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

www.bgky.org

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CITY EMPLOYEE WITHHOLDING TA

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

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 Sal	aries, Wages, Commis	sions and Other Compe	nsation Paid ————	→	
2. Less Compens	Less Compensation Paid For Services Outside Bowling Green —				
3. Taxable Earnin					
4. City Tax Due (L	ine 3 x <mark>2%</mark>)			•	
5. Less Credits or	Prepayments			•	
6. Net Taxes Due	On or Before Due Date	e (Line 4 Minus Line 5) _			
7. Interest - 1% per month or portion of month until paid					
8. Penalty - 5% pe	er month or portion of m	nonth not to exceed 25%	·		
however it shall not	be less than \$25.00				
9. TOTAL TAX, PENALTY AND INTEREST					
10. Number Of Paid	d Individuals In Last Bo	wling Green Payroll			
I hereby certify th	at this information is t	true and correct:			
NAME		TITLE	PHONE	DATE	
NAME			PHONE		
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CINCINNVLI' OH 72767-3791 GILK OF BOWLING GREEN, KY NEM FOCKBOX ADDRESS

Web Site: www.bgky.org

Send Payment To:

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Address:			A TOWNER OF SE
City:	State: Z	ip:	m 2
Telephone:			*N _{TU} C+
Please indicate change of address or telephone number here			DEPARTMENT OF FINANCE
			TDD: 1-800-247-2510

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.