

FORM PR

City of Henderson/Henderson County Fiscal Court

Employers Return For Payroll Tax Withheld

Account Number: _____

Due Date: _____

Period Beginning: _____

Period Ending: _____

Name: _____

Address: _____

City, State, & Zip: _____

Check here if you no longer have employees working in either the City of Henderson or Henderson County.

City of Henderson

Henderson County

Column A

Column B

1. Total Gross Wages, Salaries and Other Compensation Paid	_____	_____
2. Less: Compensation Not Subject to Tax	_____	_____
3. Taxable Earnings (Line 1 minus Line 2)	_____	_____
4. Payroll Tax Rate	_____ <u>1%</u> _____	_____ <u>1%</u> _____
5. Tax Due (Line 3 Multiplied by Line 4)	_____	_____
6. Penalty (5% per Calendar Month, or Fraction Thereof, Maximum 25%, Minimum \$25)	_____	_____
7. Interest (1% per Calendar Month, or Fraction Thereof)	_____	_____
8. Total Amount Due (Add Lines 5, 6, & 7)	_____	_____
9. Total Payment Due (Add 8A & 8B)	_____	

I hereby certify that the information statements contained herein and any schedules or exhibits attached are true and correct to the best of my knowledge.

Signature

Title

Date

Make Checks Payable and Mail to: Henderson Tax Administrator, PO Box 671, Henderson KY 42419

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

Fax: (270) 827-6054

FORM PR

Instructions for Filing Employer's Return for Payroll Tax Withheld

Who Must File – Each employer who employs one or more individuals shall withhold the payroll tax due from each employee on salaries, wages, commissions and other compensation for work done or services performed or rendered in the City of Henderson and/or Henderson County.

When to File – The employer shall make a return and pay the payroll tax in accordance with the following due dates:

- a. Returns to be filed monthly shall be due on or before the 15th day of the month next following each monthly period.
- b. Returns required to be filed quarterly shall be due on or before the last day of the month following each quarterly period.

Subject Earnings – The payroll tax shall be withheld on the compensations paid by the employer to the employee including, but not limited to:

- a. Deferred compensation under Sections 401(a), 401(k), 402(e), 403(a), 403(b), 408, 414(h) or 457 of the Internal Revenue Code.
- b. Employee elections under Section 125 “cafeteria plans” and 132.
- c. Vacation, sick days, and/or holiday benefits.
- d. Cash and non-cash fringe benefits not otherwise exempt.
- e. Separation payments including an employer administered unemployment plan.
- f. Life insurance premium for coverage in excess of \$50,000 where premiums are paid by the employer.

Exempt Earnings – No withholding of the payroll tax on employee compensation shall be required for:

- a. Disability, sickness and accident benefits paid by a third party.
- b. Workers compensation benefits.
- c. Unemployment benefit payments made by the State or other government agency.

SPECIFIC INSTRUCTIONS

Important Note: Calculate the payroll tax due from compensation earned within the corporate city limits of the City of Henderson in Column A. Calculate the payroll tax due from compensation earned within Henderson County, but outside the city limits of the City of Henderson in Column B.

Line 1 – In Column A and Column B, enter total compensation paid to employees, regardless of when or where earned.

Line 2 – In Column A, enter compensation earned outside the city limits of the City of Henderson. In Column B, enter compensation earned outside Henderson County, including amounts earned inside the City of Henderson (amount in Column A).

Line 3 – Column A, enter total earnings subject to payroll tax in the City of Henderson. (Line 1 minus Line 2 in Column A.) Column B, enter total earnings subject to payroll tax in Henderson County. (Line 1 minus Line 2 in Column B.)

Line 4 – Payroll Tax Rates

Line 5 – Enter the payroll tax due. (Multiply Line 3 by Line 4 in each column.)

Line 6 – Applicable percentage of penalty multiplied by Line 5 (\$25 minimum for each column.)

Line 7 – Applicable percentage of interest multiplied by Line 5.

Line 8 – Total tax, penalty, and interest due (Add Lines 5, 6, and 7).

Line 9 – Total payment due. (Add line 8 Column A to Line 8 Column B and enter on Line 9.) PAY THIS AMOUNT WITH THE RETURN.