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# CITY OF FLORENCE, KENTUCKY

## EMPLOYERS QUARTERLY RETURN OF LICENSE FEE

(NOTE: This original must be filled out and returned to the City of Florence. Please make a copy for your personal records.)

CALENDAR YEAR <input type="text"/>	
QUARTER ENDING <input type="text"/>	DUE DATE <input type="text"/>
<input type="text"/>	<input type="text"/>

Business Name:  Federal ID/SS #:   
 Address:  Phone #:   
 Address:   
 City/State/Zip:   Check here for address changes.

**INSTRUCTIONS:** If this is a 1st, 2nd, 3rd or 4th Quarter return, please fill out **section 1** below.  
 For the Annual Reconciliation, please fill out **section 2** below.

**SECTION 1. QUARTERLY RETURN FOR QUARTERS 1, 2, 3, and 4**

Annual wage cap for taxable wages/compensation is equal to Social Security maximum.	<b>1</b>	Gross wages	\$	<input type="text"/>
	<b>2</b>	Less wages earned outside city/over SS MAX	\$	<input type="text"/>
This quarterly return must be remitted to the City of Florence <b>EVEN IF THERE ARE NO WAGES TO REPORT!</b> Non filers will be subject to penalty.	<b>3</b>	Total City of Florence taxable wages	\$	<input type="text"/>
	<b>4</b>	Total tax due (line 3 x 2%)	\$	<input type="text"/>
	<b>5</b>	Penalty (Minimum of \$25 or 5% per month not to exceed 25%)	\$	<input type="text"/>
Florence Finance Department at (859) 647-5413.	<b>6</b>	Interest (1% per month)	\$	<input type="text"/>
<b>Required Number of Employees:</b> <input type="text"/>		<b>TOTAL:</b>	\$	<input type="text"/>
		<b>For Quarter Ending (Circle One):</b>		<b>3/31   6/30   9/30   12/31</b>
		<b>Due Date:</b>		<b>4/30   7/31   10/31   1/31</b>

**SECTION 2. ANNUAL RECONCILIATION and W-2/W-3 FORMS DUE 2/28**

This annual reconciliation must be re-mitted to the City of Florence, even if there are NO wages to report. If you have any questions, please contact the City of Florence Finance Department at (859) 647-5413	Payments Remitted (excluding penalties & interest)	<b>1</b>	Gross wages (per W-2's)	\$	<input type="text"/>
	1Q \$ <input type="text"/>	<b>2</b>	Less wages earned outside city/over SS MAX	\$	<input type="text"/>
	2Q \$ <input type="text"/>	<b>3</b>	Total City of Florence taxable wages	\$	<input type="text"/>
	3Q \$ <input type="text"/>	<b>4</b>	Total tax due (line 3 x 2%)	\$	<input type="text"/>
	4Q \$ <input type="text"/>	<b>5</b>	Less total already remitted (Sub-Total from left)	\$	<input type="text"/>
	<b>Sub-Total</b> \$ <input type="text"/>	<b>6</b>	<b>Sub-Total of Balance Due :</b>	\$	<input type="text"/>
	<b>Total</b> \$ <input type="text"/>	<b>7</b>	Penalty (Minimum of \$25 or 5% per month not to exceed 25%)	\$	<input type="text"/>
		<b>8</b>	Interest (1% per month)	\$	<input type="text"/>
		<b>Balance Due:</b>	\$	<input type="text"/>	

Please make sure to include W-2 and W-3 forms with this remittance!

<b>Signature:</b> <input type="text"/>	<b>For returns WITH PAYMENT</b>	<b>For returns WITHOUT PAYMENT</b>
<b>Date:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	<b>Please remit to:</b>	<b>Please remit to:</b>
	City of Florence, Kentucky	City of Florence
	P.O. Box 78 Burlington, KY	Attn: Finance Dept
	41005-0078	8100 Ewing Blvd.
		Florence, KY 41042

I declare, under the penalties of perjury, that this return has been examined, and to the best of my knowledge, is a true, correct, and complete return.C