

# EMPLOYER'S QUARTERLY RETURN OF LICENSE FEE WITHHELD



Woodford County  
 Tax Administrator  
 103 S. Main St, Room 201  
 Versailles, KY 40383  
 859-873-5701  
 859-873-0196 (FAX)  
<https://woodfordcounty.ky.gov>

Email questions to  
[tax@woodfordcountyky.gov](mailto:tax@woodfordcountyky.gov) RETURN  
 SERVICE REQUESTED

FOR	PERIOD	ENDED	DUE ON OR BEFORE
COUNTY OCCUPATIONAL ACCOUNT NUMBER			
MEMO TO TAXPAYER			
<p><b>THIS RETURN MUST BE FILED WHETHER YOU HAD PAYROLL OR NOT DURING THIS PERIOD</b></p> <p><b>LINE 1 MUST BE COMPLETED BY ALL TAXPAYERS</b></p>			

1. Number of Taxable Employees →
  2. Total Gross Salaries, Wages, Commissions and other Compensation Paid →
  3. Less Compensation Paid For Services Outside Woodford County →
  4. Taxable Earnings (Line 2 Minus Line 3) →
  5. County Tax Due (line 4 x 1.5%) →
  6. Less Estimated Payments →
  7. Net Taxes Due On or Before Due Date (Line 5 Minus Line 6) →
  8. Interest - 12% per anum after due date →
  9. Penalty - 5% of tax due per month or fraction of month not to exceed 25% of total tax due however, not less than \$25.00 →
  10. TOTAL TAX, PENALTY AND INTEREST →
- I hereby certify that this information is true and correct:


NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_  
 Business Name

## INSTRUCTIONS TO TAXPAYER

Payment should be made payable to:

WC Tax Administrator  
 103 South Main St. Room 201  
 VERSAILLES, KY 40383

Our office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

if this business has changes address, ownership, or tax entity, notify this office immediately.

The employer must submit an annual reconciliation of gross wages and taxes filed with the County on or before the last day of February of each year.

Please make a copy to retain for your records.