



# City of Catlettsburg

2611 Louisa Street  
Catlettsburg, KY 41129



Faith Day, Mayor  
Kay Cole, City Clerk  
Michele Hughes, City Treasurer

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Cameron Logan, Chief of Police  
John Carroll, Fire Chief  
Martin Wheeler & Vincent, PSC

## CITY OF CATLETTSBURG EMPLOYEE QUARTERLY RETURN OF LICENSE FEE WITHHELD Under Ordinance 06-2009 SERIES (SEE INSTRUCTIONS AT BOTTOM OF FORM)

1. NUMBER OF TAXABLE EMPLOYEES \_\_\_\_\_
2. TOTAL SALARIES, WAGES, COMMISSION & OTHER COMPENSATION PAID TO ALL EMPLOYEES \$ \_\_\_\_\_
3. LESS: NON-TAXABLE ITEMS (COMPENSATION PAID FOR SERVICES OUTSIDE OF CATLETTSBURG) \$ \_\_\_\_\_
4. TAXABLE EARNINGS (ITEMS 2 MINUS ITEM 3) \$ \_\_\_\_\_
5. ACTUAL TAX WITHHELD IN QUARTER AT 1.5% (MULTIPLY LINE 4 BY THE 1.5%) \$ \_\_\_\_\_
6. IF FILED AFTER DUE DATE: ADD 5% PENALTY PER MONTH (\$25 MINIMUM/MAXIMUM 25%) AND 12% INTEREST PER ANNUM \$ \_\_\_\_\_
7. TOTAL (INCLUDES INTEREST AND PENALTY IF DUE) \$ \_\_\_\_\_  
\*If no wages were paid in this quarter, mark "NONE" and Return this form explanation\*

I hereby certify that the information statements contained herein and any schedules or exhibits attached are true and correct.

\_\_\_\_\_  
SIGNED

OFFICIAL TITLE      DATE

Owner, Partner, Member, President, Treasurer, Agent.

MAKE CHECKS PAYABLE TO THE:  
TREASURER, CITY OF CATLETTSBURG

Mail To: City of Catlettsburg  
2611 LOUISA ST.  
Catlettsburg, Ky. 41129-0533

	<u>MONTH</u>	<u>DAY</u>	<u>YEAR</u>
FOR QUARTER ENDING			
DUE ON OR BEFORE			

If Receipt is desired, Return Employer's Copy of This Form and Enclose Self Addressed, Stamped Envelope.

### INSTRUCTIONS FOR PREPARING AND FILING FORM

Each employee (except those specifically exempt by ordinance) of one or more persons must withhold the license fee of 1.5% from gross salaries, wages, and commissions paid. All employees are subject to the license fee except domestics, including employees of organizations in a business that is not subject to the license fee.

#### Quarterly Return

A quarterly return for all license fee withheld must be filed and the license fee paid by the last day of the month following the closing of the calendar quarter. An employee shall be liable to a fine and imprisonment as provided by the ordinance for failure to file a return and or to pay the license fee or for filing a fraudulent return. Interest and penalties are also provided for late filing.

**Item 1:** Enter total number of employees after eliminating those who are non-taxable.

**Item 2:** Enter total salaries, wages, commissions, incentive payments, bonuses and other compensation paid to all employees during quarter for which return is prepared. If no salaries, wages or other compensation was paid during this quarter, so indicate and file form with explanation why.

**Item 3:** Enter that portion of the compensation paid employees for services rendered outside the City of Catlettsburg.

**Item 4:** This represents the difference between subtracting items 2 from 3.

**Item 5:** This is the actual license fee withheld by multiplying it by the rate of 1.5%.