

**CITY OF COVINGTON, KENTUCKY**  
**EMPLOYERS' ANNUAL RECONCILIATION OF**  
**LICENSE FEE WITHHELD**

For Year Ended  
 Month Day Year

**TO:** Print Name & Mailing Address of Employer

Account #

Federal ID #

**WITHHOLDING PAYMENT SCHEDULE - MONTHLY OR QUARTERLY**

Jan _____	April _____	July _____	Oct _____
Feb _____	May _____	Aug _____	Nov _____
Mar _____	June _____	Sept _____	Dec _____
1st Qtr _____	2nd Qtr _____	3rd Qtr _____	4th Qtr _____

Number of Employees as of 12/31: \_\_\_\_\_ Total Payments \$ \_\_\_\_\_

**FEE COMPUTATION**

\*\*\*\*\*IMPORTANT\*\*\*\*\*

Enclose Copies of  
 Federal Forms W-2  
 and W-3,  
 Transmittal of Wage  
 and Tax  
 Statements, or a  
 Detailed Employee  
 Listing with the  
 Required  
 Equivalent  
 Information

**DUE**  
**FEBRUARY 28**

Remit to:  
**CITY OF COVINGTON**  
 638 Madison Ave.  
 Covington, KY 41011  
 (859)292-2184  
[www.covingtonky.com](http://www.covingtonky.com)

- |   |       |
|---|-------|
| 1) Total Wages, Tips, Other Compensation per Box 1 of Federal Form W-2 or W-3   | _____ |
| 2) Add Deferred Compensation Contributed by Employees   | _____ |
| 3) Add Welfare Benefit, Fringe Benefit, or Other Benefit Plan Payments Contributed by an Employee                     | _____ |
| 4) Total Gross Compensation (Add Lines 1 through Line 3)  | _____ |
| 5) Less Total Gross Compensation Paid for Service Outside City of Covington and Portion of Earnings over FICA Maximum | _____ |
| 6) Taxable Compensation (Subtract Line 5 from Line 4)   | _____ |
| 7) Occupational License Fee (Line 6 X 2.50% )   | _____ |
| 8) Total Payments Remitted  | _____ |
| 9) Balance Due  | _____ |
| 10) Penalty @ 5% per month or portion thereof, not to exceed 25%, minimum \$25  | _____ |
| 11) Interest @ 1% per month from Due Date   | _____ |
| 12) TOTAL AMOUNT DUE  | _____ |
| 13) Overpayment Claimed (If Line 8 Exceeds Line 7)  | _____ |

Refund       Credit to next year estimate pymt

RETURN MUST BE SIGNED - I hereby certify, under penalty of perjury, that the statements made herein and in any supporting schedules are true, correct, and complete to the best of my knowledge.

SIGNATURE

TITLE

DATE