1. Total Gross Salaries, Wages, Commissions and Other Compensation Paid
2. Less Compensation Paid for Services Outside Glasgow
3. Taxable Earnings (Line 1 Minus Line 2)
4. City Tax Withheld (Line 3 x 1.5%)
5. Less Credits or Prepayments
6. Net Taxes Due On or Before Due Date (Line 4 Minus Line 5)
7. Interest - 1% per month or fraction thereof
8. Penalty - 5% per month not to exceed 25% (Minimum Penalty $25)
9. TOTAL TAX, PENALTY AND INTEREST
10. Number of Employees in Glasgow On Last Payroll In This Period

I hereby certify that this information is true and correct:

Name  Title  Date

**INSTRUCTION TO TAXPAYER**

1. Payment should be made payable to: LICENSE FEE DIVISION, CITY OF GLASGOW, 126 E. Public Sq., Suite 100, P.O. Box 278, Glasgow, KY 42142-0278. Our Telephone number is (270) 651-5131. Our office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

2. A copy of this form must accompany your payment. You should retain a copy of the completed form for your records.

3. If this business has changed ownership or tax entity please notify this office immediately.

4. Please make any necessary mailing address changes to this form.

5. This form must be returned with explanation even if you had no employees during this tax period.

6. All Employee Withholding Taxes remaining unpaid after they become due shall bear interest at the rate of 1% one per percent per month until paid. All taxes remaining unpaid shall be subject to a five percent (5%) penalty per month not to exceed 25%, however the penalty shall not be less than $25.00.

7. The employer must file with the City a copy of the employees’ W-2 Wage Tax Statement on or before the last day of February of each year.