## EMPLOYER'S QUARTERLY RETURN OF PAYROLL TAX WITHHELD

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

1. NUMBER OF TAXABLE EMPLOYEES	\$	i hereby cartify that the information and statements contained herein and any schedules or exhibits attached are true and correct.
2. TOTAL SALARIES, WAGES, COMMISSION, AND OTHER COMPENSATION PAID ALL EMPLOYEES. (*)-GROSS 3. LESS NON-TAXABLE ITEMS (COMPENSATION PAID FOR SERVICES OUTSIDE OF CAVE CITY)		(SIGNED)
4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) 5. ACTUAL TAX WITH KELD IN QUARTER AT 2% 6. PENALTY (10%) OF TAX DUE	<u>s</u>	Owner, Partner, Member, President, Treasurer, Agent, Date This Return Must Be Filed on or Before Date Due Shown Below.
7. LATE FEE (5%) EACH DAY LATE 8. TOTAL INCLUDES PENALTY AND LATE FEE IF DELINQUENT		MAKE CHECKS OR MONEY ORDER PAYABLE TO: TREASURER, CITY OF CAVE CITY, KENTUCKY
(NAME AND ADDRESS OF EMPLOYER)		MO. DAY YR. FOR QUARTER ENDING
NOTIFY CITY CLERK, CITY OF CAVE CITY, OF CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE		City of Cave City PO Box 567 Cave City, KY 42127

## INSTRUCTIONS FOR PREPARING AND FILING FORM.

(Reverse side of Form)

Each employer (except those specifically exempt by ordinance) of one or more persons must withhold the Payroll Tax of 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. Effective December 31, 1986.

## Quarterly Return

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**CITY OF CAVE CITY** 

A quarterly return for all Payroll Tax withheld must be filed and the Payroll Tax paid by the 15th day of the month following the close of the quarter. An employer shall be liable to a fine and imprisonment as provided by ordinance for failure to file a return and/or to pay the Payroll Tax 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 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.
- Item 3 Enter that portion of the compensation paid employees for services rendered outside the City of Cave City.
- Item 4 Represents the difference between items 2 and 3.
- Item 5 Shall be the actual Payroll Tax withheld at the rate of 2%.
- Item 6 Penalty shall be 10% of the tax due.
- Item 7 Late fee shall be 5% of the tax due for each business day that return is late.

(INSTRUCTIONS ON REVERSE SIDE OF EMPLOYER'S COPY)