

CITY OF PRESTONSBURG  
**Reconciliation of License Fee Withheld**

During Year Ended \_\_\_\_\_

**To Be Filed By February 28 – Or With The FINAL Quarterly Return  
 Of The Closing Of Any Business Either By Sale or Dissolution.**

EMPLOYER'S NAME, ADDRESS AND ACCOUNT NUMBER

HOW TO RECONCILE YOUR PAYROLL AND WITHHOLDINGS

Enter under TOTAL PAYROLL the quarterly totals of all compensation paid all employees. Deduct any payments for services performed outside the City of Prestonsburg and enter balance in SUBJECT PAYROLL column. SUBJECT PAYROLL includes all compensation, i.e., Vacation and Holiday pay, etc.

ATTACH COPIES OF FEDERAL FORMS W-2'S AND W-3 AS FILED WITH SOCIAL SECURITY ADMINISTRATION.

EMPLOYERS WITH PAYROLL BOTH INSIDE/OUTSIDE THE CITY OF PRESTONSBURG ARE REQUIRED TO ATTACH A LISTING OF THE TAXABLE WAGES APPLICABLE TO THE CITY OF PRESTONSBURG IF WAGES ARE NOT SHOWN SEPARATELY ON THE W-2 FORMS.

**AMOUNT FROM EMPLOYER'S QUARTERLY RETURN FORM 221**

	<u>TOTAL PAYROLL</u>		<u>SUBJECT PAYROLL</u>		<u>LICENSE FEE WITHHELD</u>
1. 1st Quarter ended Mar. 31 ....	\$ _____		\$ _____	X 1.5%	= \$ _____
2. 2nd Quarter ended June 30..	\$ _____		\$ _____	X 1.5%	= \$ _____
3. 3rd Quarter ended Sept. 30..	\$ _____		\$ _____	X 1.5%	= \$ _____
4. 4th Quarter ended Dec. 31 ...	\$ _____		\$ _____	X 1.5%	= \$ _____
5. TOTAL ALL QUARTERS .....	\$ _____		\$ _____		\$ _____
6. Number of employees _____					

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\*\*ALL RETURNS RECEIVED WITHOUT W-2 FORMS, W-3 FORM AND SIGNATURE WILL BE ASSESSED A \$20.00 SERVICE CHARGE\*\***

**NOTICE: THIS FORM MUST BE RETURNED WHETHER OR NOT YOU HAD EMPLOYEES DURING THE YEAR. A PENALTY OF \$25.00 APPLIES FOR FAILURE TO FILE THIS FORM BY DUE DATE.**

MAIL TO:  
 CITY OF PRESTONSBURG  
 200 North Lake Drive  
 Prestonsburg, KY 41653  
 www.prestonsburgcity.org  
 (606) 886-2335