

**THE CITY OF PADUCAH, KY**  
**2024 ANNUAL LICENSE TAX APPLICATION**

**GENERAL INSTRUCTIONS:**

ALL ITEMS ON THIS APPLICATION MUST BE ANSWERED. FAILURE TO DO SO WILL DELAY THE PROCESSING OF YOUR APPLICATION AND COULD RESULT IN A PENALTY CHARGE. INSTRUCTIONS ARE PROVIDED FOR YOUR ASSISTANCE.

Type of Business \_\_\_\_\_  
Account Number: \_\_\_\_\_

**PLEASE COMPLETE LINES 1-3 IF ANY CHANGES**

1. NAME OF BUSINESS \_\_\_\_\_
2. MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
3. BUSINESS PHONE ( ) \_\_\_\_\_ FAX( ) \_\_\_\_\_
4. EMAIL ADDRESS \_\_\_\_\_
5. OWNERSHIP:
- PROPRIETORSHIP (OWNER'S SSN) \_\_\_\_\_
- PARTNERSHIP (PARTNER'S NAME & SSN) \_\_\_\_\_
- CORPORATION (PRESIDENT'S NAME & FIN) \_\_\_\_\_
6. DO YOU HAVE W2 EMPLOYEES WORKING IN PADUCAH? YES \_\_\_\_\_ NO \_\_\_\_\_  
    IF YES, UNDER WHAT COMPANY NAME IS PAYROLL PAID? \_\_\_\_\_
7. DO YOU HAVE 1099 EMPLOYEES WORKING IN PADUCAH? YES \_\_\_\_\_ NO \_\_\_\_\_ (IF SO PLEASE ATTACH A COPY OF 1099'S)
8. PADUCAH LOCATION(S) AND PHONE NUMBER IF DIFFERENT FROM ABOVE \_\_\_\_\_
9. DO YOU LEASE THE PROPERTY WHERE THE BUSINESS IS LOCATED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PROVIDE THE OWNER'S NAME \_\_\_\_\_

**CALCULATIONS:**

- A. TOTAL GROSS RECEIPTS BASED ON PERIOD \_\_\_\_\_ TO \_\_\_\_\_ CY OR FY A \$ \_\_\_\_\_
- B. ALLOWABLE DEDUCTIONS
- SALES TAX \$ \_\_\_\_\_
- RETURNS \$ \_\_\_\_\_
- LIQUOR SALES \$ \_\_\_\_\_
- UNCOLLECTIBLE \$ \_\_\_\_\_ B \$ \_\_\_\_\_
- OUTSIDE CITY SEE INSTRUCTIONS FOR APPORTIONMENT
- C. TOTAL GROSS RECEIPTS SUBJECT TO LICENSE FEE(LINE A minus line B) OR (total from line 6 of apportionment) C \$ \_\_\_\_\_
- D. LICENSE FEE UP TO \$3,500,000 MULTIPLIED BY \_\_\_\_\_ MINIMUM FEE \_\_\_\_\_  
    (LINE C MULTIPLIED BY RATE) (EXCESS OF \$3,500,000 MULTIPLY BY .00005) D \$ \_\_\_\_\_
- E. PENALTY \_\_\_\_\_ PERCENT OF FEE (SEE INSTRUCTIONS) E \$ \_\_\_\_\_
- F. INTEREST \_\_\_\_\_ PERCENT OF FEE (SEE INSTRUCTIONS) F \$ \_\_\_\_\_
- G. TOTAL DUE (ADD LINES D+E+F) MAIL PAYMENT TO: **CITY OF PADUCAH** G \$ \_\_\_\_\_  
    P O BOX 9001241  
    LOUISVILLE, KY 40290-1241

IF NO LONGER IN BUSINESS, ENTER CLOSING DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

I AFFIRM THAT THIS RETURN (INCLUDING ANY ACCOMPANYING STATEMENTS) HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN, MADE IN GOOD FAITH, PURSUANT TO THE ORDINANCE ADOPTED DECEMBER 2, 1947, AS AMENDED AND THE REGULATIONS ISSUED UNDER AUTHORITY THEREOF.

\_\_\_\_\_  
SIGNATURE OF OWNER/PARTNER/CORPORATE OFFICER

\_\_\_\_\_  
PREPARER

\_\_\_\_\_  
DATE

**YOUR APPLICATION MUST BE SIGNED AND A COPY OF YOUR FEDERAL TAX RETURN AND SUPPORTING SCHEDULES MUST BE ATTACHED**  
**THE CITY OF PADUCAH WILL NOT ISSUE A BUSINESS LICENSE TO ANY BUSINESS SUBMITTING AN APPLICATION THAT IS NOT**  
**ACCOMPANIED BY THE CORRECT FEDERAL TAX FORM AND PROPER PAYMENT.**

# Instructions

## NEW BUSINESS

BEFORE ENGAGING IN ANY PROFESSION, OCCUPATION, TRADE, VOCATION, CALLING OR OTHER BUSINESS ACTIVITY, SUCH PERSON(S) SHALL FIRST PAY TO THE CITY OF PADUCAH A LICENSE FEE IN ACCORDANCE TO THE LAWS OUTLINED BY CITY ORDINANCE CHAPTER 106 ARTICLE III.

## EXISTING BUSINESS

ANY PERSON(S) WHO ENGAGED IN ANY BUSINESS ACTIVITY FOR ALL OR PART OF ONE YEAR, SHALL PAY A LICENSE FEE FOR SUCH YEAR BASED UPON GROSS RECEIPTS FROM THE PRECEDING YEAR. PAYMENT OF LICENSE FEE ALONG WITH COMPLETED APPLICATION AND FEDERAL TAX RETURN IS DUE ON OR BEFORE APRIL 15 OF EACH YEAR. PROVIDED HOWEVER, THAT IF THE BUSINESS ENTITY OPERATES ON A FISCAL YEAR WHICH IS NOT BASED ON A CALENDAR YEAR, THE BUSINESS ENTITY SHALL FILE THE APPLICATION ON OR BEFORE THE 15<sup>TH</sup> DAY OF THE FOURTH MONTH FOLLOWING THE CLOSE OF THE BUSINESS ENTITY'S FISCAL YEAR.

## TOTAL GROSS RECEIPTS

THE LICENSE TAX DUE FOR EACH CALENDAR YEAR SHALL BE MEASURED BY THE AMOUNT OF THE GROSS RECEIPTS DURING THE LAST CALENDAR YEAR OR FISCAL YEAR.

## APPORTIONMENT

FOR BUSINESS ENTITIES WITH **BOTH** PAYROLL AND SALES REVENUE IN MORE THAN ONE TAX DISTRICT, MULTIPLY THE GROSS RECEIPTS BY A FRACTION, THE NUMERATOR OF WHICH IS THE PAYROLL FACTOR, WHICH IS DESCRIBED IN SUBSECTION (A) OF THIS SECTION, PLUS THE SALES FACTOR, WHICH IS DESCRIBED IN SUBSECTION (B) OF THIS SECTION, AND THE DENOMINATOR OF WHICH IS THE NUMBER TWO; AND FOR BUSINESS ENTITIES WITH SALES REVENUE IN MORE THAN ONE TAX DISTRICT, BY MULTIPLYING THE GROSS RECEIPTS BY THE SALES FACTOR AS SET FORTH IN SUBSECTION (B) OF THIS SECTION.

(A) THE **PAYROLL FACTOR** IS A FRACTION, THE NUMERATOR OF WHICH IS THE TOTAL AMOUNT OF COMPENSATION PAID OR OTHERWISE PAYABLE BY THE BUSINESS ENTITY DURING THE REPORTING PERIOD WHICH IS ATTRIBUTABLE TO SERVICES PERFORMED BY THE BUSINESS ENTITY'S EMPLOYEES IN THE CITY, AND THE DENOMINATOR OF WHICH IS THE TOTAL COMPENSATION PAID OR OTHERWISE PAYABLE BY THE BUSINESS ENTITY DURING THE REPORTING PERIOD FOR ALL OF THE SERVICES PERFORMED BY THE BUSINESS ENTITY'S EMPLOYEES WHEREVER LOCATED. COMPENSATION ATTRIBUTABLE TO EMPLOYEES IN THE CITY IS BASED ON THE TIME THAT THE EMPLOYEES PERFORMED SERVICES IN THE CITY.

(B) THE **SALES FACTOR** IS A FRACTION, THE NUMERATOR OF WHICH IS THE TOTAL SALES REVENUE OF THE BUSINESS ENTITY IN THE CITY DURING THE REPORTING PERIOD, AND THE DENOMINATOR OF WHICH IS THE TOTAL SALES REVENUE OF THE BUSINESS ENTITY EVERYWHERE DURING THE REPORTING PERIOD.

<b>Allocation Factors</b>	<b>Column A City of Paducah</b>	<b>Column B Total Everywhere</b>	<b>Column C Percentage</b>
1. Gross Receipts.....	\$ _____	\$ _____	_____ %
(If not applicable write N/A in column C)			
2. Total Wages & Salaries.....	\$ _____	\$ _____	_____ %
(If not applicable write N/A in column C)			
3. Total Percents (Line 1 Column C plus Line 2 Column C).....			_____ %
4. Average Percentage (Line 3 divided by number of applicable percentages).....			_____ %
5. Total Gross Receipts (Line 1 Column B).....			\$ _____
6. Gross Receipts subject to license fee (Line 5 multiplied by Line 4) <b>Enter on Line C of front page</b> .....			\$ _____

## LATE PAYMENT PENALTY AND INTEREST

ANY BUSINESS ENTITY FAILING TO FILE A COMPLETED APPLICATION AND FAILING TO PAY THE CORRECT LICENSE FEE ON OR BEFORE THE DATES OUTLINED ABOVE, SHALL PAY A PENALTY EQUAL TO FIVE PERCENT (5%) OF THE ANNUAL LICENSE TAX DUE FOR EACH CALENDAR MONTH OR FRACTION THEREOF. PROVIDED HOWEVER, THE TOTAL PENALTY IMPOSED UNDER THIS SECTION SHALL NOT EXCEED TWENTY-FIVE PERCENT (25%) OF THE TOTAL ANNUAL LICENSE TAX DUE NOR SHALL IT BE LESS THAN TWENTY-FIVE DOLLARS (\$25).

IN ADDITION TO THE PENALTIES PRESCRIBED IN THIS SECTION, SUCH BUSINESS ENTITY SHALL ALSO PAY, AS PART OF THE LICENSE TAX, AN AMOUNT EQUAL TO TWELVE PERCENT (12%) PER ANNUM SIMPLE INTEREST ON ANY UNPAID ANNUAL LICENSE TAX WHICH WAS DUE AND PAYABLE TO THE CITY UNDER THIS ARTICLE FROM THE TIME THAT THE LICENSE TAX WAS DUE UNTIL THE LICENSE TAX IS FINALLY PAID TO THE CITY. A FRACTION OF A MONTH IS COUNTED AS AN ENTIRE MONTH.

## EXTENSION OF TIME

IF A TAXPAYER HAS RECEIVED AN EXTENSION OF TIME, PAST APRIL 15, HE SHALL BE GRANTED A SIMILAR EXTENSION BY THE CITY; PROVIDED THAT HE:

- SUPPLIES A COPY OF THE FEDERAL EXTENSION PRIOR TO APRIL 15 OF ANY YEAR.
- SUBMIT AN APPLICATION WITH ESTIMATED GROSS RECEIPTS AND PAY AN ESTIMATED BUSINESS LICENSE FEE, WHICH SHALL BE ADJUSTED UPON FILING OF HIS FINAL RETURN.
- ANY AMOUNT THAT THE ACTUAL FEE IS OVER THE ESTIMATED PAYMENT SHALL BE SUBJECT TO INTEREST AND PENALTIES.

**THE FULL ORDINANCE PERTAINING TO GROSS RECEIPT LICENSE TAX MAY BE FOUND IN SECTION 106 ARTICLE III OF THE PADUCAH CODE OF ORDINANCES OR ON THE CITY OF PADUCAH WEBSITE AT WWW.PADUCAH.KY.GOV.**

**CITY HALL OFFICE HOURS ARE 8:00 A.M. TO 4:30 P.M.**