



CITY OF GLASGOW KY
P O BOX 278
GLASGOW KY 42142-0278
(270) 651-5131

CITY EMPLOYEE WITHHOLDING TAX

THIS RETURN MUST BE FILED WHETHER YOU HAD EMPLOYEES OR NOT DURING THIS PERIOD.

- 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** →

For	Ended	Due On Or Before

Memo To Taxpayer

City Occupational Account Number

Mailing Address

I hereby certify that this information is true and correct:

Name	Title	Date

INSTRUCTION TO TAXPAYER

- 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.
- A copy of this form must accompany your payment. You should retain a copy of the completed form for your records.
- If this business has changed ownership or tax entity please notify this office immediately.
- Please make any necessary mailing address changes to this form.
- This form must be returned with explanation even if you had no employees during this tax period.
- 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.
- 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.