

CITY OF BEREA
Reconciliation of License Fee Withheld
During the Year Ended _____

To be filed by February 28th following year end OR with the final quarterly return of the closing of any business, either by sale of dissolution.

Employer
Address

Instructions:
Enter under Total Payroll the quarterly totals of all compensation paid to all employees. Deduct any payments for services performed outside the city and enter balance in Subject Payroll. This includes all compensation, i.e. vacation and holiday pay, tips and gratuities.

A detailed listing or applicable W-2's must be attached.

RECONCILIATION

	<u>Total Payroll</u>	<u>Subject Payroll</u>		<u>License Fee</u>	
1. First quarter ended March 31	\$ _____	\$ _____	x 2% =	\$ _____	(Finance Use Only)
2. Second quarter ended June 30	_____	_____	x 2% =	_____	
3. Third quarter ended September 30	_____	_____	x 2% =	_____	
4. Fourth quarter ended December 31	_____	_____	x 2% =	_____	
5. Total for all quarters.....	\$ _____	\$ _____		\$ _____	
6. Actual withholdings remitted.....				\$ _____	
7. Difference between lines 5 and 6 (if any, check applicable box below)				\$ _____	

- Minor difference attributable to fractional variations only (no adjustments due)
- Difference indicates insufficient total remittance for the year. Check for balance is attached.
- Difference indicates overpayment not attributable to fractional variations. Explanation and claim for refund is attached.

Make Check Payable To:
CITY OF BEREA

Mail To:
Finance Department
212 Chestnut Street
Berea, KY 40403

Signature

Title

Date