

**GRAYSON COUNTY
OCCUPATIONAL LICENSE ADMINISTRATOR
PO BOX 4160
LEITCHFIELD, KY 42755
DEEDEE WHITELY, ADMINISTRATOR
Tel 270-230-0046 Fax 270-259-0512
Direct Line : 270-971-1770**



Information regarding the Grayson County Occupational Tax:

Grayson County Ordinance 230.5 states that **ALL** businesses located or doing business within county boundaries are **required** to remit an Occupational Tax Withholding for each employee on a quarterly basis and remit a Net-Profit Annual Return each year.

Attached below will be a blank Registration Form, a blank Quarterly Form and a blank Net Profit Form.

Once the business has been registered in our system you will be given a 4 digit acct. number and forms will be mailed to the mailing address that was provided.

If you would like a copy of Tax Ordinance 230.5, or have any questions pertaining to Occupational Tax you may contact the administrator at the provided information listed below.

Deedee Whitely, Grayson County Occupational Tax Administrator

Address: PO Box 4160, Leitchfield, KY 42755

Phone: 270-971-1770 direct line

Email deedee@graysoncountyky.org,

Or email deedeewhitely@gmail.com

GRAYSON COUNTY
OCCUPATIONAL LICENSE FEE
PO BOX 4160

LEITCHFIELD, KY 42755

Phone: 270-230-0046 FAX 270-259-0512

Direct Line 270-971-1770

REGISTRATION FORM

(LOCAL OPERATIONS)

BUSINESS NAME: _____

IF CHANGE OF NAME/OWNERSHIP(GIVE FORMER NAME) _____

NATURE OF BUSINESS: _____

Fed ID# or SS#: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP _____

MAILING ADDRESS: (if different from above) _____

TELEPHONE NUMBER: () _____

CONTACT PERSON: _____

FOR TEMPORARY BUSINESS ONLY

PROJECT NAME: _____

DATE STARTED: _____

COMPLETION DATE _____

NUMBER OF EMPLOYEES: _____

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENTS ARE TRUE & CORRECT.

DATE: _____

SIGNATURE: _____

TITLE: _____

OCCUPATIONAL TAX/NETPROFIT TAX WAS ESTABLISHED BY THE GRAYSON FISCAL COURT AT THE RATE OF (1/2)% OR 0.5% (.005). THIS FORM IS TO BE COMPLETED BEFORE A BUSINESS OPENS OR BEGINS WORK IN THIS COUNTY. THIS FORM IS FOR ORDINANCE #230.5 PASSED February 17, 1999. ANY QUESTIONS MAY BE DIRECTED TO THE OCCUPATIONAL TAX ADMINISTRATOR.

Grayson County Employer's Quarterly Return Withholding Tax

PO Box 4160
Leitchfield, KY 42755
Dir. Line: 270-971-1770
270-230-0046
deedee@graysoncountyky.org

For Period Ending _____ **due by** _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

BUSINESS LOCATION: _____

TELEPHONE: _____

MOBILE NUMBER: _____

OF EMPLOYEES: _____

ACCOUNT NUMBER: _____

PERIOD BEGINNING: _____

PERIOD ENDING: _____

RETURN DUE: _____

MAKE CHECKS PAYABLE TO:

Grayson County Tax Administrator
PO Box 4160
Leitchfield, KY 42755

- 1. Total Gross Wages, Salaries and Other Compensation Paid \$ _____
- 2. Less Compensation Paid for Services Outside of Grayson County \$ _____
- 3. Taxable Earnings (line 1 minus line 2) \$ _____
- 4. Withholding Tax Due (line 3 x 0.5%) \$ _____
- 5. Penalty 10% of Line 4 \$ _____
- 6. Interest 8% Per year (0.67% Per Month) \$ _____
- 7. TOTAL (Add Lines 4, 5, 6) \$ _____

** Penalty and Interest will be assessed if payment is not made on or before the due date.*

Notify this office if change of tax entity, name or address.

*This form must be returned even if no wages paid during this period.

Signature: _____ **Title:** _____ **Date:** _____

Printed Name: _____

FOR INTERNAL USE ONLY

Date: _____ **Check Number:** _____ **Amount:** _____

Grayson County Tax Administrator
PO Box 4160
Leitchfield, KY 42755
 270-230-4600, Fax: 270-259-0512
 Dir. Line: 270-971-1770

Grayson County Tax Administrator
NET PROFIT LICENSE FEE RETURN

Account No. **Federal ID/SSN** **Business Name**

SCHEDULE A

ITEMS NOT DEDUCTIBLE		
1.	Taxes based on income	
2.	Grayson County Tax Administrator license fee	
3.	Net operating-loss deduction	
4.	Total not deductible	

SCHEDULE B

COMPUTATION OF PERCENTAGE OF NET PROFITS SUBJECT TO LICENSE FEE			
ALLOCATION FACTOR	(A) Grayson County Tax Administrator FACTOR	(B) TOTAL EVERYWHERE	(C) Grayson County Tax Administrator PERCENTAGE
1. Gross Sales or Receipts			

Grayson County Tax Administrator
PO Box 4160
Leitchfield, KY 42755
 270-230-0046 Fax: 270-259-0512
 Dir. Line 270-971-1770

Grayson County Tax Administrator
NET PROFIT LICENSE FEE RETURN

Account No. _____

BUSINESS NAME _____

FOR YEAR ENDED
DUE DATE
15th day of the fourth month following close of the year.
Federal ID or Social Security No.

STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE _____

TRADE NAME, if any: _____

NATURE OF BUSINESS _____

ATTACH A COPY OF THE
 APPLICABLE FEDERAL
 RETURN OR SCHEDULE:

FED. SCH. C or E (1040)
 FED. 1041, 1065 or 1120

Please note: Federal return
 should include Cost of Goods
 Sold Schedule and/or Other
 Schedule

ALL 1099 FORMS
 ISSUED MUST BE
 ATTACHED.

1.	Net Profit/Income per attached Federal Return	
2.	Add: Items Not Deductible (Line 4, Schedule A)	
3.	Adjusted Net Profit (Line 1 plus Line 2)	
4.	Grayson County Percentage (From Schedule B)	
5.	License Fee Due (0.5% of Line 4)	
6.	NO ANNUAL LICENSE FEE REQUIRED	
7.	Enter the larger of Line 5 or Line 6	
8.	Total Estimated Payments (including annual business license fee) and Prior Credits	
9.	Refund or Credit. If Line 8 is greater than Line 7, enter the difference. (Circle Refund or Credit)	
10.	Balance Due. If Line 7 is greater than Line 8, enter the difference	
11.	Penalty (10% of Line 5)	
12.	Interest (8% Per year (0.67% Per Month))	
13.	Total Amount Due (add Lines 11, 12, and 13)	

I certify that the statements made herein and in any supporting schedules are true, correct, and complete to the best of my know

Authorized Signature: _____

Title: _____

Date: _____

FOR INTERNAL USE ONLY

Reconciled By: _____

Date: _____

NET PROFIT LICENSE FEE RETURN INSTRUCTIONS

GENERAL

Any individual, partnership, association, corporation, (Sub-S Corporations may file from information provided on Schedule S or K-1 for individuals), fiduciary or other entity engaged in the operation of any business, profession or enterprise in Grayson County, Kentucky is subject to an annual one-half (.5) percent net profits tax derived from business, profession or other income earned in Grayson County under ordinance. If this is the first time you are filing, please print the word new at the top of this form.

WHO SHOULD FILE

The Net Profits License Fee Return is to be filed by any entity or person having receipts and/or payroll within Grayson County. The return shall be filed by any individual earning wages in Grayson County which did not have .5% of their wage withheld by an employer. Non-employee earnings from 1099 Misc. are subject income. Receipts from the rental of real estate are subject income. Receipts from farm operation (crops, livestock, rent, leases, royalties, USDA, timber, etc) are subject income.

EXTENSION REQUEST

If an extension of time for filing is necessary, it will be granted if we are notified by telephone, fax or mail. A copy of your form 4868, 2688 or 7004 is required.

ACCOUNTING

The law and regulations of Internal Revenue Code pertaining to methods of accounting for federal income tax shall be applicable to the methods of accounting allowed by Grayson County. The licensee's income shall be computed for Grayson County license fee purposes on the basis of the same calendar year of fiscal year required by the federal government. Where a "cash basis", "accrual basis", "long term contract basis" or some hybrid method is used in filing federal income tax returns, the same method must be used in reporting the income reportable for Grayson County Net Profit License Return purposes.

LINE-BY-LINE INSTRUCTIONS

LINE 1 Gross receipts/sales and other income from federal return Schedule C, E, F (1040), Federal 1041, 1065, 1120, attach copies of applicable schedules to return. Other income includes all subject earnings on which the .5% fee has not been withheld. Report Grayson County receipts/sales only. Filers whose federal/state return includes income from outside our jurisdiction should report only the percent generated in Grayson County if your accounting system has not separated during the tax year.

Income which is not subject: A) Interest on Corporate Bonds, B) Interest on US Government Securities, C) Royalties on Patents and Copyrights, D) Dividends, E) Net Capital Gain.

LINE 2 Enter cost of goods sold, operating expenses and other deductions allowed on federal return. Filers with operations within and outside Grayson County which used a percent of their total receipts for Grayson County on Line 1 must use the same percent for expenses reported on Line 2.

Items not deductible A) Federal, State and Local taxes based on income, B) Grayson County License Fee, C) Net Operating Loss Deduction, D) Capital Loss, E) Salaries paid to Partners.

Round all dollar amounts to nearest dollar.

LINE 3 Subtract Line two (2) from Line one (1).

LINE 4 Enter one-half (.5) percent of Line three (3).

LINE 5 Ten (10) percent penalty of amount due on line four (4) if not mailed by due date. NOTE: See extension request.

LINE 6 Interest will be assessed at eight (8) percent annum, or .67% per month on amount due on Line 4 if not mailed by due date. NOTE: See extension request.

LINE 7 Line four (4) plus (+) Line five (5) and Line six (6) (if applicable) is the amount due with return.

LINE 8 A person engaged in agriculture business, (raising crops and livestock who employs less than five (5) employees on a regular basis (four hundred fifty (450) hours during a quarter), may file a return and pay the withholding tax at the end of the taxable year.

Net Profits License Fee Return should be taken to your professional tax preparer to be completed with federal and state tax returns. All local firms have extra forms for their clients. If you do not use a tax professional, or are not required to file a federal or state return, you may request a Grayson County staff person to complete your return (from your information).

Please call so that we will be available to help you when you come to the County Courthouse. We can give you the receipts and expense information we require at that time. Our office will be open 8 am - 4pm Monday thru Friday.

**Tax Administrator
(270) 259-0354**