



**CITY OF WINCHESTER, KENTUCKY  
RECONCILIATION OF LICENSE FEE WITHHELD  
During Year Ended \_\_\_\_\_**

<b>Mail Form to:</b> <b>Finance Department</b> <b>City of Winchester</b> <b>P O Box 4135</b> <b>Winchester, KY 40392</b>
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Business Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, ST, Zip \_\_\_\_\_

To be filed by **February 28<sup>th</sup>**, \_\_\_\_\_ or with Final Return upon completion of work or closing of a business.

**How to Reconcile Your Payroll and Withholdings**

Section 1 (Quarterly) or Section 2 (Monthly) -Under TOTAL PAYROLL enter the quarterly or monthly totals of all compensation paid all employees. Deduct any payments for services performed outside Winchester and enter balance in SUBJECT PAYROLL column. SUBJECT PAYROLL includes all compensation, i.e. Vacation and Holiday pay, tips and gratuities.

**Attach a list** of each subject employee, the Social Security Number, Name, Address, and Zip Code; total compensation paid and amount of Winchester license fee withheld **Or submit copies of W2 forms** with an adding machine tape total of the license fee withheld, or a computer generated report which provides the required information may also be submitted. Attach Form DF-3 with Section 1 or Section 2 completed to the top of any W2's or computer listings.

<u>SECTION 1 (Quarterly)</u>	<u>TOTAL PAYROLL</u>	<u>SUBJECT PAYROLL</u>	<u>LICENSE FEE WITHHELD</u>
1. 1 <sup>ST</sup> Quarter ended March 31	\$ _____	\$ _____	X 2.15%\$ _____
2. 2 <sup>nd</sup> Quarter ended June 30	\$ _____	\$ _____	X 2.15%\$ _____
3. 3 <sup>rd</sup> Quarter ended Sept 30	\$ _____	\$ _____	X 2.15%\$ _____
4. 4 <sup>th</sup> Quarter ended Dec 31	\$ _____	\$ _____	X 2.15%\$ _____
5. TOTAL ALL QUARTERS	\$ _____	\$ _____	\$ _____
6. Actual Withholdings Remitted for the year on Form DF			\$ _____
7. Difference between lines 5 and 6 (if any, check applicable block below)			\$ _____
_____ Minor difference attributable to fractional variations only (no adjustments due)			
_____ Difference indicates insufficient total remittance for year. Check for payment attached.			
_____ Difference indicates overpayment not attributable to fractional variations. FULL EXPLANATION AND CLAIM FOR REFUND IS ATTACHED.			

8. Number of Employees \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

<u>SECTION 2 (Monthly)</u>	<u>TOTAL PAYROLL</u>	<u>SUBJECT PAYROLL</u>	<u>LICENSE FEE WITHHELD</u>
1. January	\$ _____	\$ _____	X 2.15%\$ _____
2. February	\$ _____	\$ _____	X 2.15%\$ _____
3. March	\$ _____	\$ _____	X 2.15%\$ _____
4. April	\$ _____	\$ _____	X 2.15%\$ _____
5. May	\$ _____	\$ _____	X 2.15%\$ _____
6. June	\$ _____	\$ _____	X 2.15%\$ _____
7. July	\$ _____	\$ _____	X 2.15%\$ _____
8. August	\$ _____	\$ _____	X 2.15%\$ _____
9. September	\$ _____	\$ _____	X 2.15%\$ _____
10. October	\$ _____	\$ _____	X 2.15%\$ _____
11. November	\$ _____	\$ _____	X 2.15%\$ _____
12. December	\$ _____	\$ _____	X 2.15%\$ _____
13. TOTAL ALL MONTHS	\$ _____	\$ _____	\$ _____
14. Actual Withholdings Remitted for the year on Form DF			\$ _____
15. Difference between lines 5 and 6 (if any, check applicable block below)			\$ _____
_____ Minor difference attributable to fractional variations only (no adjustments due)			
_____ Difference indicates insufficient total remittance for year. Check for payment attached.			
_____ Difference indicates overpayment not attributable to fractional variations. FULL EXPLANATION AND CLAIM FOR REFUND IS ATTACHED.			

16. Number of Employees \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_