

**EMPLOYER'S QUARTERLY RETURN OF LICENSE FEE WITHHELD  
UNDER ORDINANCE PASSED APRIL 17, 1986**

Form EQ 1  
CITY OF SHELBYVILLE, KY  
LICENSE FEE

NOTIFY CITY CLERK/TREASURER, CITY OF SHELBYVILLE, OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN BELOW. If receipt is desired, please enclose self-addressed, stamped envelope.

**RETURN TO CITY**

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
**CITY OF SHELBYVILLE**  
MAIL TO: City Clerk/Treasurer  
City of Shelbyville  
P. O. Box 1289  
Shelbyville, KY 40066-3289

Name and Address of Employer \_\_\_\_\_ Account Number \_\_\_\_\_

MONTH/DATE/YEAR  DUE ON OR BEFORE 30 DAYS AFTER CLOSE OF QUATER
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1	NUMBER OF TAXABLE EMPLOYEES	
2	TOTAL SALARIES, WAGES, COMMISSIONS, AND OTHER COMPENSATION PAID ALL EMPLOYEES(*)	\$
3	LESS: NON-TAXBLE ITEMS (COMPENSATION PAID FOR SERVICES OUTSIDE OF SHELBYVILLE)	\$
4	TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3)	\$
5	ACTUAL TAX DUE IN QUARTER AT 1.5%	\$
6	INTEREST (1% PER 30 DAYS OR FRACTION)	\$
7	PENALTY (10%)	\$
8	TOTAL (INCLUDES INTEREST AND PENALTY IF DUE)	\$

\*If no wages were paid this quarter, mark "NONE" and return this form with an explanation.

I hereby certify that the information and statements contained herein and any schedules or exhibits attached are true and correct.

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

**INSTRUCTIONS FOR PREPARING AND FILING FORM EQ1**

Each employer (except those specifically exempt by ordinance) of one or more persons must withhold the license fee of 1.5% from gross salaries, wages and commissions paid. All employees are subject to the license fee except domestics, including employees of organizations in a business that is not subject to the license fee. Compensation earned prior to July 1, 1986, is not subject to the license fee.

**QUARTERLY RETURN**

A quarterly return for all license fees withheld must be filed and the license fee paid by the last day of the month following the close of the calendar quarter. An employee shall be liable to a fine and/or imprisonment as provided by ordinance for failure to file a return and/or pay the license fee or for filing a fraudulent return. Interest and penalties are also provided for late filing.

Item 1 Enter the total number of employees after eliminating those who are non-taxable.  
 Item 2 Enter total salaries, wages, commissions, incentive payments, bonuses and other compensation paid all employees during quarter for which return is prepared. There are no exemptions. If no salaries, wages, or other compensation were paid during the quarter file Form EQ1 with an explanation.  
 Item 3 Enter that portion of the compensation paid employees for services rendered outside the City of Shelbyville.  
 Item 4 Represents the difference between items 2 and 3.  
 Item 5 Shall be the actual fee Due at the rate of 1.5%.  
 Item 6 Interest due on delinquent payments.  
 Item 7 Failure to file or late filing of return; ten percent (10%) of tax due.