

FOR OFFICIAL USE ONLY



**LOUISVILLE METRO REVENUE COMMISSION**

**FORM  
OL-3EZ**

**OCCUPATIONAL LICENSE TAX RETURN**

CHECK IF "FINAL RETURN" Date Operations Ceased: \_\_\_\_\_ (Required to close account.)  CHECK IF "NO ACTIVITY" FOR YEAR

CHECK IF CHANGE IN ADDRESS IS BELOW

CHECK IF THIS IS AN AMENDED RETURN

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Federal ID \_\_\_\_\_ Phone No. \_\_\_\_\_ Ext \_\_\_\_\_

ACCOUNT NUMBER

\_\_\_\_\_

FOR YEAR ENDING

MM	DD	YY

**Income or (Loss):**

1. Amount of income per Form 1099-MISC or gross wages per Form W-2.  
(Attach a copy of Form 1099-MISC, Form W-2, or page 1 of Form 1040) 1.) \$ \_\_\_\_\_

**Tax Computation:**

Do you live in Louisville Metro, Kentucky? If "yes", complete Section A only. If "no", complete Section B only.

**Section A. Residents of Louisville Metro, Kentucky:**

2. Amount of income per Line 1 ⇒ 2.) \$ \_\_\_\_\_

3. Tax Due [Multiply Line 2, Section A, by (.0220)] 3.) \$ \_\_\_\_\_

4. Penalty and Interest 4.) \$ \_\_\_\_\_

5. Amount to be paid (Line 3 + Line 4) 5.) \$ \_\_\_\_\_

**Section B. Non-residents of Louisville Metro, Kentucky:**

2. Amount of income per Line 1 ⇒ 2.) \$ \_\_\_\_\_

3. Tax Due [Multiply Line 2, Section B, by (.0145)] 3.) \$ \_\_\_\_\_

4. Penalty and Interest 4.) \$ \_\_\_\_\_

5. Amount to be paid (Line 3 + Line 4) 5.) \$ \_\_\_\_\_

I hereby certify, under penalty of perjury, that the information provided and the attached supporting schedules are true, correct, and complete to the best of my knowledge.

_____/_____/_____ Preparer's Signature (Return must be signed.)      Date	_____/_____/_____ Signature of Licensee (Return must be signed.)      Date
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_____ Print Name	_____ Federal ID	_____ Print Name	_____ Title
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_____ Address	_____ Phone No.	_____ Social Security Number	
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**ATTENTION:** Federal ID Numbers and Social Security Numbers must be supplied for both the Tax Preparer and the Licensee.

Mail Form OL-3EZ, along with a copy of Form 1099-MISC, Form W-2, or page 1 of Form 1040, and a check or money order with your account number. The return and payment of taxes due must be received or postmarked by April 15<sup>th</sup> to avoid penalties and interest.

**MAILING ADDRESS: P.O. BOX 35410 • LOUISVILLE, KENTUCKY 40232-5410**

Telephone: (502) 574-4860 • www.metrorevenue.org • Fax: (502) 574-4818 • taxhelp@metrorevenue.org • TDD: (502) 574-4811

## GENERAL INSTRUCTIONS

**Explanation of Occupational Taxes:** The Louisville Metro Revenue Commission (hereinafter referred to as the “**Revenue Commission**”) collects **Occupational License Fees/Taxes** (hereinafter referred to as “**Occupational Taxes**”) on all income resulting from transacting business within Louisville Metro, Kentucky. **There is no minimum earned income amount before you are liable for filing a tax return.** The occupational tax is imposed upon the privilege of engaging in a business, profession, occupation, or trade within Louisville Metro, Kentucky, regardless of the legal residence of the person so engaged. Louisville Metro includes the area within the boundaries of Jefferson County, Kentucky. All such taxes are collected on behalf of the Louisville/Jefferson County Metro government, the public schools, and the Transit Authority of River City (TARC). The current rate of tax totals 2.2% (.0220). This total is distributed as follows: 1.25% (.0125) to Louisville Metro, Kentucky; .2% (.0020) for Mass Transit (TARC) purposes; and .75% (.0075) for the public School Boards operating in Louisville Metro, Kentucky. The occupational license tax rate is applicable to the “net profits” of business entities and professional firms, and to the gross employee compensation of employed individuals. Individuals who reside outside Louisville Metro, Kentucky, are exempt from the School Boards tax.

**NOTE:** The amount on Line 3 must be determined based upon guidelines contained in Section 3.14 of the Regulations of the Louisville Metro Revenue Commission.

**Who May Use This Form:** This return may be used only if all of the following apply:

- (a) You are an individual (not a corporation or a partnership).
- (b) You had no business expenses for the calendar year.
- (c) You are not a domestic servant or a minister.
- (d) All of your business income was earned in Louisville Metro, KY.
- (e) You were either a resident for the entire year or a non-resident for the entire year.

The salaries and wages of domestic servants and duly ordained ministers of religion are exempt from all the local occupational taxes, except the .75% (.0075) School Boards’ tax. Domestic servants and ordained ministers must use Form OL-3. All other individuals whose earnings within Louisville Metro, KY, were from salaries, wages, commissions, or other compensation received from one or more employers, and on which occupational license taxes were not withheld [deducted by the employer(s)], must file an annual return on Form OL-3, OL-3A, or OL-3EZ, whichever is applicable. If the taxpayer is deceased, the return(s) must be filed by his or her legal representative.

**Period Covered:** Form OL-3EZ is to be filed based upon a calendar year.

**Extensions:** **If an extension of time for filing is required, a separate extension request to the Louisville Metro Revenue Commission is mandatory in all cases.** You must file Form OL-3E or a copy of your federal extension application to request an automatic 6-month extension to file Form OL-3A. All extension requests should include your Louisville Metro Revenue Commission account number. The extension must be postmarked or hand-delivered to the Louisville Metro Revenue Commission on or before the original due date. Any tax due must be paid by April 15<sup>th</sup>.

**Payment of Occupational Taxes:** The occupational taxes must be paid in full at the time of filing to avoid penalties and interest. The deadline is **April 15th**. Do not send cash through the mail. Please make your check payable to the Louisville Metro Revenue Commission.

**Penalty and Interest:** Failure **to file** on time subjects you to a penalty of 5% per month, or a fraction of a month, for the period the return remains unfiled, to a maximum of 25%. Failure **to pay** when due subjects you to an additional 5% penalty, plus interest at the rate of 12% per annum from the due date until paid.

**Failure to File Return and/or Pay License Fee:** Any person who willfully fails to prepare or file a timely return, or who willfully prepares or files a false or inaccurate return, is subject, upon conviction, to a fine not exceeding \$100.00. The failure of any person to receive a return shall not excuse him or her from filing a return or from paying the proper occupational tax.