

FORM EQ-1 EMPLOYER'S QUARTERLY RETURN OF LICENSE FEE WITHHELD



CITY OF RICHMOND
 FINANCE DEPARTMENT
 P.O. BOX 1268
 RICHMOND, KY 40476-1268
 (859) 623-1000
 www.richmond.ky.us

RETURN SERVICE REQUESTED

FOR	PERIOD	ENDED	DUE ON OR BEFORE
CITY OCCUPATIONAL ACCOUNT NUMBER			
MEMO TO TAXPAYER			
THIS RETURN MUST BE FILED WHETHER YOU HAD PAYROLL OR NOT DURING THIS PERIOD LINE 1 MUST BE COMPLETED BY ALL TAXPAYERS			

1. Number Of Paid Individuals In Last City of Richmond Payroll	→	<input style="width: 100px; height: 20px;" type="text"/>
2. Total Gross Salaries, Wages, Commissions and Other Compensation Paid	→	<input style="width: 100%; height: 20px;" type="text"/>
3. Less Compensation Paid For Services Outside City of Richmond	→	<input style="width: 100%; height: 20px;" type="text"/>
4. Taxable Earnings (Line 2 Minus Line 3)	→	<input style="width: 100%; height: 20px;" type="text"/>
5. City Tax Due (Line 4 x 2.0%)	→	<input style="width: 100%; height: 20px;" type="text"/>
6. Less Credits or Prepayments	→	<input style="width: 100%; height: 20px;" type="text"/>
7. Net Taxes Due On or Before Due Date (Line 5 Minus Line 6)	→	<input style="width: 100%; height: 20px;" type="text"/>
8. Interest - 12 % per anum after due date	→	<input style="width: 100%; height: 20px;" type="text"/>
9. Penalty - 5 % of tax due per month or fraction of month not to exceed 25 % of total tax due however, not less than \$25.00	→	<input style="width: 100%; height: 20px;" type="text"/>
10. TOTAL TAX, PENALTY AND INTEREST	→	<input style="width: 100%; height: 20px;" type="text"/>

I hereby certify that this information is true and correct:

NAME _____ TITLE _____ PHONE _____ DATE _____

INSTRUCTIONS TO TAXPAYER

Payment should be made payable to:

CITY OF RICHMOND
 P.O. BOX 1268
 RICHMOND, KY 40476-1268

Our office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

If this business has changed address, ownership, or tax entity, notify this office immediately.

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.

Please make a copy to retain for your records.