

Madison County Finance Office

How to reconcile your Payroll Withholdings

**RECONCILIATION OF LICENSE FEE WITHHELD
DURING YEAR ENDED**

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.

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

Total Payroll

Subject Payroll

Total Payroll Withholdings

	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. TOTAL ALL QUARTERS	\$	\$	x 1% = \$

6. Actual withholding payments made quarterly on Occupational Tax Form

7. Difference between lines 5 and 6 (if any, check applicable block below)

8. Number of Employees _____ Signature _____ Title _____ Date _____

Account Number

Federal ID

Phone Number

* Any balance is due 12/31 to avoid penalties
Any overpayment is to be:
 Credited to next quarter

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

To Be Filed With The 4th Quarter's Return By January 31