

# BOONE COUNTY FISCAL COURT

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

2950 Washington Street

PO Box 960

Burlington, KY 41005

## Quarterly Withholding Tax Return Instructions for 2016

The word "COUNTY" means Boone County, Kentucky, including the cities of Florence, Walton, and Union, and the unincorporated areas of Boone County which include Hebron, Burlington, Petersburg, Verona, Richwood, parts of Erlanger, Independence, Crittenden, and other areas of the county not specifically referenced.

The word "COMPENSATION" includes salaries, commission, and other compensation (cash & non cash) that an individual received from services that were rendered in Boone County. Compensation includes all wages as defined by the Internal Revenue Service, as well as any non cash compensation, such as life insurance over \$50,000. Please review our ordinance and/or regulations that can be found on our web site for specific details.

### Remittance Due Dates

<u>Quarter</u>	<u>Quarterly Due Date</u>
1 <sup>st</sup> - January, February, March	May 2, 2016
2 <sup>nd</sup> - April, May, June	August 1, 2016
3 <sup>rd</sup> - July, August, September	October 31, 2016
4 <sup>th</sup> - October, November, December	January 31, 2017

### Other Important Notes

#### A. Wage Detail

Quarterly wage detail is required only when you claim a KBI/KJDA/Local credit or are located in a TIF District.

#### B. Employer Duty to Withhold, Report and Pay Employee Occupational License Tax

It is the duty of the employer to deduct report and remit all applicable Boone County taxes from employee wages. Employees do not file individual Boone County tax returns personally, thus the employer is responsible for collection and remittance of all three Boone County taxes, when applicable. **Please remember that the County of Boone taxes are IN ADDITION to the City of Florence, KY taxes.**

1. Tip Income is includable in gross compensation and is fully taxable for the Boone County local taxes.
2. Minister's compensation is not exempt from the Boone County Ordinance Tax and the Boone County Mental Health Tax as of January 1, 2008.

#### C. Due Dates and Late Payments

Returns must be postmarked no later than the applicable due date to relieve related penalty and interest charges. There is an **interest charge of 1% per month AND a late filing and/or paying penalty of 5% up to 25% with a \$25 minimum for each** of the three taxes. If your returns are not postmarked by the due date, **even if it is a zero return, you will incur a minimum \$75 late filing penalty charge. It is your responsibility to keep proof of timely filing.**

#### D. Quarterly Returns / No Activity / Zero Returns

Your business must file returns on a quarterly basis, even when there are no taxable wages to report. The return is still due on the original due date even when there is no payment required. You must indicate a zero return by placing a zero in the respective tax blocks. All returns MUST be signed. **If your returns are not postmarked by the due date, even if it is a zero return, you will incur a minimum \$75 late filing penalty charge.**

#### E. Remittance

Please mail your returns to: Boone County Fiscal Court

**(PO Box 457 Florence, KY 41022-0457) is for tax returns WITH PAYMENT and**

**(PO Box 960 Burlington, KY 41005-0960) is for tax returns WITHOUT PAYMENT.**