



# Madison County Finance Office

## Occupational License Tax Year-End Reconciliation

### RECONCILIATION OF LICENSE FEE WITHHELD DURING YEAR ENDED

\* PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS\*

#### How to reconcile your Payroll Withholdings

Enter under TOTAL PAYROLL the total of all payroll jurisdictions for each quarter. Enter under SUBJECT PAYROLL the quarterly total of all employees for services within Madison County, but outside the city limits of Richmond or Berea. All compensation, i.e., Vacation, Sick and Holiday Pay is to be included in the payroll totals.

## QUARTERLY

	Total Payroll	Subject Payroll	Total Payroll Withholdings
1. 1st Quarter ended March 31	_____	_____	x 1% = _____
2. 2nd Quarter ended June 30	_____	_____	x 1% = _____
3. 3rd Quarter ended September 30	_____	_____	x 1% = _____
4. 4th Quarter ended December 31	_____	_____	x 1% = _____
5. <b>TOTAL ALL QUARTERS</b>	_____	_____	x 1% = _____
6. Actual withholding payments made quarterly on Occupational Tax Form .....			_____
7. Difference between lines 5 and 6 .....			_____

## MONTHLY

	Total Payroll	Subject Payroll	Total Payroll Withholdings
1. January	_____	_____	x 1% = _____
2. February	_____	_____	x 1% = _____
3. March	_____	_____	x 1% = _____
4. April	_____	_____	x 1% = _____
5. May	_____	_____	x 1% = _____
6. June	_____	_____	x 1% = _____
7. July	_____	_____	x 1% = _____
8. August	_____	_____	x 1% = _____
9. September	_____	_____	x 1% = _____
10. October	_____	_____	x 1% = _____
11. November	_____	_____	x 1% = _____
12. December	_____	_____	x 1% = _____
13. <b>TOTAL ALL MONTHS</b>	_____	_____	x 1% = _____
14. Actual withholding payments made quarterly on Occupational Tax Form .....			_____
15. Difference between lines 5 and 6 .....			_____

Number of Employees \_\_\_\_\_ BALANCE \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Filed With The 4th Quarter's Return By February 28**

Please enclose W-2's or listing of Employee Wages