City of Lebanon
FORM 501

EMPLOYER'S MONTHLY RETURN
LEBANON OCCUPATIONAL LICENSE FEE WITHHELD

1. Total salaries, wages, commissions, and other compensation paid employees this month			8. Total No. employees subject to Lebanon license fee this month ☐
2. Amount included in line 1 which was paid for services outside of Lebanon			
3. Compensation subject to Lebanon license fee (line 1 less line 2)			
4. Lebanon license fee payable (1% of line 3)			
5. Penalty (see instruction - line 5)			
6. Interest (12% per annum)			
7. Total amount due (sum of lines 4, 5, and 6)			

Employer's Name and Address:

_____

_____

_____

Tax ID # _____

I declare that to the best of my knowledge this is a true, correct, and complete return.

Date Signed_____ Signature_____Title_____

Make checks payable and mail return to Tax Administrator, City of Lebanon, PO Box 840, Lebanon, KY 40033 **Return for month ended**_____

INSTRUCTIONS

The return is for a period of one calendar month and is due on or before the last day of the following month.

Who Is Required to Use Form 501: Ordinance 85-4 requires employers with 20 or more employees to file monthly returns, together with withholdings payments. The determination of whether an employer is subject to this requirement is made by counting the total number of different individuals employed in Lebanon (whether full or part time) during the last month of the preceding quarter. Thus, to determine if monthly payments are required during the first calendar quarter (Jan, Feb, March), the number of employees during December should be used. Once monthly payments are required, they must be continued throughout a full calendar quarter.

Line 1: Enter total compensation paid during the month, regardless of when or where earned.

Line 2: Enter the amount included in line 1 which represents payment for services performed or work done outside Lebanon. The employer must maintain adequate records to substantiate this amount.

Line 5: A penalty of 5% is imposed for each month or fraction thereof after the due date of the return during which the license fee remains unpaid.

Line 6: Interest accrues on unpaid license fees at a rate of 12% per annum from the due date of the return until paid.

More detailed information for employers may be obtained from the Tax Administrator, City of Lebanon, P.O. Box 840, Lebanon, KY 40033