



Occupational License Tax Department

www.BooneCountyKy.org

PO Box 960
Burlington, KY 41005
(859) 334-2144
Fax (859) 334-3914
occllicense@boonecountyky.org

Annual Reconciliation Instructions for 2017

An annual return is required to be filed for any business that is required to file quarterly payroll withholding tax returns, regardless if the taxpayer had taxable wages or withholding. In order to eliminate the filing requirement for taxpayers with no employees, please fill out a change form located on our website and indicate the date you stopped paying employees. We will deactivate the payroll portion of your payroll account. If/when you have employees, all you need to do is file the same change form indicating when you will begin paying employees.

Please fill in the blank for the total number of employees that worked in Boone County for the current tax year for each of the three taxes.

Please fill in the blanks of each quarter for the wages and tax withheld/remitted for the three categories that were remitted during the year of 2017. Add the quarterly amounts and enter in the total remitted blank. Please verify that these figures match the Quarterly Payroll Returns you have filed. If they differ, amended returns will need to be filed for the affected quarters.

Enter the total W-2 wages subject to the respective tax and multiply by the appropriate tax rate. Enter the total number of W-2's for each category on the respective line.

- The employees' W-2's are to be filed with the reconciliation prior to February 28, 2018. No extension will be granted. Late filed annual reconciliations will incur a \$75 late filing penalty.
- The taxable wages and tax amounts withheld for each of the three separate taxes must be listed individually by employee, either on the W2 or on a separate listing.
- Please make sure the Employee addresses are listed.
- It is unacceptable to have negative taxable wages/withholding in any given quarter. Any adjustments need to be made in the quarter in which the wage/tax was initially reported.
- We do not accept magnetic media for W2's at this time

Subtract the total remitted for each category from the W-2 totals.

Add the respective tax categories together (A+B+C) to arrive at the net amount due/overpaid.

If the difference is less than \$5.00, no amount is due or will be refunded. However, if greater than \$5.00, send payment along with this form and the W-2's to:
Boone County Occupational License Department, PO Box 960, Burlington, KY 41005-0960.

If a refund of \$5.00 or more is shown, you must amend the correct quarterly return and submit the amended form to receive a refund.

Mail your Annual Reconciliations and W2's to:

**Boone County Fiscal Court
Occupational License Department
PO Box 960
Burlington, KY 41005-0960**

Returns mailed to the incorrect location will be considered late and will be assessed a \$75 penalty.

If you have any questions, please call 859-334-2144 or email: OccLicense@BooneCountyKy.org.

Tax forms can be accessed at our web site: http://www.boonecountyky.org/departments/occupational_licensing/index.aspx