

# EMPLOYER'S QUARTERLY RETURN OF LICENSE FEE WITHHELD

CITY OF PRESTONSBURG, KENTUCKY  
LICENSE FEE DIVISION

FORM E. Q.

UNDER ORDINANCE 1969 SERIES

(INSTRUCTIONS ON REVERSE  
SIDE OF EMPLOYER'S COPY)

- 1. Number of Taxable Employees \_\_\_\_\_
- 2. Total Salaries, Wages, Commission, and Other Compensation Paid All Employees (+) \_\_\_\_\_ \$ \_\_\_\_\_
- 3. Less: Non-Taxable Items (compensation Paid For Services Outside Of Prestonsburg) \_\_\_\_\_
- 4. Taxable Earnings (Item 2 Minus Item 3) \_\_\_\_\_
- 5. Actual Tax Withheld In Quarter at 1 1/2% \_\_\_\_\_ \$ \_\_\_\_\_
- 6. Interest (1/2 of 1% Per Month) \_\_\_\_\_
- 7. Penalty 10% of License Fee \_\_\_\_\_
- 8. Interest on Penalty (1/2 of 1% per month) \_\_\_\_\_
- 9. Total (Includes Interest and Penalty if Due) \_\_\_\_\_

• If no wages were paid this quarter, mark "NONE" and return this form with explanation.

(NAME AND ADDRESS OF EMPLOYER)

I Hereby certify that the information and statement contain herein and any schedules or exhibits attached are true and correct.

Signed \_\_\_\_\_

Official Title \_\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent \_\_\_\_\_ Date \_\_\_\_\_

This Return Must Be Filed On Or Before Date Due As Shown Below

Make Check or Money Order Payable to: City of Prestonsburg, KY

YEAR \_\_\_\_\_ REPORT FOR THIS QUARTER (check one)

- 1. January, February, March Due April 15th
- 2. April, May, June Due July 15th
- 3. July, August, September Due Oct. 15th
- 4. October, November, December Due Jan. 15th

Mail To:  
License Fee Division  
City of Prestonsburg  
200 North Lake Drive  
Prestonsburg, Ky 41653  
(606) 886-2335

Notify License Fee Division, City of Prestonsburg of any change in ownership or name and address shown above. If Receipt is Desired, Return Employer's Copy of This Form and Enclose self-addressed, stamped envelope.

## INSTRUCTIONS FOR PREPARING AND FILING FORM EQ (Reverse side of Form)

Each employer (except those specifically exempt by ordinance) of one or more persons must withhold the license fee of 1 1/2% 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. Compensation earned prior to January 1, 1970, is not subject to the license fee.

### Quarterly Return

A quarterly return for all license fees withheld must be filed and the license fee paid by the fifteenth day of the month following the close of the calendar quarter. An employer shall be liable to a fine and imprisonment as provided by ordinance for failure to file and return and/or to pay the license fee 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 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 EQ with explanation.
- Item 3 Enter that portion of the compensation paid employees for services rendered outside the City of Prestonsburg.
- Item 4 Represents the difference between items 2 and 3.
- Item 5 Shall be the actual license fee withheld at the rate of 1 1/2%.