

Annual Report Of Employees Payroll Withholding Instructions

General Instructions –

- Employers are required to withhold Occupational License Tax from the total Gross Salaries, Wages, Commissions and other Compensation paid/earned by all employees, where the work was performed in Lyndon, Kentucky.
- Each employer who employs one or more employees within the City of Lyndon, Kentucky is required to file the Annual Report Of Employees Withholding. This report should include wage and tax statements (W-2 Form) for each employee that also includes total amount of Gross Salaries, Wages, Commissions and other Compensation earned within the city and is subject to the occupational license.

When and Where to File / Pay –

- Annual Report Of Employees Payroll and W-2 Forms must be dropped off, postmarked, emailed or electronically submitted by the last day of February following the year the compensation was earned.
- Drop-off / Mailing address: *City of Lyndon, Attn: Revenue, 515 Wood Rd., Lyndon, KY 40222*
- Email: *revenue@cityoflyndon.org*

Annual Reconciliation – due February 28 or 29 (leap year)

All reporting requirements can be found in Lyndon Occupational License Fee Ordinance, 110.19 (C)

- Business Name, Date, and EIN should be included on the Return.
- Enter Business Address, Contact and Phone.

Annual Report of Employees Withholding -

Line 1 -Enter Total Gross wages, tips & other compensations per Box 1 of Federal form W-2.

Line 2 – Enter any elective or non-elective deferrals.

Line 3 – Add Line 1 plus Line 2 and enter Total Gross compensations.

Line 4 – Enter Gross compensations earned outside City of Lyndon limits.

Line 5 – Subtract Line 4 from Line 3 and enter Gross Wages subject to payroll withholding.

Line 6 – Multiply Line 5 X 1% to enter total withholding due.

Line 7 – Enter total payments made to City of Lyndon from January through December.

Line 8 – If Line 7, total payments submitted is less than Line 6, total withholding due, enter and pay the balance due.

Line 9 – If this is a final reconciliation, and the Company will have no more employees, enter a check and the final date of employees.

Line 10 – Add Line 7 + Line 8 + Line 9.

- Sign and date Return.