



LOUISVILLE METRO REVENUE COMMISSION

FORM W-3

ANNUAL RECONCILIATION OF EMPLOYERS QUARTERLY RETURN OF OCCUPATIONAL LICENSE FEES WITHHELD AND INDIVIDUAL EMPLOYEE STATEMENT

CHECK IF CHANGE IN ADDRESS IS BELOW

Name _____

Address _____

City _____ State _____ Zip _____

Federal ID _____ Phone _____ Ext _____

NOTE: NO REFUNDS OR CREDIT WILL RESULT FROM ENTRIES MADE ON THIS FORM. W-1 RETURN MUST BE AMENDED FOR REFUNDS OR CREDITS.	ACCOUNT NUMBER	YEAR	DUE DATE
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AMOUNT THAT SHOULD HAVE BEEN PAID

QUARTER ENDING

1. MARCH 31ST

\$ _____

2. JUNE 30TH

\$ _____

3. SEPTEMBER 30TH

\$ _____

4. DECEMBER 31ST

\$ _____

5. TOTAL QUARTERLY TAXES THAT SHOULD HAVE BEEN PAID (Sum of Lines 1 - 4)

\$ _____

6. TOTAL TAXES WITHHELD PER SCHEDULE OF EMPLOYEES' WAGES ATTACHED

\$ _____

7. DIFFERENCE BETWEEN LINE 5 & LINE 6

\$ _____

W-2's filed electronically/magnetically with the Louisville Metro Revenue Commission

AUTHORIZED SIGNATURE

DATE

INSTRUCTIONS FOR ANNUAL RECONCILIATION OF WITHHOLDING TAXES

Wage and Tax Statements should be submitted for only those employees that earned wages while working in Louisville Metro, Kentucky. If any quarter(s) has been over or underpaid, amended Form W-1's must be attached to this Form W-3, If any additional tax is owed (Line 7 of this form), please submitted your check along with these forms.

This reconciliation form must be filed with the LOUISVILLE METRO REVENUE COMMISSION, 617 W. Jefferson Street, Louisville, Kentucky 40202, **on or before January 31st**. Employee W2 forms can be forwarded to the Metro Revenue Commission in IRS format, either electronically through the web or magnetically. Visit our website, at www.metrorevenue.org, for a current list of acceptable magnetic media. **If submitted in this manner, please check the box 'W2's filed electronically/magnetically' above and return to our office.**

W-2 information and the Annual Reconciliation (Form W-3) should be mailed **separately** from the 4th quarter withholdings tax return. If no W-2 will be filed, complete the Schedule of Employees' Wages on the reverse side of this return.

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

