

**FORM OLA**

**City of Henderson**

**This application form is for City of Henderson Licenses only. The City of Henderson no longer processes Henderson County Fiscal Court returns.**

**Occupational License Tax Application**

**City License Number** (To be assigned by Occupational License Office) \_\_\_\_\_

Please remit proper application fee with  
this application. Incomplete applications  
or applications without proper payment  
will not be processed. **Make check payable**  
**to City of Henderson.**

**City of Henderson**  
**222 First Street**  
**PO Box 671**  
**Henderson KY 42419-0671**  
**(270) 831-1290, Ext 2229 or (270) 831-1200**

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

**Every entity must pay a one-time application fee of \$25.00 to properly establish an account to conduct business activity in the City of Henderson as required by City of Henderson Ordinance 17-05.**

No application fee is required of Not for Profit or Other Exempt Entities.

**Doing Business As (DBA) or Trade Name** \_\_\_\_\_

**Legal Name of Business or Applicant as Used for Federal Tax Filing** \_\_\_\_\_

**Brief Description of Business Activities** \_\_\_\_\_

**Date Business Will begin in the City of Henderson KY** \_\_\_\_\_

**Will you have employees in the City of Henderson?**  **Yes** (Employee Withholding Tax Rate is 1.49%.)  **No**

**Accounting Period for Federal Tax Filing** **Check One:**  **Calendar Year** January – December

**or**

**Fiscal Year** Ending Month \_\_\_\_\_

Revised 12/31/2019

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Business Entity Type      **Check One:**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Sole Proprietor/Individual | <input type="checkbox"/> LLC/Proprietor   | <input type="checkbox"/> Fiduciary   |
| <input type="checkbox"/> Partnership                | <input type="checkbox"/> LLC/Partnership  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Corporation                | <input type="checkbox"/> LLC/Corporation  |                                      |
| <input type="checkbox"/> S Corp                     | <input type="checkbox"/> Not for Profit (Must attach IRS Determination Letter.) |                                      |

\*Partnerships and Corporations must submit names and addresses of principal partners or officers.

\*\*General Contractors must provide a list of Subcontractors and all Subcontractors must be licensed separately.

Federal ID Number of Business Entity or Social Security Number of Sole Proprietor \_\_\_\_\_

Contact Name(s): \_\_\_\_\_ Position(s) \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address of Business Entity:

Attention \_\_\_\_\_

Street or PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Location Address: \_\_\_\_\_

The undersigned hereby acknowledges that the purchase of a City of Henderson Occupational License does not grant the purchaser the right to use any building, parcel of land, or other property or engage in any activity in violation of any code, zoning or other ordinance of the City of Henderson or governmental entity.

I hereby certify that all information and statements are true and correct.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

## **FORM OLA**

### **Information Concerning the City of Henderson Occupational Tax**

#### **Rates:**

##### **City of Henderson**

Payroll Tax: 1.49% of each individual's gross wages, salaries, and commissions, before any deductions, that are earned within the City of Henderson.

Net Profit Tax: 1.49% of the net profit from business activity conducted within the City of Henderson.

#### **Filing Responsibilities of Businesses With or Without Employees:**

Complete the Occupational Tax Application, file with the Occupational Tax Office and pay applicable fees.

File an annual return with the Occupational Tax Office showing the net profit or net loss for operations within the City of Henderson and pay the net profit tax.

Submit copies of Federal 1099's for services performed within the City of Henderson by February 28.

#### **Additional Responsibilities of Businesses with Employees:**

Withhold 1.49% tax from gross wages, salaries, and commissions, before any deductions, paid to employees on income earned within the City of Henderson.

File the Employers Return for Payroll Tax Withheld showing wages earned within the City of Henderson and make payment for taxes withheld. Quarterly returns are due on or before the last day of the month following the end of the quarter. Monthly returns are due fifteen days after each month's end.

File an annual reconciliation return showing wages earned within the City of Henderson and the payroll tax withheld. This return will be due on or before February 28. Either copies of federal forms W-2 and W-3, transmittal of wage and tax statements, or a detailed employee listing with the required equivalent information shall be submitted.

Revised 12/31/2019
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