

**LAUREL COUNTY, KENTUCKY MONTHLY LICENSE FEE RETURN**

I hereby certify that the information, schedules, statements and exhibits filed herewith are true and correct. Signed _____ Title _____ Date _____ <input type="checkbox"/> No activity (Return form even if there was no activity this quarter.) <input type="checkbox"/> Final return (All taxes have been paid and no future activity is planned.) <input type="checkbox"/> Address change (Please note changes below)	Number of employees working in Laurel County _____ 1. Salaries, wages, commissions & other compensation \$ _____ 2. Less wages earned outside Laurel County \$ _____ 3. Taxable earnings (Line 1 minus Line 2) \$ _____ 4. Total Tax (Line 3 X .01) \$ _____ 5. Add (+) debit or subtract (-) credit \$ _____ 6. Penalty - 5% monthly; max 25%; min \$25.00 \$ _____ 7. Interest - 1% monthly or fraction thereof \$ _____ 8. Total due \$ _____
Account No. _____ FED ID OR SS NO. _____	Name and Address _____ <b>FILE THIS FORM WITH FIRST MONTH OF THE QUARTER</b>
<b>THERE WILL BE A \$25.00 FEE FOR RETURNED OR NSF CHECKS</b>	

Make checks payable LCOT and mail to:  
**LAUREL COUNTY OCCUPATIONAL TAX OFFICE**  
 PO BOX 650  
 LONDON KY 40743-0650  
 (606) 878-9766

Form WH-1 Rev. 01/01/2008

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Account No. _____ FED ID OR SS NO. _____	Name and Address _____ <b>FILE THIS FORM WITH SECOND MONTH OF THE QUARTER</b>
<b>THERE WILL BE A \$25.00 FEE FOR RETURNED OR NSF CHECKS</b>	

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Account No. _____ FED ID OR SS NO. _____	Name and Address _____ <b>FILE THIS FORM WITH THIRD MONTH OF THE QUARTER</b>
<b>THERE WILL BE A \$25.00 FEE FOR RETURNED OR NSF CHECKS</b>	

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# INSTRUCTIONS

The Laurel County Fiscal Court amended the Occupational Tax Ordinance in September of 2007 to reflect changes required by the state legislature in an effort to standardize Occupational Tax law across the state of Kentucky. Please review the notice sent with the fourth quarter return or view changes on line at [www.lcotax.com](http://www.lcotax.com).

Any employer withholding **five hundred dollars (\$500.00) or more** license fee **during any quarter shall file** a return and pay the license fee withheld **monthly**.

These returns are for filing your monthly returns. Each form is for a different month. **Please enter the month ending and the due date for the period you are filing.** You will receive returns near the beginning of each quarter for the following three monthly filing periods. You will receive the annual reconciliation form near the end of December. You should make a copy of the completed return for your records.

LINE 1. COMPENSATION BEFORE ANY DEDUCTIONS. THE OCCUPATIONAL LICENSE FEE IS ASSESSED ON TRUE GROSS. DO NOT DEDUCT FOR DEFERRED COMPENSATION, (401K, 403B, TSP, ETC.) OR SEC 125 PLANS (PRETAX HEALTH BENEFITS ETC.). YOU SHOULD INCLUDE COMPENSATION OF ALL EMPLOYEES OF THE BUSINESS. COMPENSATION IS DEFINED AS "THE GROSS AMOUNT OF ALL SALARIES, WAGES, COMMISSIONS, FEES (INCLUDING DIRECTOR FEES AND OFFICERS COMPENSATION), BONUSES, OR ANY OTHER MONEY PAYMENTS OF ANY KIND, OR OTHER CONSIDERATIONS HAVING A MONETARY VALUE..."

LINE 2. COMPENSATION AS DEFINED ON LINE 1 EARNED OUTSIDE LAUREL COUNTY.

LINE 5. ENTER ANY UNDERPAYMENTS OR CREDITS FROM PRIOR PERIODS. PLEASE EXPLAIN ON BACK OF FORM.

LINE 6. PENALTY OF 5% PER MONTH OR FRACTION OF A MONTH CALCULATED ON THE TOTAL OF LINE 4 AND LINE 5.

Penalty for late filing or late payment is 5% of the tax due for each calendar month or fraction thereof per month, with a maximum penalty of 25%, and a minimum penalty of \$25.00. **Therefore, if the return is filed after the due date the minimum fee of \$25.00 would apply even if the business did not have any taxable payroll for the period.**

LINE 7. CALCULATED ON THE TOTAL OF LINE 4 AND LINE 5 X 1% X NUMBER OF MONTHS OR FRACTION OF A MONTH.

Interest for late payment is 1% of the tax due for each calendar month or fraction thereof per month if the return is filed after the original due date.

**Example:** ABC Inc. had a 1<sup>ST</sup> quarter 2008 payroll of \$60,000.00 which results in a license fee of \$600. They filed their return for 1<sup>st</sup> quarter 2008. The return was postmarked on May 2, 2008. The return was due April 30, 2008.

Payroll	\$ 60,000.00-	
Laurel County license fee 1%	600.00	
Late filing/payment penalty	30.00	calculated at 5%
Interest on late payment	<u>6.00</u>	calculated at 1%
Total due	636.00	

**Explanation:** The return would have a penalty of 5%, (minimum of \$25), 1-month late, and interest of 1%, again 1-month late. **Each calendar month or fraction thereof is considered a month.**

ABC Inc. did not exceed a \$500.00 quarterly license fee in 2007 and thus was not required to pay monthly. They would begin monthly filings for the month of April 2008 in May of 2008.

**OUR OFFICE IS LOCATED IN THE LAUREL COUNTY COURTHOUSE ON THE FIRST FLOOR, ROOM 112. THE MAILING ADDRESS IS PO BOX 650 LONDON, KY 40743.**

Please visit our website: [www.lcotax.com](http://www.lcotax.com) where you can find out more information on any changes, download forms, view or download the occupational tax ordinance, and other information you may find helpful or informative.