Quarterly Tax Filing Instructions

Each employer who employs one or more individuals shall withhold the occupational license tax due from each employee on salaries, wages, commissions and other compensation for work done or services performed or rendered in the city of Georgetown and/or Scott County.

Quarterly tax returns and remittance are due on or before the last day of the month following the end of each quarter. **A tax return must be filed for each quarter even if no tax is due**!

Computation of Tax

Line 1: Enter total compensation paid during the quarter, regardless of when or where earned.

Line 2: Enter the amount included in Line 1, which represents payment for services performed:
- Outside the City of Georgetown in Column A (Line 2A)
- Outside Scott County in Column B (Line 2B)
- Outside Scott County and/or for services performed by non-Scott Co. residents in Column C (Line 2C)

Line 3A: Enter the taxable wages, found by subtracting Line 2A from Line 1.
Line 3B: Enter the taxable wages, found by subtracting Line 2B from Line 1
Line 3C: Enter the taxable wages, found by subtracting Line 2C from Line 1

Line 4A: Enter amount of deduction ($10,000 deduction **per year** from gross wages for each employee age 65 or older) for employees working within the City of Georgetown
Line 4B: Enter amount of deduction ($10,000 deduction **per year** from gross wages for each employee age 65 or older) for employees working within Scott County.
Line 4C: No deductions are allowable in Column C.

Line 5A, 5B & 5C: Enter the taxable amounts, found by subtracting Line 4 from Line 3 in each column.

Line 6A: Enter the amount of tax due, which is 1% of Line 5A.
Line 6B: Enter the amount of tax due, which is 1% of Line 5B.
Line 6C: Enter the amount of tax due, which is .5% of Line 5C.

Provision for Interest and Penalties for Late Payment

Line 7A, 7B & 7C: Any tax remitter who fails to pay on or before the date due the occupational license tax imposed by this regulation shall pay to each applicable entity a penalty of 5% per month, not to exceed 25% of the total tax due, and not less than $25 until past due tax is paid. Enter amount of penalty in applicable column(s).

Line 8A, 8B & 8C: Any tax remitter who fails to file a return or report or furnish any information requested under this regulation or by law shall pay to each applicable entity a late filing penalty of 5% per month, not to exceed 25% of the total tax due until past due tax is paid. Enter amount of penalty in applicable column(s).

Line 9A, 9B & 9C: Any tax remitter who fails to pay on or before the date due the occupational license tax imposed by this regulation shall pay to each applicable entity interest at 1% per month or 12% per annum of any tax due until past due tax is paid. Enter amount of interest in applicable column(s).

Adjustments

Line 10A, 10B & 10C: Enter total of monthly payments made prior to quarter end.

Total Tax Due

Line 11A, 11B & 11C: Enter amount of total tax due each entity. This amount is calculated by adding lines 4, 5, 6 and 7; then subtracting line 8. Enter each total in applicable column(s).

Combined Total Paid

Enter combined total amount paid. This amount is calculated by adding Line 11A, 11B and 11C.