



Occupational License Administrator
P.O. Box 397, Taylorsville, Kentucky 40071
Phone: 502-477-2997 Fax: 502-477-2998/3206

ANNUAL RECONCILIATION OF EMPLOYERS QUARTERLY RETURN OF OCCUPATIONAL LICENSE FEES WITHHELD AND INDIVIDUAL EMPLOYEE STATEMENT

CHECK IF CHANGE IN ADDRESS IS BELOW

Name _____

Address _____

City _____ State _____ Zip _____

Federal ID _____ Phone _____ Ext _____

NOTE: NO REFUNDS OR CREDIT WILL RESULT FROM ENTRIES MADE ON THIS FORM. W-1 RETURN MUST BE AMENDED FOR REFUNDS OR CREDITS.	ACCOUNT NUMBER	YEAR	DUE DATE
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QUARTER ENDING	AMOUNT THAT SHOULD HAVE BEEN PAID	
1. MARCH 31 ST	<input style="width: 100%; height: 25px;" type="text"/>	
2. JUNE 30 TH	<input style="width: 100%; height: 25px;" type="text"/>	
3. SEPTEMBER 30 TH	<input style="width: 100%; height: 25px;" type="text"/>	
4. DECEMBER 31 ST	<input style="width: 100%; height: 25px;" type="text"/>	
5. TOTAL QUARTERLY TAXES THAT SHOULD HAVE BEEN PAID (Sum of Lines 1 - 4)		<input style="width: 100%; height: 25px;" type="text"/>
6. TOTAL TAXES WITHHELD PER SCHEDULE OF EMPLOYEES' WAGES ATTACHED		<input style="width: 100%; height: 25px;" type="text"/>
7. DIFFERENCE BETWEEN LINE 5 & LINE 6		<input style="width: 100%; height: 25px;" type="text"/>

 AUTHORIZED SIGNATURE DATE

INSTRUCTIONS FOR ANNUAL RECONCILIATION OF WITHHOLDING TAXES

Wage and Tax Statements should be submitted for only those employees that earned wages while working in Spencer County, Kentucky. If any quarter(s) has been over or underpaid, amended quarterly payroll tax forms must be attached to this Form W-3, If any additional tax is owed (Line 7 of this form), please submit your check to the Spencer Co. Treasurer along with these forms.

This reconciliation form and employee W2 forms must be filed with the Spencer County Occupational License Administrator's Office at the address above, **on or before February 28th**. W-2 information and the Annual Reconciliation (Form W-3) should be mailed **separately** from the 4th quarter withholdings tax return. If no W-2 will be filed, complete the Schedule of Employees' Wages on the reverse side of this return. Forms also available at www.spencercountyky.gov (Choose County Government link, then choose Occupational Tax Forms link)

