



CITY OF GLASGOW KY  
 P O BOX 278  
 GLASGOW KY 42142-0278  
 Phone: (270)651-5131  
 Fax 651-2511

# CITY EMPLOYEE WITHHOLDING TAX

THIS RETURN MUST BE FILED WHETHER YOU HAD EMPLOYEES OR NOT DURING THIS PERIOD

For Quarter Ended	Due On Or Before

Mailing Address

City Occupational Account Number

Memo to Taxpayer

- Total Gross Salaries, Wages, Commissions and Other Compensation Paid
- Less Compensation Paid for Services Outside Glasgow
- Taxable Earnings (Line 1 Minus Line 2)
- City Tax Withheld (Line 3 x 1.75%)
- Less Credits or Prepayments
- Net Taxes Due on or Before Due Date (Line 4 Minus Line 5)
- Interest – 1% per month or fraction thereof
- Penalty – 5% per month not to exceed 25% (Minimum Penalty \$25)
- TOTAL TAX, PENALTY, AND INTEREST
- Number of Employees in Glasgow On Last Payroll In This Period


I hereby certify that this information is true and correct:

\_\_\_\_\_  
 Name Title Date

**INSTRUCTIONS TO TAXPAYER** Questions: Email [nicholas.hurt@cityofglasgow.gov](mailto:nicholas.hurt@cityofglasgow.gov) or [debbie.bow@cityofglasgow.gov](mailto:debbie.bow@cityofglasgow.gov)

- Payment should be made payable to: LICENSE FEE DIVISION, CITY OF GLASGOW, P.O. Box 278, Glasgow, KY 42142-0278. Our Telephone number is (270) 651-5131. Our office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday (CST).
- A copy of this form must accompany your payment. You should retain a copy of the completed form for your records.
- If this business has changed ownership or tax entity, please notify this office immediately.
- Please make any necessary mailing address changes to this form.
- This form must be returned, even if no employees during this tax period. (Attach explanation)
- All employee withholding taxes remaining unpaid after they become due shall bear interest at the rate of one percent (1%) per month until paid. All taxes remaining unpaid shall be subject to a five percent (5%) penalty per month not to exceed 25%, however the penalty shall not be less than \$25.00.
- The employer must file with the City a copy of the employees' W-2 Wage Tax Statement on or before the last day of February of each year.