

GARY W. MOORE  
County Judge-Executive

JEFFREY S. EARLYWINE  
County Administrator



LISA H. BUERKLEY  
County Treasurer

KIMBERLEY A. KRUGEL, CPA  
Occupational Tax Administrator

## FINANCE DEPARTMENT

[www.BooneCountyKy.org](http://www.BooneCountyKy.org)

PO Box 960  
Burlington, KY 41005  
(859) 334-2144  
Fax (859) 334-3914

## Annual Reconciliation Instructions for 2011

Please fill in the blank for the total number of employees that worked in Boone County for the current tax year for each of the three taxes.

Please fill in the blanks of each quarter for the wages and tax withheld/remitted for the three categories that were remitted during the year of 2011. Add the quarterly amounts and enter in the total remitted blank. Please verify that these figures match the Quarterly Payroll Returns you have filed. If they differ amended returns will need to be filed for the affected quarters.

Enter the total W-2 wages subject to the respective tax and multiply by the appropriate tax rate. Enter the total number of W-2's for each category on the respective line.

- The employees' W-2's are to be filed with the reconciliation prior to February 29, 2012 of the following year. No extension will be granted.
- The taxable wages and tax amounts withheld for each of the three separate taxes must be listed individually by employee, either on the W2 or on a separate listing.
- Please make sure the Employee addresses are listed.
- It is unacceptable to have negative taxable wages/withholding in any given quarter. Any adjustments need to be made in the quarter in which the wages/tax was initially reported.
- We do not accept magnetic media for W2's at this time

Subtract the total remitted for each category from the W-2 totals.

Add the respective tax categories together (A+B+C) to arrive at the net amount due/overpaid.

If the difference is less than \$5.00, no amount is due or will be refunded. However, if greater than \$5.00, send payment along with this form and the W-2's to:

Boone County Finance Department, PO Box 960, Burlington, KY 41005-0960.

If a refund of \$5.00 or more is shown, you must amend the correct quarterly return and submit the amended form to receive a refund.

### **Mail your Annual Reconciliations and W2's to:**

**Boone County Fiscal Court  
PO Box 960  
Burlington, KY 41005-0960**

**Returns mailed to the incorrect location will be considered late and will be assessed a \$75 penalty.**

If you have any questions, please call 859-334-2144 or email: [OccLicense@BooneCountyKy.org](mailto:OccLicense@BooneCountyKy.org).

Tax forms can be accessed at our web site: [www.BooneCountyKy.org](http://www.BooneCountyKy.org).