445 W. Main St., Danville, KY 40422. If you have any questions, phone (859) 238-1200.

3. PENALTY FOR NOT FILING APPLICATION: It shall be unlawful for any person to engage in any occupation, trade, profession or other activity in the city without first having applied for and paid the occupational license registration fee herein required. If the occupational license registration fee is not paid prior to engaging in any business or activity, a penalty of twenty-five dollars (\$25.00) may be imposed in addition to any other penalties provided by Chapter 16 for the period during which any unlawful business or activity occurred.

4. AFFIDAVIT: Every application must be under oath and executed by same person having personal knowledge of the business and information required.

5. APPLICATION OF EMPLOYEE WITHHOLDING AND NET PROFIT LICENSE FEES:

- A. A City license fee at the rate of **1.90%** applies to: All wages and compensation paid or payable in the city for work done or services performed or rendered in the city by every resident and nonresident who is an employee - referred to as Occupational License Tax. The Boyle County rate is .75%.
- B. A City license fee at the rate of **1.75%** applies to: Income from the operation of a business or enterprise after providing for all costs and expenses incurred in the conduct thereof - referred to as a Net Profit License Fee Return. The Boyle County rate is .75%.



CITY OF DANVILLE, KY
OCCUPATIONAL LICENSE APPLICATION

445 W. Main St. * P.O. Box 670 * Danville, Kentucky 40423

Phone: (859) 238-1200 Fax: (859) 238-1232

www.danvilleky.org/business

*OFFICE USE ONLY

*Date _____ Initial _____

*Acct# _____

****Incomplete Applications will be returned to the applicant. The appropriate registration fee must accompany application.****

1. Legal Name of Business or Name of Applicant: _____

2. Doing Business As or Trade Name: _____

3. Business Address (street address): _____

4. Mailing Address (if different): _____

5. Jobsite Location (if applicable): _____

6. Email Address: _____

7. Telephone #'s: Business _____ Fax _____ Cell/Home _____

8. Nature or description of business: _____

9. Date business will begin in Danville: _____ Will you have employees? No Yes

10. Type of Ownership (check one):

Sole Proprietor/Individual

LLC/Sole Proprietor

Partnership

LLC/Partnership

Corporation

LLC/Corporation

S-Corporation

Non-Profit *Must attach IRS acknowledgement of status

11. Name and home address of owner(s), partners, or if a corporation, list of officers and titles:

12. Federal ID #: _____ and/or Social Security # _____

13. Accounting period for Federal Return: Calendar Year or Fiscal Year End Date: _____

14. Do you file your Federal Income Tax Return under a Parent Company? No Yes

If yes, list the name of the Company _____ and the Federal ID # _____

15. If you are a General Contractor will you use Subcontractors? No Yes *Must complete Form SC

16. Do you or have you had any other business entities in Boyle County? No Yes

If yes, list the name(s): _____

**PLEASE NOTE: Zoning or other permits may be required before you begin business activity. Contact Planning & Zoning at 859-238-1235 and the Building Inspector at 859-238-1107 as needed for determination.*

17. Signature of Applicant: _____

According to an opinion (OAG 85-1) of the Kentucky Attorney General, the responses that you make to questions 1, 2, 3, and 8 (description of business) are to be provided to anyone upon request, pursuant to Kentucky "Open Records Law".



**CITY OF DANVILLE, KY
BUSINESS REGISTRATION APPLICATION
(CONTINUED)**

IF FORMS ARE PROCESSED BY SOMEONE OTHER THAN YOU, PLEASE ENTER THEIR CONTACT INFORMATION BELOW. PLEASE NOTE IF ANY ARE ACCOUNTANT/CPA FIRMS OR TAX SERVICES.

18. *Quarterly Employee Withholding Return Contact Person*

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

19. *Net Profit License Fee Return Contact Person*

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

20. *Business License Contact Person*

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

Enclosed is my check or money order for \$_____ made payable to City of Danville.

Mail completed application and registration fee to:

Codes Enforcement, Attn: Business Licensing, P.O. Box 670, Danville, KY 40423

or visit City Hall, 445 W. Main St., Danville, KY 40422.

If you have any questions, phone (859) 238-1200 or email blester@danvilleky.org

BOYLE COUNTY AND CITY OF DANVILLE ANNUAL LICENSE FEE RETURN

This return is due on or before April 15, for the Calendar Year or within 105 days of the end of your Fiscal Year.

Name and Address of Business or Licensee	Account No.	Calendar or Fiscal Year Ended		
		Mo.	Day	Year
	Note: If you are doing business in the City of Danville, you must have a Danville Occupational License. Contact the City at 859-936-6840.			

Change If Incorrect

<input type="checkbox"/> FINAL RETURN (Check only to close account.) Date Operations Ceased: _____	<input type="checkbox"/> NO ACTIVITY (Check box if there was no activity.)
---	---

ALL LICENSEES MUST ANSWER QUESTIONS BELOW:

- A. Principal business activity _____
- B. What is your Social Security # (if any) _____ Spouse's Social Security # _____
- C. Your Federal Identification # (if any) _____ If New Number Check Box
- D. Home Phone _____ Business Phone _____
- E. During the past year did Federal Authorities change or propose to change net income reported for that year or any prior year?
 Yes No (If yes, which year was adjusted?) _____ (Attach statement of changes)
- F. Principal Corporation Administrative Officer's Name _____
 Address _____ SSN# _____
- G. Did you file a consolidated return? Yes No
- H. Was there a change in ownership in the past year? Date of change _____
 Name and address of new owner _____

Did you make payments to any individual for services rendered in Boyle County or the City of Danville (other than employee) or equivalent?
 Yes No
 If yes, you are required to file Form 1099-SF

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO "BOYLE COUNTY TAX ADMINISTRATOR"

TAX ADMINISTRATORS OFFICE
 321 WEST MAIN ST., ROOM 117
 BOYLE COUNTY COURT HOUSE
 DANVILLE, KENTUCKY 40422-1848
 PHONE (859) 238-1115

Make payment and mail to:
 A fee of \$50 will be charged for returned checks

SECTION A - BOYLE COUNTY

SECTION B - CITY OF DANVILLE

- 1. NET PROFIT PER SECTION C FROM BACK OF RETURN _____
- 2. SECTION D, COLUMN D, OR 100% _____
- 3. BOYLE COUNTY NET PROFIT (LINE #1 X LINE #2) _____
- 4. BOYLE COUNTY LICENSE FEE (LINE #3 X .0075) _____
- 5. ESTIMATED PAYMENTS/CREDITS _____
- 6. BALANCE (LINE #4 LESS LINE #5) _____
- 7. PENALTY (5% PER MONTH OR PORTION THEREOF NOT TO EXCEED 25%.) \$25.00 MINIMUM PENALTY.
 EXTENSION FILED _____
- 8. INTEREST (12 % PER ANNUM SIMPLE INTEREST) _____
- 9. BALANCE (LINE #6 PLUS LINE #7 PLUS LINE #8) _____
- 10. OVERPAYMENT (LINE #6) REFUND APPLY TO NEXT YEAR _____
- 11. **PAYMENT: ADD SECTION A, LINE 9 AND SECTION B, LINE 9. MAKE CHECK PAYABLE TO BOYLE COUNTY TAX ADMINISTRATOR.**
 OVERPAYMENT TO SECTION A OR B CANNOT BE CREDITED TO SECTION WHERE PAYMENT IS DUE.

- 1. NET PROFIT PER SECTION C FROM BACK OF RETURN _____
- 2. SECTION D, COLUMN E, OR 100% _____
- 3. CITY OF DANVILLE NET PROFIT (LINE #1 X LINE #2) _____
- *4. CITY OF DANVILLE LICENSE FEE (LINE #3 X .0175) _____
- 5. ESTIMATED PAYMENTS/CREDITS _____
- 6. BALANCE (LINE #4 LESS LINE #5) _____
- 7. PENALTY (5% PER MONTH OR PORTION THEREOF NOT TO EXCEED 25%.) \$25.00 MINIMUM PENALTY.
 EXTENSION FILED _____
- 8. INTEREST (12 % PER ANNUM SIMPLE INTEREST) _____
- 9. BALANCE (LINE #6 PLUS LINE #7 PLUS LINE #8) _____
- 10. OVERPAYMENT (LINE #6) REFUND APPLY TO NEXT YEAR _____

BALANCE DUE
 PLEASE PAY THIS AMOUNT

I HEREBY CERTIFY THAT THE STATEMENTS MADE HEREIN AND IN ANY SUPPORTING SCHEDULES ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF TAXPAYER	TITLE	DATE
PREPARER INFORMATION	DATE	

**YOU MUST ATTACH A COMPLETE COPY INCLUDING ALL ATTACHMENTS OF YOUR FEDERAL RETURN AS APPLICABLE.
 PLEASE COMPLETE REVERSE SIDE**

SECTION C

COMPLETE ONLY ONE COLUMN (Whichever is applicable)

INDIVIDUAL

1. Gross wages, salaries, tips, etc. Reported on the Federal Form w-2 from which no occupational taxes were withheld (a) \$ _____ plus deferred compensation from 401 (K), 403 (B) or 457 plans _____ less the related employee business expenses per Federal Form 2106 \$ _____ equals _____
 (b) (Attach Form W-2 and Form 2106 or the complete Form 1040 PC) 1c) _____
- (d)

COLUMN A Days Worked in Boyle County _____	COLUMN B Days Worked in City of Danville _____	COLUMN C Days Worked Total Everywhere _____
--	--	---
- (e) A + C = _____ % x Line 1 c = _____ Enter on Line 22, Column A, C and D
 B + C = _____ % x Line 1 c = _____ Enter on Line 22, Column A, C and E

2. Non-employee compensation as reported on Form 1099-Misc reported as "other income" on Federal Form 1040 (Attach Page 1 of Form 1040 and Form 1099 or the complete from 1040 PC) 2) _____
3. Net profit or (loss) per Federal Schedule C of Form 1040 (Attach Schedule C, Pages 1 and 2, Schedule C-EZ, or the complete Form 1040 PC) 3) _____
4. Capital gain from Federal Form 4797 or Form 6252 reported on Schedule D of Form 1040 (Attach Form 4797, Pages 1 and 2 or Form 6252, or the complete Form 1040 PC) 4) _____
5. Rental income or (loss) per Federal Schedule E of Form 1040 (Attach Schedule E or the complete Form 1040 PC) 5) _____
6. Net farm profit or (loss) per Federal Schedule F of Form 1040 (Attach Schedule F, Pages 1 and 2, or the complete form 1040 PC) 6) _____
7. Ordinary gain or (loss) on the sale of property used in a trade or business per Federal Form 4797 (Attach Form 4797, Pages 1 and 2, or the complete Form 1040 PC) 7) _____
8. Ordinary Income or (loss) per Federal Form 1065 (Attach Form 1065, Pages 1, 2 and 3, Schedule of Other Deductions, and Rental Schedule(s) if applicable) 8) _____
9. Taxable income or (loss) per Federal Form 1120 or 1120A or Ordinary Income or (loss) per Federal Form 1120S (Attach the Applicable Form 1120 or 1120A, Pages 1 and 2 or 1120S, Pages 1, 2 and 3, Schedule of other Deductions and Rental Schedule(s) if applicable) 9) _____
10. State Income Taxes and Occupational License Fees deducted on the Federal Schedule C, E, F or Form 1065, 1120, 1120A or 1120S 10) _____
11. Additions from Schedule K of Form 1065 or Form 1120S (Attach Schedule K of Form 1065 or 1120S and Rental Schedule (s) if applicable) 11) _____
12. Net Operating Loss Deducted on Form 1120 12) _____
13. Total Income (Add Lines 2 through Line 12) 13) _____
14. Subtractions from Schedule K of Form 1065 or Form 1120S (Attach Schedule K of Form 1065 or 1120S and Rental Schedule(s) if applicable) 14) _____
15. Net Alcoholic Beverage Income (Attach Computation Work Sheet) 15) _____
16. Other Adjustments - (Attach Schedule) 16) _____
17. Non Taxable Income - (Attach Schedule) 17) _____
18. Professional Expenses not reimbursed by the Partnership (Attach Schedule of Expenses) 18) _____
19. Total Deductions (Add Lines 14 through Line 18 inclusive) 19) _____
20. *Adjusted Net Profit* (Subtract Line 19 from Line 13) 20) _____

PARTNERSHIP CORPORATION

- | | | |
|-----------|-----------|-----------|
| | | |
| 8) _____ | 9) _____ | |
| 10) _____ | 10) _____ | 10) _____ |
| 11) _____ | 11) _____ | 11) _____ |
| 12) _____ | 12) _____ | 12) _____ |
| 13) _____ | 13) _____ | 13) _____ |
| 14) _____ | 14) _____ | 14) _____ |
| 15) _____ | 15) _____ | 15) _____ |
| 16) _____ | 16) _____ | 16) _____ |
| 17) _____ | 17) _____ | 17) _____ |
| 18) _____ | 18) _____ | 18) _____ |
| 19) _____ | 19) _____ | 19) _____ |
| 20) _____ | 20) _____ | 20) _____ |

(ATTACH APPROPRIATE FEDERAL SCHEDULES)

COMPUTATION OF APPORTIONMENT PERCENTAGES

SECTION D

All licensees whose business operations were not conducted entirely in the City of Danville or Boyle County outside the City of Danville must complete this part, regardless of profit or loss.

DIVIDE ↓

DIVIDE ↓

APPORTIONMENT FACTORS	COLUMN A BOYLE COUNTY	COLUMN B CITY OF DANVILLE	COLUMN C TOTAL EVERYWHERE	COLUMN D A + C = D BOYLE COUNTY %	COLUMN E B + C = E CITY OF DANVILLE %
21. GROSS RECEIPTS from sales made and/or services rendered . . .	\$	\$	\$	%	%
22. TOTAL WAGES, SALARIES, and other compensation of all employees (See instructions before completing)	\$	\$	\$	%	%
23. Total Percentages (Add the percentages computed on Line 21 and 22 of Columns D and E, respectively).				%	%
24. AVERAGE PERCENTAGE If both entries on Lines 21 and 22, Column C are greater than zero then divide entry on Line 23, Columns D and E, by 2. If Line 21, Column C is greater than zero or Line 22, Column C is greater than zero, but not both, the entry on Line 23, Column D & E, should be transferred to Line 24, Columns D or E as applicable and Line 2, section A and or B as applicable.				%	%

All Percentages in columns D and E should be carried out five (5) decimal places.

BOYLE COUNTY AND CITY OF DANVILLE, KENTUCKY EMPLOYERS QUARTERLY WITHHOLDING RETURN

Please Print

QUARTER ENDING: MM DD YY DUE DATE: MM DD YY

Name: _____

Address: _____

Address: _____

City/St./Zip: _____

PRINT EMPLOYER'S FEDERAL TAX IDENTIFICATION NUMBER:

Check if new address and make corrections ACCOUNT ID# _____

Check if doing business in the City of Danville and have a Danville Occupational License. If you do not have one contact the City IMMEDIATELY at 859-936-6840.

I had no employee earnings this quarter. Check box, sign form and return to address below.

FINAL RETURN (CHECK ONLY TO CLOSE ACCOUNT)
LAST DATE EMPLOYEES PAID: _____
I will have no employees in the future. Check box, sign form and return with any attachments to address below.



COLUMN 1 COUNTY AND CITY	COLUMN 2 TOTAL EARNINGS	COLUMN 3 EXCLUDED EARNINGS	COLUMN 4 SUBJECT EARNINGS	COLUMN 5 WITHHOLDING RATE	COLUMN 6 FEE DUE
BOYLE COUNTY				.0075	

Answer Questions Below:

- (1) Number of Employees working in Boyle County. _____
- (2) Number of Employees working in the City of Danville. _____

(Taxpayer MUST file
BOTH County AND
applicable City)

TOTAL FEE DUE	
PENALTY <small>5% per month or portion thereof not to exceed 25%. \$25.00 minimum penalty.</small>	
INTEREST <small>FEE DUE X 12% Per Annum Simple Interest</small>	
SUB-TOTAL AMOUNT DUE	



COLUMN 1 CITY	COLUMN 2 TOTAL EARNINGS	COLUMN 3 EXCLUDED EARNINGS	COLUMN 4 SUBJECT EARNINGS	COLUMN 5 WITHHOLDING RATE	COLUMN 6 FEE DUE
CITY OF DANVILLE				.0190	

I DECLARE UNDER PENALTY OF PURJURY THAT I HAVE EXAMINED THIS RETURN AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS A TRUE, CORRECT AND COMPLETE RETURN. RETURN MUST BE SIGNED.

SIGNATURE _____ DATE _____

PRINTED NAME/TITLE _____ PHONE NO. _____

**ENCLOSE CHECK OR MONEY ORDER PAYABLE TO
"BOYLE COUNTY TAX ADMINISTRATOR"**

Make payment and mail to:

TAX ADMINISTRATORS OFFICE
321 WEST MAIN ST., ROOM 117
BOYLE COUNTY COURT HOUSE
DANVILLE, KENTUCKY 40422-1848
PHONE (859) 238-1115

TOTAL FEE DUE	
PENALTY <small>5% per month or portion thereof not to exceed 25%. \$25.00 minimum penalty.</small>	
INTEREST <small>FEE DUE X 12% Per Annum Simple Interest</small>	
SUB-TOTAL AMOUNT DUE	
TOTAL AMOUNT DUE <small>Add Boyle County and City of Danville Subtotals.</small>	

TAXPAYER: PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN ORIGINAL

Visit our websites for INFORMATION: www.boyleky.com or www.danvilleky.org

BOYLE COUNTY TAX ADMINISTRATOR

321 WEST MAIN STREET, ROOM 117
BOYLE COUNTY COURTHOUSE
DANVILLE, KY 40422-1848
PH. (859) 238-1115 FAX (859) 238-1108

boyleky.com

BOYLE COUNTY AND CITY OF DANVILLE ANNUAL RECONCILIATION

TAX YEAR 20__

NAME AND ADDRESS _____

ACCOUNT # _____

FEIN # _____

YOU MUST ATTACH COPIES OF W-2 AND W-3 FORMS
THIS RETURN DUE BY 2/28

BOYLE COUNTY

QUARTER ENDING	A GROSS WAGES IN BOYLE CO BEFORE ANY DEDUCTIONS	B LICENSE FEE WITHHELD	C LICENSE FEE SUBMITTED
MARCH 31 .0075	\$ _____	_____	_____
JUNE 30 .0075	\$ _____	_____	_____
SEPT. 30 .0075	\$ _____	_____	_____
DEC. 31 .0075	\$ _____	_____	_____
TOTALS COUNTY	\$ _____	_____	_____

IF EMPLOYMENT WAS WITHIN THE CITY OF DANVILLE, BOTH SECTIONS ARE TO BE COMPLETED.

CITY OF DANVILLE

QUARTER ENDING	A GROSS WAGES IN DANVILLE BEFORE ANY DEDUCTIONS	B LICENSE FEE WITHHELD	C LICENSE FEE SUBMITTED
MARCH 31 .0190	\$ _____	_____	_____
JUNE 30 .0190	\$ _____	_____	_____
SEPT. 30 .0190	\$ _____	_____	_____
DEC. 31 .0190	\$ _____	_____	_____
TOTALS CITY	\$ _____	_____	_____

TOTALS (B) + (B) \$ _____ (C) + (C) \$ _____ DIFFERENCE BETWEEN B & C \$ _____

#W-2'S ATTACHED _____ #EMPLOYEES _____

IF DIFFERENCE IS **LESS THAN \$5.00**, NOTHING IS TO BE PAID OR BE REFUNDED. IF GREATER THAN **\$5.00**, PLEASE ISSUE PAYMENT AS APPROPRIATE TO AVOID PENALTIES. IF REFUND IS DUE YOU MUST **AMEND** THE APPROPRIATE QUARTERLY RETURN TO OBTAIN REFUND.

SIGNATURE _____ DATE _____

PRINTED NAME _____ TELEPHONE # _____ EXT. _____