



The City of Russell provides that, the 1.15% Occupational License Fee applies to all individuals, employers and businesses in the City of Russell. The rate is:

- (1) 1.15% of each individual's gross wages, salaries, commissions and other compensation (including deferred compensation and employee contributions to Cafeteria Plans under Section 125 of the IRC) paid to employees earned within the City of Russell.
- (2) 1.15% of the net profits of every business from activities conducted within the City of Russell.

Additional provisions of the Ordinance are:

- (1) Each employer must withhold 1.15% license fee from gross wages, salaries, commissions and other compensation (including deferred compensation and employee contributions to Cafeteria Plans under Section 125 of the IRC) paid to employees for services performed within the City of Russell.
- (2) Each business becoming subject to the Ordinance must at the time obtain an Occupational Business License. The initial fee of \$100.00 must be paid at the time of registration. This minimum fee may be used as a credit on the annual Net Profits License Fee Return when it is filed after the close of your accounting period but it is not refundable.

The forms for required reporting are:

- (1) The Employer's Return of License Fee Withheld must be used by employers to report license fee withheld from employees,
 - a. when the total amount withheld is \$3000.00 or *more* per quarter it must be submitted monthly,
 - b. when the total amount withheld is *less* than \$3000.00 per quarter it must be submitted quarterly.
- (2) The Annual Reconciliation of License Fee Withheld must be used by employers to report annually the name, address, social security number, compensation earned and license fee withheld of each employee. Employee's W-2s must be provided.
- (3) The Net Business Profits License Fee Return must be used by each business to report annually its net profits subject to the 1.15% license fee.

Each of the three forms listed will provide further detailed information and instructions. A complete copy of our Ordinance is available by request.

QUESTIONNAIRE AND INITIAL REPORTING FOR AN OCCUPATIONAL LICENSE FEE ACCOUNT



An **initial** fee of \$100.00 (make check payable to City of Russell – Occupational License Fee) **must** be enclosed with the questionnaire when it is returned. This fee may be used as a credit on the annual Net Profit License Fee Return when it becomes due. For new businesses with a start date after June 30th the prorated fee is \$50. NON-PROFIT organizations will not be required to make the \$100.00 initial payment nor file a Net Profit License Fee return, provided a copy of the federal letter of exemption is submitted to support the non-profit status.

Return to: City of Russell – Occupational License Fee Division
PO Box 473
Russell, KY 41169
606-833-9555

OFFICE USE ONLY			
Account #	Validating Number		
Amount	Payment	Type	FYE
\$	<input type="checkbox"/> Cash <input type="checkbox"/> Check		
Date Assigned	Collector	Req. By	

Business or Trade Name: _____

Doing Business As: _____

Local Business Address:

(No P O Boxes)

Business Mailing Address: _____

Mailing Address for Forms if Different (Accountant): _____

Check if Mailing Address is to a tax preparer which is not an employee of your business. If so, you **must** complete the line above.

Contact Name and Phone (for filing returns): _____

E-mail Address: _____

Telephone Numbers:

Business: _____

Fax: _____

Other: _____

Ownership:

Sole Proprietor

Partnership

Corporation

S Corporation

LLC/Sole Proprietor

LLC/Partnership

LLC/Corporation

LLC/S Corporation

Non-Profit (attach federal exemption letter)

Other

Name of owner(s), partners, or corporate officers: _____

Social Security Number: _____

Federal ID #: _____

Nature of Business: _____

Date Business Started in the City: _____

Do you have employees? Yes No # _____

Anticipated gross monthly payroll in Russell? _____

Accounting period per federal income tax return?

Calendar Year

Fiscal Year (month/day) _____

Do you have any other business entities in Russell?

Yes No

If "YES", list the business name(s): _____

I certify that, to the best of my knowledge, the above information is true, accurate, and complete.

Signature

Title

Date