

FORM OLA

City of Henderson/Henderson County Fiscal Court

Occupational License Tax Application

Please remit proper application fee with this application. Applications without proper payment will not be processed. Make check payable to Henderson Tax Administrator

**City of Henderson
PO Box 671
222 First Street
Henderson, KY 42419-0671**

Assigned Acct # _____

(270) 831-1290, ext. 2229 or (270) 831-1200

(270) 827-6054 (fax)

www.cityofhendersonky.org

Check One: New County License Adding a County License to City Acct Will have no activity in County

Check One: New City License Adding City License to County Acct Will have no activity in City

City of Henderson application fee is \$25.00 (new or adding to County)

Henderson County application fee is \$25.00 (new or adding to City)

Total Amount Due _____ **(Total will be either \$25.00 or \$50.00)**

(No application fee is required of Not for Profit or Other Exempt Entities.)

Legal Name of Business or Name of Applicant if Sole Proprietor _____

Doing Business As (DBA) or Trade Name (if applicable) _____

Social Security Number or Federal ID Number _____

Brief Description of Business Activities _____

Local Address (no PO Box) _____

Address to Mail Net Profit Tax Return

Address to Mail Employee Withholding Return

Contact Name for Net Profit

Contact Name for Employee Withholding

Phone: _____

Phone: _____

Fax: _____

Fax: _____

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Date Business will begin in the City of Henderson and/or Henderson County, KY _____

Will you have employees in the City of Henderson? Yes (Withholding tax rate is 1%) No

Will you have employees in Henderson County? Yes (Withholding tax rate is 1%) No

If you are a General Contractor, will you use Subcontractors? Yes No

(If you answered yes, you must provide list of subcontractors.)

Business Entity Type:

- Sole Proprietor/Individual LLC/Proprietor Fiduciary
- Partnership LLC/Partnership Other
- Corporation LLC/Corporation
- S-Corp Not for Profit (Must attach IRS Determination Letter.)

Partnerships and Corporations must submit names and addresses of principal partners or officers.

If your Accounting/Tax year is other than January thru December, specify month of fiscal year end. (Must be same as Federal.)

The undersigned hereby acknowledges that the purchase of an Occupational License does not grant the purchaser the right to use any building, parcel of land, or other property or engage in any activity in violation of any code, zoning or other ordinance of the City of Henderson or Henderson County or other governmental entity.

I hereby certify that all information and statements are true and correct.

Signature

Date

Print Name _____

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Information Concerning the 1% Occupational Tax

Rates:

City of Henderson

1% of each individual's gross wages, salaries, and commissions, before any deductions, that are earned within the City of Henderson.

1% of the net profit from business activity conducted within the City of Henderson.

Henderson County

1% of each individual's gross wages, salaries, and commissions, before any deductions, that are earned within Henderson County, but outside the Henderson City limits, beginning January 1, 2016.

1% of the net profit from business activity conducted within Henderson County, but outside the Henderson City limits, beginning January 1, 2016.

Filing Responsibilities of Businesses With or Without Employees:

Complete the Occupational Tax Application, file with the Occupational Tax Office and pay applicable fees.

File an annual return with the Occupational Tax Office showing the net profit or net loss for operations within the City of Henderson and/or Henderson County and pay the occupational tax.

Submit copies of Federal 1099's for services performed within the City of Henderson and/or Henderson County by February 28.

Additional Responsibilities of Businesses With Employees:

Withhold 1% tax from gross wages, salaries, and commissions, before any deductions, paid to employees on income earned within the City of Henderson.

Withhold 1% tax from gross wages, salaries, and commissions, before any deductions, paid to employees on income earned within Henderson County, but outside the Henderson City limits.

File the Employers Return for Payroll Tax Withheld showing wages earned within the City of Henderson and Henderson County and make payment for taxes withheld.

File an annual reconciliation return showing wages earned within the City of Henderson and Henderson County and the payroll tax withheld. This return will be due on or before February 28. Either 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 shall be submitted.