



**CITY OF BOWLING GREEN, KY**  
P.O. Box 1410  
Bowling Green, KY 42102-1410  
(270) 393-3000  
www.bgky.org

**WRO**

**CITY EMPLOYEE WITHHOLDING TAX**

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

FOR	ENDED	DUE ON OR BEFORE
CITY OCCUPATIONAL ACCOUNT NUMBER		
MEMO TO TAXPAYER		

**\*\* MAIL TO LOCKBOX ADDRESS ON BACK OF FORM \***

PLEASE SEE INSTRUCTIONS ON BACK

1. Total Gross Salaries, Wages, Commissions and Other Compensation Paid	→		
2. Less Compensation Paid For Services Outside Bowling Green	→		
3. Taxable Earnings (Line 1 Minus Line 2)	→		
4. City Tax Due (Line 3 x 2%)	→		
5. Less Credits or Prepayments	→		
6. Net Taxes Due On or Before Due Date (Line 4 Minus Line 5)	→		
7. Interest - 1% per month or portion of month until paid	→		
8. Penalty - 5% per month or portion of month not to exceed 25%, however it shall not be less than \$25.00	→		
9. TOTAL TAX, PENALTY AND INTEREST	→		
10. Number Of Paid Individuals In Last Bowling Green Payroll	→		

**I hereby certify that this information is true and correct:**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE RETURN TOP PORTION TO THE CITY OF BOWLING GREEN

FOR	ENDED	DUE ON OR BEFORE	CITY OCCUPATIONAL ACCOUNT NUMBER

1. Total Gross Salaries, Wages, Commissions and Other Compensation Paid	→		
2. Less Compensation Paid For Services Outside Bowling Green	→		
3. Taxable Earnings (Line 1 Minus Line 2)	→		
4. City Tax Due (Line 3 x 2%)	→		
5. Less Credits or Prepayments	→		
6. Net Taxes Due On or Before Due Date (Line 4 Minus Line 5)	→		
7. Interest - 1% per month or portion of month until paid	→		
8. Penalty - 5% per month or portion of month not to exceed 25%, however it shall not be less than \$25.00	→		
9. TOTAL TAX, PENALTY AND INTEREST	→		
10. Number Of Paid Individuals In Last Bowling Green Payroll	→		

EMPLOYER FILE COPY

|||||

CITY OF BOWLING GREEN, KY  
P.O. BOX 643791  
CINCINNATI, OH 45264-3791

Send Payment To:

NEW LOCKBOX ADDRESS

FOLD HERE

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please indicate change of address or telephone number here



DEPARTMENT OF FINANCE

TDD: 1-800-247-2510  
Web Site: [www.bgky.org](http://www.bgky.org)

## INSTRUCTIONS TO TAXPAYER

**\*\* Top section of form must accompany your payment. The bottom section should be completed and retained for your records.**

**\*\* Please make any necessary mailing address changes in the space indicated above.**

- 1. If this business has changed ownership or tax entity, notify this office immediately.**
2. This form must be returned showing zero taxes due if you had no employees in the City during this tax period.
3. All Employee Withholding Taxes remaining unpaid after they become due shall bear interest at the rate of (1%) per month or portion of month until paid. All taxes remaining unpaid after the original due date shall be subject to a penalty of (5%) per month or portion of month not to exceed (25%) however, it shall not be less than \$25.00.
4. The City of Bowling Green Employee Withholding Taxes must be reported separate from the Warren County Occupational Tax. The Warren County Tax office can be reached by phoning (270) 842-7168.
5. The employer must submit a reconciliation of gross wages and taxes filed with the City on or before the last day of February of each year.

**Payment should be made payable to: CITY OF BOWLING GREEN, KY.** Our telephone number is (270) 393-3000. Our office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.