

# **Occupational License Tax City of London, Kentucky**

ORDINANCE No. 2008-08

AN ORDINANCE RELATING TO THE IMPOSITION AND ADMINISTRATION OF A OCCUPATIONAL LICENSE REQUIREMENT, AND PAYMENT OF AN OCCUPATIONAL LICENSE TAX BY PERSONS AND BUSINESS ENTITIES CONDUCTING BUSINESSES, OCCUPATIONS AND PROFESSIONS WITHIN THE CITY OF LONDON, KENTUCKY.

Now, therefore, be it ordained by the City Council of the City of London Kentucky that Ordinance No. 2008-08 is hereby adopted in full to read as follows:

Ordinance No. 2008-08 is hereby enacted and shall read in full as follows:

Sections:

- 1 Definitions
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## **§ 1 - Definitions**

As used in this ordinance, the following terms and their derivatives shall have the following meanings unless the context clearly indicates that a different meaning is intended:

- (1) "Business entity" means each separate corporation, limited liability company, business development corporation, partnership, limited partnership, registered

limited liability partnership, sole proprietorship, association, joint stock company, receivership, trust, professional service organization, or other legal entity through which business is conducted;

- (2) "Business" means any enterprise, activity, trade, occupation, profession or undertaking of any nature conducted for gain or profit. "Business" shall not include the usual activities of a board or trade, chambers of commerce, trade associations, or unions, or other associations performing services usually performed by trade associations or unions. "Business" shall not include funds, foundations, corporations, or associations organized and operated for the exclusive and sole purpose of religious, charitable, scientific, literary, educational, civic or fraternal purposes, where no part of the earnings, incomes or receipts of such unit, group, or association, ensures to the benefit of any private shareholder or other person.
- (3) "City" means the City of London, Kentucky.
- (4) "Compensation" means wages, salaries, commissions, or any other form of remuneration paid or payable by an employer for services performed by an employee, which are required to be reported for federal income tax purposes and adjusted as follows:
  - (a) Include any amounts contributed by an employee to any retirement, profit sharing, or deferred compensation plan, which are deferred for federal income tax purposes under a salary reduction agreement or similar arrangement, including but not limited to salary reduction arrangements under Section 401(a), 401(k), 402(e), 403(a), 403(b), 408, 414(h), or 457 of the Internal Revenue Code; and
  - (b) Include any amounts contributed by an employee to any welfare benefit, fringe benefit, or other benefit plan made by salary reduction or other payment method which permits employees to elect to reduce federal taxable compensation under the Internal Revenue Code, including but not limited to Sections 125 and 132 of the Internal Revenue Code;
- (5) "Conclusion of the federal audit" means the date that the adjustments made by the Internal Revenue Service to net income as reported on the business entity's federal income tax return become final and unappealable;
- (6) "Final determination of the federal audit" means the revenue agent's report or other documents reflecting the final and unappealable adjustments made by the Internal Revenue Service;
- (7) "Fiscal year" means fiscal year as defined in Section 7701(a)(24) of the Internal Revenue Code;
- (8) "Employee" means any person who renders services to another person or any business entity for compensation, including an officer of a corporation and any officer, employee, or elected official of the United States, a state, or any political subdivision of a state, or any agency of instrumentality of any one (1) or more of the above. A person classified as an independent contractor under the Internal Revenue Code shall not be considered an employee.
- (9) "Employer" means the person for whom an individual performs or performed any service, of whatever nature, as the employee of such person, except that:

- (a) if the person for whom the individual performs or performed the services does not have control of the payment of the wages for such services, the term “employer” means the person having control of the payment of such wages, and
  - (b) in the case of a person paying wages on behalf of a nonresident alien individual, foreign partnership, or foreign corporation, not engaged in trade or business within the United States, the term “employer” means such person;
- (10) “Internal Revenue Code” means the Internal Revenue Code as defined in KRS 67.750 (7).
- (11) “Net profit” means gross income as defined in Section 61 of the Internal Revenue Code minus all the deductions from gross income allowed by Chapter 1 of the Internal Revenue Code, and adjusted as follows:
- (a) Include any amount claimed as a deduction for state tax or local tax which is computed, in whole or in part, by reference to gross or net income and which is paid or accrued to any state of the United States, local taxing authority in a state, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any foreign country or political subdivision thereof;
  - (b) Include any amount claimed as a deduction that directly or indirectly is allocable to income which is either exempt from taxation or otherwise not taxed;
  - (c) Include any amount claimed as a net operating loss carryback or carryforward allowed under Section 172 of the Internal Revenue Code;
  - (d) Include any amount of income and expenses passed through separately as required by the Internal Revenue Code to an owner of a business entity that is a pass-through entity for federal tax purposes; and
  - (e) Exclude any amount of income that is exempt from state taxation by the Kentucky Constitution, or the Constitution and statutory laws of the United States;
- (12) “Person” shall mean every natural person, whether a resident or non-resident of the City of London. Whenever the word “person” is used in a clause prescribing and imposing a penalty in the nature of a fine or imprisonment, the word, as applied to a partnership or other form of unincorporated enterprise, shall mean the partners or members thereof, and as applied to corporations, shall mean the officers and directors thereof;
- (13) “Return” or “Report” means any properly completed and, if required, signed form, statement, certification, declaration, or any other document permitted or required to be submitted or filed with the City of London;
- (14) “Sales Revenue” means receipts from the sale, lease, or rental of goods, services, or property;
- (15) “Tax district” means any county or city with the authority to levy net profits or occupational license taxes;

- (16) "Taxable net profit" in case of a business entity having payroll or sales revenue only within the City of London means net profit as defined in subsection (11) of this section;
- (17) "Taxable net profit" in case of a business entity having payroll or sales revenue both within and without the City of London means net profit as defined in subsection (11) of this section, and as apportioned under Section (4) of this Ordinance; and
- (18) "Taxable year" means the calendar year or fiscal year ending during the calendar year, upon the basis of which net income is computed.
- (19) "Domestic Servant" means an individual employed to drive his employer as a chauffeur or employed on the grounds or in the home of his employer, to cook, clean, wash, garden, transport, or otherwise care for or wait upon the employer, the employer's family and guests or to care for the person, home, grounds, and/or vehicles of the employer, the employer's family and guests, including but not limited to maids, butlers, nurses, nursemaids, gardeners, cooks, launderers and chauffeurs engaged to service the employer, the employer's family and guests, but not including such individuals who are employed by a cleaning service, personal nursing service, chauffeuring service or other entity which offers the services of its employees to the public.
- (20) "Residential Rental Property" shall mean any room or rooms connected or other structure or portion thereof constituting a separate, independent establishment of premises for rent, lease, or sublease to the occupant thereof for residential purposes.
- (21) "Occupational Tax Office" shall mean the Occupational Tax Office that is designated by the City Council of the City of London Kentucky.
- (22) "Occupational Tax Administrator" shall mean the Occupational Tax Administrator that is designated by the City Council of the City of London Kentucky.

## **§ 2 - Occupational License Application Required**

- (1) Every person or business entity engaged in any trade, occupation, or profession, or other activity for profit or anyone required to file a return under this ordinance in the City of London shall be required to complete and execute the questionnaire prescribed by the Occupational Tax Office. Each person shall be required to complete a separate questionnaire for each separate business before the commencement of business or in the event of a status change, other than change of address. Licensees are required to notify the Occupational Tax Office of changes of address, or the cessation of business activity, and of other changes which render inaccurate the information supplied in the completed questionnaire.

### **§ 3 - Occupational License Tax Payment Required**

- (1) Except as provided in subsection (2) of this section, every person or business entity engaged in any business for profit and any person or business entity that is required to make a filing with the Internal Revenue Service or the Kentucky Revenue Cabinet shall be required to file and pay to the Occupational Tax Office an occupational license tax for the privilege of engaging in such activities within the City of London. The occupational license tax shall be measured by 1% of:
  - (a) all wages and compensation paid or payable in the City of London for work done or services performed or rendered in the City of London by every resident and nonresident who is an employee;
  - (b) The net profit from business conducted in the City of London by a resident or nonresident business entity.
- (2) All partnerships, S corporations, and all other entities where income is "passed through" to the owners are subject to this ordinance. The occupational license tax imposed in this ordinance is assessed against income before it is "passed through" these entities to the owners.
- (3) If any business entity dissolves, ceases to operate, or withdraws from the City of London during any taxable year, or if any business entity in any manner surrenders or loses its charter during any taxable year, the dissolution, cessation of business, withdrawal, or loss or surrender of charter shall not defeat the filing of returns and the assessment and collection of any occupational license tax for the period of that taxable year during which the business entity had business activity in the City of London.
- (4) If a business entity makes, or is required to make, a federal income tax return, the occupational license tax shall be computed for the purposes of this ordinance on the basis of the same calendar or fiscal year required by the federal government, and shall employ the same methods of accounting required for federal income tax purposes.
- (5) The occupational license tax imposed in this section shall not apply to the following persons or business entities:
  - (a) Any bank, trust company, combined bank and trust company, combined trust, banking and title business organized and doing business in this state, any savings and loan association whether state or federally chartered;
  - (b) Any compensation received by members of the Kentucky national guard for active duty training, unit training assemblies and annual field training;
  - (c) Any compensation received by precinct workers for election training or work at election booths in state, City of London, and local primary, regular, or special elections;
  - (d) Public Service Corporations that pay an ad valorem tax on property valued and assessed by the Kentucky Department of Revenue pursuant to the provisions of KRS 136.120. Licensees whose businesses are predominantly non-public service who are also engaged in public service activity are required to pay a license fee on their net profit derived from the non-public service activities apportioned to the City of London;

- (e) Persons or business entities that have been issued a license under KRS Chapter 243 to engage in manufacturing or trafficking in alcoholic beverages. Persons engaged in the business of manufacturing of alcoholic beverages are required to file a return, but may exclude the portion of their net profits derived from the manufacturing of alcoholic beverages;
- (f) Insurance companies incorporated under the laws of and doing business in the Commonwealth of Kentucky except as provided in KRS 91A.080;
- (g) Any profits, earnings, distributions of an investment fund which would qualify under KRS 154.20-250 to 154.20-284 to the extent any profits, earnings, or distributions would not be taxable to an individual investor;
- (h) Compensation received for domestic services rendered by those persons classified as domestic servants by Section (1) Subsection (19);
- (i) A person engaged in agriculture business (raising crops and livestock) who employs less than five (5) employees on a regular time basis, (four hundred fifty {450} hours during a quarter), may file a return and pay the withholding fee at the end of the taxable year. Any monies reported on Federal Schedule F as labor hired, contract labor, miscellaneous labor or any other form of labor is considered as labor and shall be paid upon. If contract labor or any other labor was paid upon and treated as 1099 labor, then a copy of the 1099 for said labor shall be submitted to the city. If the amount is less than that which is required by the Internal Revenue Service then a listing as set forth in Section (6) subsection (6) can be used in lieu of 1099's;
- (j) Individuals and those fiduciaries acting on behalf of individuals or deceased individuals having compensation received for the renting or leasing of residential rental property as classified by Section (1) subsection (20) if the gross receipts arising from the rental of residential real property located within the City of London is less than \$10,000 a year.
- (k) All natural persons aged 65 and older shall be exempt from the provisions of the Occupational License Fee as to the first two thousand (\$2,000) dollars of salaries, wages, commissions, or other compensation earned by such persons in the City of London for work done or services preformed or rendered in the City of London, or exempt as to the first two thousand (\$2,000) dollars of net profits of any business, trade, occupation or profession conducted in the City of London. No more than one exemption will be allowed per person. This said exemption may be used on either personal wages or net profits.
- (l) Any and all funds received under the Tobacco Transition Payment Program (TTPP) of the US Department of Agriculture which was enacted under the Fair and Equitable Tobacco Reform Act of 2004.

#### **§ 4 - Apportionment**

- (1) Except as provided in subsection (4) of this section, net profit shall be apportioned as follows:

- (a) For business entities with both payroll and sales revenue in more than one (1) tax district, by multiplying the net profit by a fraction, the numerator of which is the payroll factor, described in subsection (2) of this section, plus the sales factor, described in subsection (3) of this section, and the denominator of which is two (2); and
  - (b) For business entities with sales revenue in more than one (1) tax district, by multiplying the net profit by the sales factor as set forth in subsection (3) of this section.
- (2) The payroll factor is a fraction, the numerator of which is the total amount paid or payable in the City of London during the tax period by the business entity for compensation, and the denominator of which is the total compensation paid or payable by the business entity everywhere during the tax period. Compensation is paid or payable in the City of London based on the time the individual's service is performed within the City of London.
- (3) The sales factor is a fraction, the numerator of which is the total sales revenue of the business entity in the City of London during the tax period, and the denominator of which is the total sales revenue of the business entity everywhere during the tax period.
- (a) The sales, lease, or rental of tangible personal property is in the City of London if:
    - 1. The property is delivered or shipped to a purchaser, other than the United States Government, or to the designee of the purchaser within the City of London regardless of the f.o.b. point or other conditions of the sale; or
    - 2. The property is shipped from an office, store, warehouse, factory, or other place of storage in the City of London and the purchaser is the United States Government.
  - (b) Sales revenues, other than revenue from the sale, lease or rental of tangible personal property or the lease or rental of real property, are apportioned to the City of London based upon a fraction, the numerator of which is the time spent in performing such income-producing activity within the City of London and the denominator of which is the total time spent performing that income-producing activity.
  - (c) Sales revenue from the sale, lease, or rental of real property is allocated to the tax district where the property is located.
- (4) If the apportionment provisions of this section do not fairly represent the extent of the business entity's activity in the City of London, the business entity may petition the City of London or the City of London may require, in respect to all or any part of the business entity's business activity, if reasonable:
- (a) Separate accounting;
  - (b) The exclusion of any one (1) or more of the factors;
  - (c) The inclusion of one (1) or more additional factors which will fairly represent the business entity's business activity in the City of London; or

- (d) The employment of any other method to effectuate an equitable allocation and apportionment of net profit.
- (5) When compensation is paid or payable for work done or services performed or rendered by an employee, both within and without the City of London, the license tax shall be measured by that part of the compensation paid or payable as a result of work done or service performed or rendered within the City of London. The license tax shall be computed by obtaining the percentage which the compensation for work performed or services rendered within the City of London bears to the total wages and compensation paid or payable. In order for the City of London to verify the accuracy of a taxpayer's reported percentages under this subsection, the taxpayer shall maintain adequate records.

#### **§ 5 - Employers to Withhold**

- (1) Every employer making payment of compensation to an employee shall deduct and withhold upon the payment of the compensation any tax imposed against the compensation by the City of London. Amounts withheld shall be paid to the Occupational Tax Office in accordance with Section (3) of this ordinance.
- (2) Every employer required to deduct and withhold tax under this section shall, for the quarter ending after January 1 and for each quarter ending thereafter, on or before the end of the month following the close of each quarter, make a return and report to the Occupational Tax Office, and pay to the Occupational Tax Office, the tax required to be withheld under this section; however, any employer withholding five hundred dollars (\$500.00) or more license fee during any quarter shall, on or before the end of the month following the close of each month, file a return and pay the license fee withheld monthly.
- (3) Every employer who fails to withhold or pay to the Occupational Tax Office any sums required by this ordinance to be withheld and paid shall be personally and individually liable to the City of London for any sum or sums withheld or required to be withheld in accordance with the provisions of this section.
- (4) The City of London shall have a lien upon all the property of any employer who fails to withhold or pay over to the Occupational Tax Office sums required to be withheld under this section. If the employer withholds, but fails to pay the amounts withheld to the Occupational Tax Office, the lien shall commence as of the date the amounts withheld were required to be paid to the Occupational Tax Office. If the employer fails to withhold, the lien shall commence at the time the liability of the employer is assessed by the Occupational Tax Office.
- (5) Every employer required to deduct and withhold tax under this section shall annually on or before February 28 of each year complete and file on a form furnished or approved by the Occupational Tax Office a reconciliation of the occupational license tax withheld where compensation is paid or payable to employees. Either copies of federal forms W-2 and W-3, transmittal of wage and tax statements, or a detailed employee listing with the required equivalent

information, as determined by the Occupational Tax Office, shall be submitted.

- (6) Every employer shall furnish each employee a statement on or before January 31 of each year showing the amount of compensation and occupational license tax deducted by the employer from the compensation paid to the employee for payment to the Occupational Tax Office during the preceding calendar year.
- (7) An employer shall be liable for the payment of the tax required to be deducted and withheld under this section.
- (8) The president, vice president, secretary, treasurer or any other person holding an equivalent corporate office of any business entity subject to this ordinance shall be personally and individually liable, both jointly and severally, for any tax required to be withheld from compensation paid to one or more employees of any business entity, and neither the corporate dissolution or withdrawal of the business entity from the City of London, nor the cessation of holding any corporate office, shall discharge that liability of any person; provided that the personal and individual liability shall apply to each or every person holding the corporate office at the time the tax becomes or became obligated. No person shall be personally and individually liable under this subsection who had no authority to collect, truthfully account for, or pay over any tax imposed by this ordinance at the time that the taxes imposed by this ordinance become or became due.
- (9) Notwithstanding subsection (7) and (8) of this section, every employee receiving compensation in the City of London subject to the tax imposed under Section (3) of this ordinance shall be personally liable for any amount due. In all cases where the employer does not withhold the tax levied under this ordinance from the employee, such employee or employees shall be responsible for filing with the Occupational Tax Office each quarter in the same manner as if they were the employer. If an employer fails to or is not required to withhold, report, or pay the License Fee it shall become the duty of the employee to file with the Occupational Tax Office. The only employer that is not required to withhold, report, and pay the occupational license tax is the Federal Government including the United States Postal Service, unless the total number of employees who work for these agencies total more than five hundred (500), at which time the Federal Government, including the United States Postal Service, is required to withhold. The payment required to be made by an employee, can be made quarterly, for the periods ending March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup> of each year, or at any time the employee wishes to make an estimated payment for the year in which wages are earned. All license fees must be received by February 28<sup>th</sup> for the preceding calendar year, together with a copy of the employee's W-2 form. Employers not required to withhold, report, or pay the license fee must annually during the month of January of each year, make a return to the Occupational Tax Administrator, in which is set forth the name and social security number of each employee of the employer during the preceding calendar year, giving the amount of salaries, wages, commissions or other compensation earned during such preceding year by each such employee. This

list shall include all current full time employees, part time employees, temporary employees, and terminated employees whether it be voluntary or involuntary.

#### **§ 6 - Returns Required**

- (1) All business entity returns for the preceding taxable year shall be made by April 15 of each year, except returns made on the basis of a fiscal year, which shall be made by the fifteenth day of the fourth month following the close of the fiscal year. Blank forms for returns shall be supplied by the Occupational Tax Office.
- (2) Every business entity shall submit a copy of its federal income tax return and all supporting statements and schedules at the time of filing its occupational license tax return with the Occupational Tax Office. Whenever, in the opinion of the Occupational Tax Office, it is necessary to examine the federal income tax return of any business entity in order to audit the return, the Occupational Tax Office may compel the business entity to produce for inspection a copy of any statements and schedules in support thereof that have not been previously filed. The Occupational Tax Office may also require copies of reports of adjustments made by the federal government.
- (3) Every business entity subject to an occupational license tax governed by the provisions of this ordinance shall keep records, render under oath statements, make returns, and comply with rules as the Occupational Tax Office from time to time may prescribe. Whenever the Occupational Tax Office deems it necessary, the Occupational Tax Office may require a business entity, by notice served to the business entity, to make a return, render statements under oath, or keep records, as the Occupational Tax Office deems sufficient to determine the tax liability of the business entity.
- (4) The Occupational Tax Office may require, for the purpose of ascertaining the correctness of any return or for the purposes of making an estimate of the taxable income of any business entity, the attendance of a representative of the business entity or of any other person having knowledge in the premises.
- (5) The full amount of the unpaid tax payable by any business entity, as appears from the face of the return, shall be paid to the Occupational Tax Office at the time prescribed for filing the occupational license tax return, determined without regard to any extension of time for filing the return.
- (6) It shall be the responsibility of persons who make Federal Form 1099 "non-employee compensation" payments to natural persons other than employees for services performed within the City of London, to maintain records of such payments and to report such payments to the Occupational Tax Office. Said payments must be reported on by remitting Federal Form 1099 by February 28 of the year following the close of the calendar year in which the non employee compensation was paid. Form 1009 requires that non employee compensation payments of \$600.00 or more be reported. If a business entity or natural person is not required to remit Federal Form 1099 to the IRS they are still liable to remit the equivalent information to the Occupational Tax Office. The information required to be reported by said licensee shall include:

- (a) Payer's name, address, social security and/or Federal identification number.
- (b) Recipient's name and address.
- (c) Recipient's social security and/or Federal identification number.
- (d) Amount of non employee compensation paid in the calendar year.
- (e) Amount of non employee compensation earned in the City of London for the calendar year.

All licensees and all corporations, partnerships, and sole proprietors whether or not deemed licensee's hereunder who make payments of \$600.00 or more to natural persons other than employees are required to file Federal Form 1099.

#### **§ 7 - Extensions**

- (1) The Occupational Tax Office may grant any business entity an extension of not more than six months, unless a longer extension has been granted by the Internal Revenue Service or is agreed to by the Occupational Tax Office and the business entity, for filing its return, if the business entity, on or before the date prescribed for payment of the occupational license tax, requests the extension and pays the amount properly estimated as its tax.
- (2) If the time for filing a return is extended, the business entity shall pay, as part of the tax, an amount equal to twelve percent (12%) per annum simple interest on the tax shown due on the return, but not been previously paid, from the time the tax was due until the return is actually filed and the tax paid to the Occupational Tax Office. A fraction of a month is counted as an entire month.

#### **§ 8 - Estimated Payments**

- (1) Every business entity, other than a sole proprietorship, subject to a net profit or occupational license tax levied by the City of London shall make quarterly estimated tax payments on or before the fifteenth day of the fourth, sixth, ninth and twelfth month of each taxable year if the tax liability for the taxable year exceeds five thousand dollars (\$5,000).
- (2) The quarterly estimated tax payments required under subsection (3) of this section shall be based on the lesser of:
  - (a) Twenty-two and one-half percent (22.5%) of the current taxable year tax liability;
  - (b) Twenty-five percent (25%) of the preceding full year taxable year tax liability; or
  - (c) Twenty-five percent (25%) of the average tax liability for the three (3) preceding full year taxable years' tax liabilities if the tax liability for any of the three (3) preceding full taxable years exceeded twenty thousand dollars (\$20,000).
- (3) Any business entity that fails to submit the minimum quarterly payment required under subsection (4) of this section by the due date for the quarterly payment shall pay an amount equal to twelve percent (12%) per annum simple interest on the amount of the quarterly payment required under subsection (4) of this section from the earlier of:

- (a) The due date for the quarterly payment until the time when the aggregate quarterly payments submitted for the taxable year equal the minimum aggregate payments due under subsection (4) of this section; or
- (b) The due date of the annual return.

A fraction of a month is counted as an entire month.

- (4) The provisions of this section shall not apply to any business entity's first full or partial taxable year of doing business in the City of London or any first taxable year in which a business entity's tax liability exceeds five thousand dollars (\$5,000).
- (5) At the election of the business entity, any installment of the estimated tax may be paid prior to the date prescribed for its payment.

### **§ 9 - Refunds**

- (1) Where there has been an overpayment of tax under Section (5) of this ordinance, a refund or credit shall be made to the employer only to the extent that the amount of the overpayment was not deducted and withheld under Section (5) by the employer;
- (2) Unless written application for refund or credit is received by the Occupational Tax Office from the employer within two (2) years from the date the overpayment was made, no refund or credit shall be allowed;
- (3) An employee who has compensation attributable to activities performed outside the City of London, based on time spent outside the City of London, whose employer has withheld and remitted to the Occupational Tax Office, the occupational license tax on the compensation attributable to activities performed outside the City of London, may file for a refund within two (2) years of the date prescribed by law for the filing of a return. The employee shall provide a schedule and computation sufficient to verify the refund claim and the Occupational Tax Office may confirm with the employer the percentage of time spent outside the City of London and the amount of compensation attributable to activities performed outside the City of London prior to approval of the refund.
- (4) In the case where the tax computed under this ordinance is less than the amount which has been declared and paid as estimated tax for the same taxable year, a refund shall be made upon the filing of a return.
- (5) (a) Overpayment resulting from the payment of estimated tax in excess of the amount determined to be due upon the filing of a return for the same taxable year may be credited against the amount of estimated tax determined to be due on any declaration filed for the next succeeding taxable year or for any deficiency or non payment of tax for any previous taxable year;  
(b) No refund shall be made of any estimated tax paid unless a complete return is filed as required by this ordinance.
- (6) At the election of the business entity, any installment of the estimated tax may be paid prior to the date prescribed for its payment.

## **§ 10 - Federal Audit Provisions**

- (1) As soon as practicable after each return is received, the Occupational Tax Office may examine and audit the return. If the amount of tax computed by the Occupational Tax Office is greater than the amount returned by the business entity, the additional tax shall be assessed and a notice of assessment mailed to the business entity by the Occupational Tax Office within five (5) years from the date the return was filed, except as otherwise provided in this subsection.
  - (a) In the case of a failure to file a return or of a fraudulent return the additional tax may be assessed at any time.
  - (b) In the case of a return where a business entity understates net profit, or omits an amount properly includable in net profits, or both, which understatement or omission, or both, is in excess of twenty-five percent (25%) of the amount of net profit stated in the return, the additional tax may be assessed at any time within six (6) years after the return was filed.
  - (c) In the case of an assessment of additional tax relating directly to adjustments resulting from a final determination of a federal audit, the additional tax may be assessed before the expiration of the times provided in this subsection, or six (6) months from the date the Occupational Tax Office receives the final determination of the federal audit from the business entity, whichever is later.

The times provided in this subsection may be extended by agreement between the business entity and the Occupational Tax Office. For the purposes of this subsection, a return filed before the last day prescribed by law for filing the return shall be considered as filed on the last day. Any extension granted for filing the return shall also be considered as extending the last day prescribed by law for filing the return.
- (2) Every business entity shall submit a copy of the final determination of the federal audit within thirty (30) days of the conclusion of the federal audit.
- (3) The Occupational Tax Office may initiate a civil action for the collection of any additional tax within the times prescribed in subsection (1) of this section.

## **§ 11 - Administrative Provisions**

- (1) No suit shall be maintained in any court to restrain or delay the collection or payment of the tax levied by this ordinance.
- (2) Any tax collected pursuant to the provisions of this ordinance may be refunded or credited within two (2) years of the date prescribed by law for the filing of a return or the date the money was paid to the Occupational Tax Office, whichever is the later, except that:
  - (a) In any case where the assessment period contained in Section (9) of this ordinance has been extended by an agreement between the business entity and the Occupational Tax Office, the limitation contained in this subsection shall be extended accordingly.
  - (b) If the claim for refund or credit relates directly to adjustments resulting from a federal audit, the business entity shall file a claim for refund or

credit within the time provided for in this subsection or six (6) months from the conclusion of the federal audit, whichever is later.

For the purposes of this subsection and subsection (3) of this section, a return filed before the last day prescribed by law for filing the return shall be considered as filed on the last day.

- (3) The authority to refund or credit overpayments of taxes collected pursuant to this ordinance is vested exclusively in the Occupational Tax Office.

#### **§ 12 - Information to Remain Confidential**

- (1) No present or former employee of the Occupational Tax Office shall intentionally and without authorization inspect or divulge any information acquired by him or her of the affairs of any person, or information regarding the tax schedules, returns, or reports required to be filed with the Occupational Tax Office or other proper officer, or any information produced by a hearing or investigation, insofar as the information may have to do with the affairs of the person's business. This prohibition does not extend to information required in prosecutions for making false reports or returns for taxation, or any other infraction of the tax laws, or in any way made a matter of public record, nor does it preclude furnishing any taxpayer or the taxpayer's properly authorized agent with information respecting his or her own return. Further, this prohibition does not preclude any employee of the Occupational Tax Office from testifying in any court, or from introducing as evidence returns or reports filed with the Occupational Tax Office, in an action for violation of the City of London tax laws or in any action challenging the City of London laws.
- (2) The City of London reserves the right to disclose to the Commissioner of Revenue of the Commonwealth of Kentucky or his or her duly authorized agent all such information and rights to inspect any of the books and records of the City of London if the Commissioner of Revenue of the Commonwealth of Kentucky grants to the City of London the reciprocal right to obtain information from the files and records of the Kentucky Department of Revenue and maintains the privileged character of the information so furnished. Provided, further, that the City of London may publish statistics based on such information in such a manner as not to reveal data respecting net profits or compensation of any person or business entity.
- (3) In addition, the City of London is empowered to execute similar reciprocity agreements as described in subsection (2) of this section with any other taxing entity, should there be a need for exchange of information in order to effect diligent enforcement of this ordinance.

#### **§ 13 - Penalties**

- (1) A business entity subject to tax on net profits may be subject to a penalty equal to five percent (5%) of the tax due for each calendar month or fraction thereof if the business entity:

- (a) Fails to file any return or report on or before the due date prescribed for filing or as extended by the Occupational Tax Office; or
- (b) Fails to pay the tax computed on the return or report on or before the due date prescribed for payment.

The total penalty levied pursuant to this subsection shall not exceed twenty- five percent (25%) of the total tax due; however, the penalty shall not be less than twenty-five dollars (\$25).

- (2) Every employer who fails to file a return or pay the tax on or before the date prescribed under Section (5) of this ordinance may be subject to a penalty in an amount equal to five percent (5%) of the tax due for each calendar month or fraction thereof. The total penalty levied pursuant to this subsection shall not exceed twenty-five percent (25%) of the total tax due; however, the penalty shall not be less than twenty-five dollars (\$25).
- (3) In addition to the penalties prescribed in this section, any business entity or employer shall pay, as part of the tax, an amount equal to twelve percent (12%) per annum simple interest on the tax shown due, but not previously paid, from the time the tax was due until the tax is paid to the Occupational Tax Office. A fraction of a month is counted as an entire month.
- (4) Every tax imposed by this ordinance, and all increases, interest, and penalties thereon, shall become, from the time the tax is due and payable, a personal debt of the taxpayer to the City of London.
- (5) The City of London may enforce the collection of the occupational tax due under section (3) of this ordinance and any fees, penalties, and interest as provided in subsections (1), (2), (3), and (4) of this section by civil action in a court of appropriate jurisdiction. To the extent authorized by law, the City of London shall be entitled to recover all court costs and reasonable attorney fees incurred by it in enforcing any provision of this ordinance.
- (6) In addition to the penalties prescribed in this section, any person, business entity or employer who willfully fails to make a return, willfully makes a false return, or who willfully fails to pay taxes owing or collected, with the intent to evade payment of the tax or amount collected, or any part thereof, shall be guilty of a Class A misdemeanor.
- (7) Any person who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under, or in connection with, any matter arising under this ordinance of a return, affidavit, claim, or other document, which is fraudulent or is false as to any material matter, whether or not the falsity or fraud is with the knowledge or consent of the person authorized or required to present the return, affidavit, claim, or document, shall be guilty of a Class A misdemeanor.
- (8) Any person who is an income tax preparer who willfully fails to prepare or inform any business entity or employer of their necessity to file any required returns or any reckless or intentional disregard of rules or regulations of the ordinance by any such person shall pay a penalty of one hundred dollars (\$100.00) with respect to such return or incident.

- (9) A return for the purpose of this section shall mean and include any return, declaration, or form prescribed by the Occupational Tax Office and required to be filed with the Occupational Tax Office by the provisions of this ordinance, or by the rules of the City of London or by written request for information to the business entity by the City of London.
- (10) Any person violating the provisions of section (12) of this ordinance by intentionally inspecting confidential taxpayer information without authorization shall be fined not more than five hundred (\$500.00) dollars or imprisoned for not longer than six (6) months, or both.
- (11) Any person violating the provisions of section (12) of this ordinance by divulging confidential taxpayer information shall be fined not more than one thousand (\$1000) or imprisoned for not more than one (1) year, or both.

**§ 14 - Severability**

Each section and each provision of each section of this ordinance are severable, and if any provision, section, paragraph, sentence or part thereof, or the application thereof to any person licensee, class or group, is held by a court of law to be unconstitutional or invalid for any reason, such holding shall not affect or impair the remainder of this ordinance, it being the legislative intent to ordain and enact each provision, section, paragraph, sentence and part thereof, separately and independently of the rest.

**§ 15 – Effective Date**

This Ordinance shall become effective for returns filed on or after January 1, 2008.

This ordinance shall be effective upon publication.

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MAYOR TROY RUDDER  
CITY OF LONDON

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ATTESTED CONNIE MCKNIGHT, CITY CLERK

FIRST READING: August 4, 2008  
SECOND READING: August 12, 2008

PUBLICATION DATE: August 15, 2008

**Occupational License Tax  
City of London, Kentucky  
ORDINANCE NO. 2008-08**

AN ORDINANCE RELATING TO THE IMPOSITION AND ADMINISTRATION OF AN OCCUPATIONAL LICENSE REQUIREMENT, AND PAYMENT OF AN OCCUPATIONAL LICENSE TAX BY PERSONS AND BUSINESS ENTITIES CONDUCTING BUSINESSES, OCCUPATIONS AND PROFESSIONS WITHIN THE CITY OF LONDON, KENTUCKY. Now, therefore, be it ordained by the City Council of the City of London, Kentucky that Ordinance No. 2008-08 is hereby adopted in full to read as follows:

- Ordinance No. 2008-08 is hereby enacted and shall read in full as follows:
- Sections:
- 1 Definitions
  - 2 License Application Required
  - 3 Occupational License Tax Payment Required
  - 4 Apportionment
  - 5 Employers to Withhold
  - 6 Returns Required
  - 7 Extensions
  - 8 Estimated Payments
  - 9 Refunds
  - 10 Federal Audit Provisions
  - 11 Administrative Provisions
  - 12 Information to Remain Confidential
  - 13 Penalties
  - 14 Severability
  - 15 Effective Date
- § 1 - Definitions

As used in this ordinance, the following terms and their derivatives shall have the following meanings unless the context clearly indicates that a different meaning is intended:

- (1) "Business entity" means each separate corporation, limited liability company, business development corporation, partnership, limited partnership, registered limited liability partnership, sole proprietorship, association, joint stock company, receivership, trust, professional service organization, or other legal entity through which business is conducted;
- (2) "Business" means any enterprise, activity, trade, occupation, profession or undertaking of any nature conducted for gain or profit. "Business" shall not include the usual activities of a board or trade, chambers of commerce, trade associations, or unions, or other associations performing services usually performed by trade associations or unions. "Business" shall not include funds, foundations, corporations, or associations organized and operated for the exclusive and sole purpose of religious, charitable, scientific, literary, educational, civic or fraternal purposes, where no part of the earnings, incomes or receipts of such unit, group, or association, ensures to the benefit of any private shareholder or other person.
- (3) "City" means the City of London, Kentucky.
- (4) "Compensation" means wages, salaries, commissions, or any other form of remuneration paid or payable by an employer for services performed by an employee, which are required to be reported for federal income tax purposes and adjusted as follows:
  - (a) Include any amounts contributed by an employee to any retirement, profit sharing, or deferred compensation plan, which are deferred for federal income tax purposes under a salary reduction agreement or similar arrangement, including but not limited to salary reduction arrangements under Section 401(a), 401(k), 402(a), 403(a), 403(b), 408, 414(h), or 457 of the Internal Revenue Code; and
  - (b) Include any amounts contributed by an employee to any welfare benefit, fringe benefit, or other benefit plan made by salary reduction or other payment method which permits an employee to elect to reduce federal taxable compensation under the Internal Revenue Code, including but not limited to Sections 125 and 132 of the Internal Revenue Code;
- (5) "Conclusion of the federal audit" means the date that the adjustments made by the Internal Revenue Service to net income as reported on the business entity's federal income tax return become final and unappealable;
- (6) "Final determination of the federal audit" means the revenue agent's report or other documents reflecting the final and unappealable adjustments made by the Internal Revenue Service;
- (7) "Fiscal year" means fiscal year as defined in Section 7701(a)(24) of the Internal Revenue Code;
- (8) "Employee" means any person who renders services to another person or any business entity for compensation, including an officer of a corporation and any officer, employee, or elected official of the United States, a state, or any political subdivision of a state, or any agency of instrumentality of any one (1) or more of the above. A person classified as an independent contractor under the Internal Revenue Code shall not be considered an employee.
- (9) "Employer" means the person for whom an individual performs or performs any service, of whatever nature, as the employee of such person, except that:
  - (a) if the person for whom the individual performs or performed the services does not have control of the payment of the wages for such services, the term "employer" means the person having control of the payment of such wages, and
  - (b) in the case of a person paying wages on behalf of a nonresident alien individual, foreign partnership, or foreign corporation, not engaged in trade or business within the United States, the term "employer" means such person;
- (10) "Internal Revenue Code" means the Internal Revenue Code as defined in KRS 67.750 (7).

- tion, or any other document permitted or required to be submitted or filed with the City of London;
  - (14) "Sales Revenue" means receipts from the sale, lease, or rental of goods, services, or property;
  - (15) "Tax district" means any county or city with the authority to levy net profits or occupational license taxes;
  - (16) "Taxable net profit" in case of a business entity having payroll or sales revenue only within the City of London means net profit as defined in subsection (11) of this section;
  - (17) "Taxable net profit" in case of a business entity having payroll or sales revenue both within and without the City of London means net profit as defined in subsection (11) of this section, and as apportioned under Section (4) of this Ordinance; and
  - (18) "Taxable year" means the calendar year or fiscal year ending during the calendar year, upon the basis of which net income is computed.
  - (19) "Domestic Servant" means an individual employed to drive his employer as a chauffeur or employed on the grounds or in the home of his employer, to cook, clean, wash, garden, transport, or otherwise care for or wait upon the person, home, grounds, and/or vehicles of the employer, the employer's family and guests, including but not limited to maids, butlers, nurses, nursemaids, gardeners, cooks, laundresses and chauffeurs engaged to service the employer, the employer's family and guests, but not including such individuals who are employed by a cleaning service, personal nursing service, chauffeur service or other entity which offers the services of its employees to the public.
  - (20) "Residential Rental Property" shall mean any room or rooms connected or other structure or portion thereof constituting a separate, independent establishment of premises for rent, lease, or sublease to the occupant thereof for residential purposes.
  - (21) "Occupational Tax Office" shall mean the Occupational Tax Office that is designated by the City Council of the City of London, Kentucky.
  - (22) "Occupational Tax Administrator" shall mean the Occupational Tax Administrator that is designated by the City Council of the City of London, Kentucky.
- § 2 - Occupational License Application Required
- (1) Every person or business entity engaged in any trade, occupation, or profession, or other activity for profit or anyone required to file a return under this ordinance in the City of London shall be required to complete and execute the questionnaire prescribed by the Occupational Tax Office. Each person shall be required to complete a separate questionnaire for each separate business before the commencement of business or in the event of a status change, other than change of address. Licensees are required to notify the Occupational Tax Office of changes of address, or the cessation of business activity, and of other changes which render inaccurate the information supplied in the completed questionnaire.
- § 3 - Occupational License Tax Payment Required
- (1) Except as provided in subsection (2) of this section, every person or business entity engaged in any business for profit and any person or business entity that is required to make a filing with the Internal Revenue Service or the Kentucky Revenue Cabinet shall be required to file and pay to the Occupational Tax Office an occupational license tax for the privilege of engaging in such activities within the City of London. The occupational license tax shall be measured by 1% of:
    - (a) all wages and compensation paid or payable in the City of London for work done or services performed or rendered in the City of London by every resident and nonresident who is an employee;
    - (b) the net profit from business conducted in the City of London by a resident or nonresident business entity.
  - (2) All partnerships, S corporations, and all other entities where income is "passed through" to the owners are subject to this ordinance. The occupational license tax imposed in this ordinance is assessed against income before it is "passed through" these entities to the owners.
  - (3) If any business entity dissolves, ceases to operate, or withdraws from the City of London during any taxable year, or if any business entity in any manner surrenders or loses its charter during any taxable year, the dissolution, cessation of business, withdrawal, or loss or surrender of charter shall not defeat the filing of returns and the assessment and collection of any occupational license tax for the period of that taxable year during which the business entity had business activity in the City of London.
  - (4) If a business entity makes, or is required to make, a federal income tax return, the occupational license tax shall be computed for the purposes of this ordinance on the basis of the same calendar or fiscal year required by the federal government, and shall employ the same methods of accounting required for federal income tax purposes.
  - (5) The occupational license tax imposed in this section shall not apply to the following persons or business entities:
    - (a) Any bank, trust company, combined bank and trust company, combined trust, banking and title business organized and doing business in this state, any savings and loan association whether state or federally chartered;
    - (b) Any compensation received by members of the Kentucky national guard for active duty training, unit training assemblies and annual field training;
    - (c) Any compensation received by precinct workers for election training or work at election booths in state, City of London, and local primary, regular, or special elections;
    - (d) Public Service Companies that are required to file a return with the Internal Revenue Service then a listing as set forth in Section (6) subsection (6) can be used in lieu of 1099's;

- (j) Individuals and those fiduciaries acting on behalf of individuals or deceased individuals having compensation received for the renting or leasing of residential rental property as classified by Section (1) subsection (20) if the gross receipts arising from the rental of residential real property located within the City of London is less than \$10,000 a year.
  - (k) All natural persons aged 65 and older shall be exempt from the provisions of the Occupational License Fee as to the first two thousand (\$2,000) dollars of salaries, wages, commissions, or other compensation earned by such persons in the City of London for work done or services performed or rendered in the City of London; or exempt as to the first two thousand (\$2,000) dollars of net profits of any business, trade, occupation or profession conducted in the City of London. No more than one exemption will be allowed per person. This said exemption may be used on either personal wages or net profits.
  - (l) Any and all funds received under the Tobacco Transition Payment Program (TTPP) of the US Department of Agriculture which was enacted under the Fair and Equitable Tobacco Reform Act of 2004.
- § 4 - Apportionment
- (1) Except as provided in subsection (4) of this section, net profit shall be apportioned as follows:
    - (a) For business entities with both payroll and sales revenue in more than one (1) tax district, by multiplying the net profit by a fraction, the numerator of which is the payroll factor, described in subsection (2) of this section, plus the sales factor, described in subsection (3) of this section, and the denominator of which is two (2); and
    - (b) For business entities with sales revenue in more than one (1) tax district, by multiplying the net profit by the sales factor as set forth in subsection (3) of this section.
  - (2) The payroll factor is a fraction, the numerator of which is the total amount paid or payable in the City of London during the tax period by the business entity for compensation, and the denominator of which is the total compensation paid or payable by the business entity everywhere during the tax period. Compensation is paid or payable in the City of London based on the time the individual's service is performed within the City of London.
  - (3) The sales factor is a fraction, the numerator of which is the total sales revenue of the business entity in the City of London during the tax period, and the denominator of which is the total sales revenue of the business entity everywhere during the tax period.
    - (a) The sales, lease, or rental of tangible personal property is in the City of London if:
      - 1. The property is delivered or shipped to a purchaser, other than the United States Government, or to the designee of the purchaser within the City of London regardless of the f.o.b. point or other conditions of the sale; or
      - 2. The property is shipped from an office, store, warehouse, factory, or other place of storage in the City of London and the purchaser is the United States Government.
    - (b) Sales revenues, other than revenue from the sale, lease or rental of tangible personal property or the lease or rental of real property, are apportioned to the City of London based upon a fraction, the numerator of which is the time spent in performing such income-producing activity within the City of London and the denominator of which is the total time spent performing that income-producing activity.
    - (c) Sales revenue from the sale, lease, or rental of real property is allocated to the tax district where the property is located.
  - (4) If the apportionment provisions of this section do not fairly represent the extent of the business entity's activity in the City of London, the business entity may petition the City of London or the City of London may require, in respect to all or any part of the business entity's business activity, if reasonable:
    - (a) Separate accounting;
    - (b) The exclusion of any one (1) or more of the factors;
    - (c) The inclusion of one (1) or more additional factors which will fairly represent the business entity's business activity in the City of London; or
    - (d) The employment of any other method to effectuate an equitable allocation and apportionment of net profit.
  - (5) When compensation is paid or payable for work done or services performed or rendered by an employee, both within and without the City of London, the license tax shall be measured by that part of the compensation paid or payable as a result of work done or service performed or rendered within the City of London. The license tax shall be computed by obtaining the percentage which the compensation for work performed or services rendered within the City of London bears to the total wages and compensation paid or payable. In order for the City of London to verify the accuracy of a taxpayer's reported percentages under this subsection, the taxpayer shall maintain adequate records.
- § 5 - Employers to Withhold
- (1) Every employer making payment of compensation to an employee shall deduct and withhold upon the payment of the compensation any tax imposed against the compensation by the City of London. Amounts withheld shall be paid to the Occupational Tax Office in accordance with Section (3) of this ordinance.
  - (2) Every employer required to deduct and withhold tax under this section shall, for the quarter ending after January 1 and for each quarter ending thereafter, on or before the end of the month following the close of each quarter, make a

partnership, sole proprietorship, association, joint stock company, receivership, trust, professional service organization, or other legal entity through which business is conducted;

(2) "Business" means any enterprise, activity, trade, occupation, profession or undertaking of any nature conducted for gain or profit. "Business" shall not include the usual activities of a board or trade, chambers of commerce, trade associations, or unions, or other associations performing services usually performed by trade associations or unions. "Business" shall not include funds, foundations, corporations, or associations organized and operated for the exclusive and sole purpose of religious, charitable, scientific, literary, educational, civic or fraternal purposes, where no part of the earnings, incomes or receipts of such unit, group, or association, ensures to the benefit of any private shareholder or other person.

(3) "City" means the City of London, Kentucky.

(4) "Compensation" means wages, salaries, commissions, or any other form of remuneration paid or payable by an employer for services performed by an employee, which are required to be reported for federal income tax purposes and adjusted as follows:

(a) Include any amounts contributed by an employee to any retirement, profit sharing, or deferred compensation plan, which are deferred for federal income tax purposes under a salary reduction agreement or similar arrangement, including but not limited to salary reduction arrangements under Section 401(a), 401(k), 402(e), 403(a), 403(b), 408, 414(h), or 457 of the Internal Revenue Code; and

(b) Include any amounts contributed by an employee to any welfare benefit, fringe benefit, or other benefit plan made by salary reduction or other payment method which permits an employee to elect to reduce federal income tax compensation under the Internal Revenue Code, including but not limited to Sections 125 and 132 of the Internal Revenue Code;

(5) "Conclusion of the federal audit" means the date that the adjustments made by the Internal Revenue Service to net income as reported on the business entity's federal income tax return become final and unappealable;

(6) "Final determination of the federal audit" means the revenue agent's report or other documents reflecting the final and unappealable adjustments made by the Internal Revenue Service;

(7) "Fiscal year" means fiscal year as defined in Section 7701(a)(24) of the Internal Revenue Code;

(8) "Employee" means any person who renders services to another person or any business entity for compensation, including an officer of a corporation and any officer, employee, or elected official of the United States, a state, or any political subdivision of a state, or any agency of instrumentality of any one (1) or more of the above. A person classified as an independent contractor under the Internal Revenue Code shall not be considered an employee.

(9) "Employer" means the person for whom an individual performs or performed any service, of whatever nature, as the employee of such person, except that:

(a) if the person for whom the individual performs or performed the services does not have control of the payment of the wages for such services, the term "employer" means the person having control of the payment of such wages, and

(b) in the case of a person paying wages on behalf of a nonresident alien individual, foreign partnership, or foreign corporation, not engaged in trade or business within the United States, the term "employer" means such person;

(10) "Internal Revenue Code" means the Internal Revenue Code as defined in KRS 67.750 (7).

(11) "Net profit" means gross income as defined in Section 61 of the Internal Revenue Code minus all the deductions from gross income allowed by Chapter 1 of the Internal Revenue Code, and adjusted as follows:

(a) Include any amount claimed as a deduction for state tax or local tax which is computed, in whole or in part, by reference to gross or net income and which is paid or accrued to any state of the United States, local taxing authority in a state, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any foreign country or political subdivision thereof;

(b) Include any amount claimed as a deduction that directly or indirectly is allocable to income which is either exempt from taxation or otherwise not taxed;

(c) Include any amount claimed as a net operating loss carryback or carryforward allowed under Section 172 of the Internal Revenue Code;

(d) Include any amount of income and expenses passed through separately as required by the Internal Revenue Code to an owner of a business entity that is a pass-through entity for federal tax purposes; and

(e) Exclude any amount of income that is exempt from state taxation by the Kentucky Constitution, or the Constitution and statutory laws of the United States;

(12) "Person" shall mean every natural person, whether a resident or non-resident of the City of London. Whenever the word "person" is used in a clause prescribing and imposing a penalty in the nature of a fine or imprisonment, the word, as applied to a partnership or other form of unincorporated enterprise, shall mean the partners or members thereof, and as applied to corporations, shall mean the officers and directors thereof;

(13) "Return" or "Report" means any property completed and, if required, signed form, statement, certification, declara-

tion or other document designated by the City Council of the City of London Kentucky.

(22) "Occupational Tax Administrator" shall mean the Occupational Tax Administrator that is designated by the City Council of the City of London Kentucky.

§ 2 - Occupational License Application Required

(1) Every person or business entity engaged in any trade, occupation, or profession, or other activity for profit or anyone required to file a return under this ordinance in the City of London shall be required to complete and execute the questionnaire prescribed by the Occupational Tax Office. Each person shall be required to complete a separate questionnaire for each separate business before the commencement of business or in the event of a status change, other than change of address. Licensees are required to notify the Occupational Tax Office of changes of address, or the cessation of business activity, and of other changes which render inaccurate the information supplied in the completed questionnaire.

§ 3 - Occupational License Tax Payment Required

(1) Except as provided in subsection (2) of this section, every person or business entity engaged in any business for profit and any person or business entity that is required to make a filing with the Internal Revenue Service or the Kentucky Revenue Cabinet shall be required to file and pay to the Occupational Tax Office an occupational license tax for the privilege of engaging in such activities within the City of London. The occupational license tax shall be measured by 1% of:

(a) all wages and compensation paid or payable in the City of London for work done or services performed or rendered in the City of London by every resident and nonresident who is an employee;

(b) the net profit from business conducted in the City of London by a resident or nonresident business entity.

(2) All partnerships, S corporations, and all other entities where income is "passed through" to the owners are subject to this ordinance. The occupational license tax imposed in this ordinance is assessed against income before it is "passed through" these entities to the owners.

(3) If any business entity dissolves, ceases to operate, or withdraws from the City of London during any taxable year, or if any business entity in any manner surrenders or loses its charter during any taxable year, the dissolution, cessation of business, withdrawal, or loss or surrender of charter shall not defeat the filing of returns and the assessment and collection of any occupational license tax for the period of that taxable year during which the business entity had business activity in the City of London.

(4) If a business entity makes, or is required to make, a federal income tax return, the occupational license tax shall be computed for the purposes of this ordinance on the basis of the same calendar or fiscal year required by the federal government, and shall employ the same methods of accounting required for federal income tax purposes.

(5) The occupational license tax imposed in this section shall not apply to the following persons or business entities:

(a) Any bank, trust company, combined bank and trust company, combined trust, banking and title business organized and doing business in this state, any savings and loan association whether state or federally chartered;

(b) Any compensation received by members of the Kentucky national guard for active duty training, unit training assemblies and annual field training;

(c) Any compensation received by precinct workers for election training or work at election booths in state, City of London, and local primary, regular, or special elections;

(d) Public Service Corporations that pay an ad valorem tax on property valued and assessed by the Kentucky Department of Revenue pursuant to the provisions of KRS 136.120. Licensees whose businesses are predominantly non-public service who are also engaged in public service activity are required to pay a license fee on their net profit derived from the non-public service activities apportioned to the City of London;

(e) Persons or business entities that have been issued a license under KRS Chapter 243 to engage in manufacturing or trafficking in alcoholic beverages. Persons engaged in the business of manufacturing of alcoholic beverages are required to file a return, but may exclude the portion of their net profits derived from the manufacturing of alcoholic beverages;

(f) Insurance companies incorporated under the laws of and doing business in the Commonwealth of Kentucky except as provided in KRS 91A.080;

(g) Any profits, earnings, distributions of an investment fund which would qualify under KRS 154.20-250 to 154.20-284 to the extent any profits, earnings, or distributions would not be taxable to an individual investor;

(h) Compensation received for domestic services rendered by those persons classified as domestic servants by Section (1) Subsection (19);

(i) A person engaged in agriculture business (raising crops and livestock) who employs less than five (5) employees on a regular time basis, (four hundred fifty (450) hours during a quarter), may file a return and pay the withholding fee at the end of the quarter. Any monies reported on Federal Schedule C as labor hired, contract labor, miscellaneous labor or any other form of labor is considered as labor and shall be paid upon. If contract labor or any other labor was paid upon and treated as 1099 labor, then a copy of the 1099 for said labor shall be submitted to the city. If the amount is less than that which is required by

(2) The payroll factor is a fraction, the numerator of which is the total amount paid or payable in the City of London during the tax period by the business entity for compensation, and the denominator of which is the total compensation paid or payable by the business entity everywhere during the tax period. Compensation is paid or payable in the City of London based on the time the individual's service is performed within the City of London.

(3) The sales factor is a fraction, the numerator of which is the total sales revenue of the business entity in the City of London during the tax period, and the denominator of which is the total sales revenue of the business entity everywhere during the tax period.

(a) The sales, lease, or rental of tangible personal property is in the City of London if:

1. The property is delivered or shipped to a purchaser, other than the United States Government, or to the designee of the purchaser within the City of London regardless of the f.o.b. point or other conditions of the sale; or

2. The property is shipped from an office, store, warehouse, factory, or other place of storage in the City of London and the purchaser is the United States Government.

(b) Sales revenues, other than revenue from the sale, lease or rental of tangible personal property or the lease or rental of real property, are apportioned to the City of London based upon a fraction, the numerator of which is the time spent in performing such income-producing activity within the City of London and the denominator of which is the total time spent performing that income-producing activity.

(c) Sales revenue from the sale, lease, or rental of real property is allocated to the tax district where the property is located.

(4) If the apportionment provisions of this section do not fairly represent the extent of the business entity's activity in the City of London, the business entity may petition the City of London or the City of London may require, in respect to all or any part of the business entity's business activity, if reasonable:

(a) Separate accounting;

(b) The exclusion of any one (1) or more of the factors;

(c) The inclusion of one (1) or more additional factors which will fairly represent the business entity's business activity in the City of London; or

(d) The employment of any other method to effectuate an equitable allocation and apportionment of net profit.

(5) When compensation is paid or payable for work done or services performed or rendered by an employee, both within and without the City of London, the license tax shall be measured by that part of the compensation paid or payable as a result of work done or service performed or rendered within the City of London. The license tax shall be computed by obtaining the percentage which the compensation for work performed or services rendered within the City of London bears to the total wages and compensation paid or payable. In order for the City of London to verify the accuracy of a taxpayer's reported percentages under this subsection, the taxpayer shall maintain adequate records.

§ 5 - Employers to Withhold

(1) Every employer making payment of compensation to an employee shall deduct and withhold upon the payment of the compensation any tax imposed against the compensation by the City of London. Amounts withheld shall be paid to the Occupational Tax Office in accordance with Section (3) of this ordinance.

(2) Every employer required to deduct and withhold tax under this section shall, for the quarter ending after January 1 and for each quarter ending thereafter, on or before the end of the month following the close of each quarter, make a return and report to the Occupational Tax Office, and pay to the Occupational Tax Office, the tax required to be withheld under this section; however, any employer withholding five hundred dollars (\$500.00) or more license fee during any quarter shall, on or before the end of the month following the close of each month, file a return and pay the license fee withheld monthly.

(3) Every employer who fails to withhold or pay to the Occupational Tax Office any sums required by this ordinance to be withheld and paid shall be personally and individually liable to the City of London for any sum or sums withheld or required to be withheld in accordance with the provisions of this section.

(4) The City of London shall have a lien upon all the property of any employer who fails to withhold or pay over to the Occupational Tax Office sums required to be withheld under this section. If the employer withholds, but fails to pay the amounts withheld to the Occupational Tax Office, the lien shall commence as of the date the amounts withheld were required to be paid to the Occupational Tax Office. If the employer fails to withhold, the lien shall commence at the time the liability of the employer is assessed by the Occupational Tax Office.

(5) Every employer required to deduct and withhold tax under this section shall annually on or before February 28 of each year complete and file on a form furnished or approved by the Occupational Tax Office a reconciliation of the occupational license tax withheld where compensation is paid or payable to employees. Either copies of federal forms W-2 and W-3, transmittal of wage and tax statements, or a detailed employee listing with the required equivalent information, as determined by the Occupational Tax Office, shall be submitted.

(6) Every employer shall furnish each employee a statement on or before January 31 of each year showing the amount of compensation and occupational license tax

deducted by the employer from the compensation paid to the employee for payment to the Occupational Tax Office during the preceding calendar year.

(7) An employer shall be liable for the payment of the tax required to be deducted and withheld under this section.

(8) The president, vice president, secretary, treasurer or any other person holding an equivalent corporate office of any business entity subject to this ordinance shall be personally and individually liable, both jointly and severally, for any tax required to be withheld from compensation paid to one or more employees of any business entity, and neither the corporate dissolution or withdrawal of the business entity from the City of London, nor the cessation of holding any corporate office, shall discharge that liability of any person; provided that the personal and individual liability shall apply to each or every person holding the corporate office at the time the tax becomes or became obligated. No person shall be personally and individually liable under this subsection who had no authority to collect, truthfully account for, or pay over any tax imposed by this ordinance at the time that the taxes imposed by this ordinance become or became due.

(9) Notwithstanding subsection (7) and (8) of this section, every employee receiving compensation in the City of London subject to the tax imposed under Section (3) of this ordinance shall be personally liable for any amount due. In all cases where the employer does not withhold the tax levied under this ordinance from the employee, such employee or employees shall be responsible for filing with the Occupational Tax Office each quarter in the same manner as if they were the employer. If an employer fails to or is not required to withhold, report, or pay the License Fee it shall become the duty of the employee to file with the Occupational Tax Office. The only employer that is not required to withhold, report, and pay the occupational license tax is the Federal Government including the United States Postal Service, unless the total number of employees who work for these agencies total more than five hundred (500), at which time the Federal Government, including the United States Postal Service, is required to withhold. The payment required to be made by an employee, can be made quarterly, for the periods ending March 31st, June 30th, September 30th, and December 31st of each year, or at any time the employee wishes to make an estimated payment for the year in which wages are earned. All license fees must be received by February 28th for the preceding calendar year, together with a copy of the employee's W-2 form. Employers not required to withhold, report, or pay the license fee must annually during the month of January of each year, make a return to the Occupational Tax Administrator, in which is set forth the name and social security number of each employee of the employer during the preceding calendar year, giving the amount of salaries, wages, commissions or other compensation earned during such preceding year by each such employee. This list shall include all current full time employees, part time employees, temporary employees, and terminated employees whether it be voluntary or involuntary.

#### § 6 - Returns Required

(1) All business entity returns for the preceding taxable year shall be made by April 15 of each year, except returns made on the basis of a fiscal year, which shall be made by the fifteenth day of the fourth month following the close of the fiscal year. Blank forms for returns shall be supplied by the Occupational Tax Office.

(2) Every business entity shall submit a copy of its federal income tax return and all supporting statements and schedules at the time of filing its occupational license tax return with the Occupational Tax Office. Whenever, in the opinion of the Occupational Tax Office, it is necessary to examine the federal income tax return of any business entity in order to audit the return, the Occupational Tax Office may compel the business entity to produce for inspection a copy of any statements and schedules in support thereof that have not been previously filed. The Occupational Tax Office may also require copies of reports of adjustments made by the federal government.

(3) Every business entity subject to an occupational license tax governed by the provisions of this ordinance shall keep records, render under oath statements, make returns, and comply with rules as the Occupational Tax Office from time to time may prescribe. Whenever the Occupational Tax Office deems it necessary, the Occupational Tax Office may require a business entity, by notice served to the business entity, to make a return, render statements under oath, or keep records, as the Occupational Tax Office deems sufficient to determine the tax liability of the business entity.

(4) The Occupational Tax Office may require, for the purpose of ascertaining the correctness of any return or for the purposes of making an estimate of the taxable income of any business entity, the attendance of a representative of the business entity or of any other person having knowledge in the premises.

(5) The full amount of the unpaid tax payable by any business entity, as appears from the face of the return, shall be paid to the Occupational Tax Office at the time prescribed for filing the occupational license tax return, determined without regard to any extension of time for filing the return.

(6) It shall be the responsibility of persons who make Federal Form 1099 "non-employee compensation" payments to natural persons other than employees for services performed within the City of London, to maintain records of such payments and to report such payments to the Occupational Tax Office. Said payments must be reported on by remitting

#### § 8 - Estimated Payments

(1) Every business entity, other than a sole proprietorship, subject to a net profit or occupational license tax levied by the City of London shall make quarterly estimated tax payments on or before the fifteenth day of the fourth, sixth, ninth and twelfth month of each taxable year if the tax liability for the taxable year exceeds five thousand dollars (\$5,000).

(2) The quarterly estimated tax payments required under subsection (3) of this section shall be based on the lesser of:

- (a) Twenty-two and one-half percent (22.5%) of the current taxable year tax liability;
- (b) Twenty-five percent (25%) of the preceding full year taxable year tax liability; or
- (c) Twenty-five percent (25%) of the average tax liability for the three (3) preceding full year taxable years' tax liabilities if the tax liability for any of the three (3) preceding full taxable years exceeded twenty thousand dollars (\$20,000).

(3) Any business entity that fails to submit the minimum quarterly payment required under subsection (4) of this section by the due date for the quarterly payment shall pay an amount equal to twelve percent (12%) per annum simple interest on the amount of the quarterly payment required under subsection (4) of this section from the earlier of:

- (a) The due date for the quarterly payment until the time when the aggregate quarterly payments submitted for the taxable year equal the minimum aggregate payments due under subsection (4) of this section; or
- (b) The due date of the annual return.

A fraction of a month is counted as an entire month.

(4) The provisions of this section shall not apply to any business entity's first full or partial taxable year of doing business in the City of London or any first taxable year in which a business entity's tax liability exceeds five thousand dollars (\$5,000).

(5) At the election of the business entity, any installment of the estimated tax may be paid prior to the date prescribed for its payment.

#### § 9 - Refunds

(1) Where there has been an overpayment of tax under Section (5) of this ordinance, a refund or credit shall be made to the employer only to the extent that the amount of the overpayment was not deducted and withheld under Section (5) by the employer;

(2) Unless written application for refund or credit is received by the Occupational Tax Office from the employer within two (2) years from the date the overpayment was made, no refund or credit shall be allowed;

(3) An employee who has compensation attributable to activities performed outside the City of London, based on time spent outside the City of London, whose employer has withheld and remitted to the Occupational Tax Office, the occupational license tax on the compensation attributable to activities performed outside the City of London, may file for a refund within two (2) years of the date prescribed by law for the filing of a return. The employee shall provide a schedule and computation sufficient to verify the refund claim and the Occupational Tax Office may confirm with the employer the percentage of time spent outside the City of London and the amount of compensation attributable to activities performed outside the City of London prior to approval of the refund.

(4) In the case where the tax computed under this ordinance is less than the amount which has been declared and paid as estimated tax for the same taxable year, a refund shall be made upon the filing of a return.

(5) (a) Overpayment resulting from the payment of estimated tax in excess of the amount determined to be due upon the filing of a return for the same taxable year may be credited against the amount of estimated tax determined to be due on any declaration filed for the next taxable year or for any deficiency or non-payment of tax for any previous taxable year;

(b) No refund shall be made of any estimated tax paid unless a complete return is filed as required by this ordinance.

(6) At the election of the business entity, any installment of the estimated tax may be paid prior to the date prescribed for its payment.

#### § 10 - Federal Audit Provisions

(1) As soon as practicable after each return is received, the Occupational Tax Office may examine and audit the return. If the amount of tax computed by the Occupational Tax Office is greater than the amount returned by the business entity, the additional tax shall be assessed and a notice of assessment mailed to the business entity by the Occupational Tax Office within five (5) years from the date the return was filed, except as otherwise provided in this subsection.

(a) In the case of a failure to file a return or of a fraudulent return the additional tax may be assessed at any time.

(b) In the case of a return where a business entity understates net profit, or omits an amount properly includable in net profits, or both, which understatement or omission, or both, is in excess of twenty-five percent (25%) of the amount of net profit stated in the return, the additional tax may be assessed at any time within six (6) years after the return was filed.

(c) In the case of an assessment of additional tax relating directly to adjustments resulting from a final determination of a federal audit, the additional tax may be assessed before the expiration of the times provided in this subsection, or six (6) months from the date the Occupational Tax Office receives the final determination of the federal audit from

(3) The authority to refund or credit overpayments of taxes collected pursuant to this ordinance is vested exclusively in the Occupational Tax Office.

#### § 12 - Information to Remain Confidential

(1) No present or former employee of the Occupational Tax Office shall intentionally and without authorization inspect or divulge any information acquired by him or her of the affairs of any person, or information regarding the tax schedules, returns, or reports required to be filed with the Occupational Tax Office or other proper officer, or any information produced by a hearing or investigation, insofar as the information may have to do with the affairs of the person's business. This prohibition does not extend to information required in prosecutions for making false reports or returns for taxation, or any other infraction of the tax laws, or in any way made a matter of public record, nor does it preclude furnishing any taxpayer or the taxpayer's properly authorized agent with information respecting his or her own return. Further, this prohibition does not preclude any employee of the Occupational Tax Office from testifying in any court, or from introducing as evidence returns or reports filed with the Occupational Tax Office, in an action for violation of the City of London tax laws or in any action challenging the City of London laws.

(2) The City of London reserves the right to disclose to the Commissioner of Revenue of the Commonwealth of Kentucky or his or her duly authorized agent all such information and rights to inspect any of the books and records of the City of London if the Commissioner of Revenue of the Commonwealth of Kentucky grants to the City of London the reciprocal right to obtain information from the files and records of the Kentucky Department of Revenue and maintains the privileged character of the information so furnished. Provided, further, that the City of London may publish statistics based on such information in such a manner as not to reveal data respecting net profits or compensation of any person or business entity.

(3) In addition, the City of London is empowered to execute similar reciprocity agreements as described in subsection (2) of this section with any other taxing entity, should there be a need for exchange of information in order to effect diligent enforcement of this ordinance.

#### § 13 - Penalties

(1) A business entity subject to tax on net profits may be subject to a penalty equal to five percent (5%) of the tax due for each calendar month or fraction thereof if the business entity:

(a) Fails to file any return or report on or before the due date prescribed for filing or as extended by the Occupational Tax Office; or

(b) Fails to pay the tax computed on the return or report on or before the due date prescribed for payment. The total penalty levied pursuant to this subsection shall not exceed twenty-five percent (25%) of the total tax due; however, the penalty shall not be less than twenty-five dollars (\$25).

(2) Every employer who fails to file a return or pay the tax on or before the date prescribed under Section (5) of this ordinance may be subject to a penalty in an amount equal to five percent (5%) of the tax due for each calendar month or fraction thereof. The total penalty levied pursuant to this subsection shall not exceed twenty-five percent (25%) of the total tax due; however, the penalty shall not be less than twenty-five dollars (\$25).

(3) In addition to the penalties prescribed in this section, any business entity or employer shall pay, as part of the tax, an amount equal to twelve percent (12%) per annum simple interest on the tax shown due, but not previously paid, from the time the tax was due until the tax is paid to the Occupational Tax Office.

(4) Every tax imposed by this ordinance, and all increases, interest, and penalties thereon, shall become, from the time the tax is due and payable, a personal debt of the taxpayer to the City of London.

(5) The City of London may enforce the collection of the occupational tax due under section (3) of this ordinance and any fees, penalties, and interest as provided in subsections (1), (2), (3), and (4) of this section by civil action in a court of appropriate jurisdiction. To the extent authorized by law, the City of London shall be entitled to recover all court costs and reasonable attorney fees incurred by it in enforcing any provision of this ordinance.

(6) In addition to the penalties prescribed in this section, any person, business entity or employer who willfully fails to make a return, willfully makes a false return, or who willfully fails to pay taxes owing or collected, with the intent to evade payment of the tax or amount collected, or any part thereof, shall be guilty of a Class A misdemeanor.

(7) Any person who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under, or in connection with, any matter arising under this ordinance of a return, affidavit, claim, or other document, which is fraudulent or is false as to any material matter, whether or not the falsity or fraud is with the knowledge or consent of the person authorized or required to present the return, affidavit, claim, or document, shall be guilty of a Class A misdemeanor.

(8) Any person who is an income tax preparer who willfully fails to prepare or inform any business entity or employer of their necessity to file any required returns or any reckless or intentional disregard of rules or regulations of the

required to maintain, report, and pay the occupational license tax is the Federal Government including the United States Postal Service, unless the total number of employees who work for these agencies total more than five hundred (500), at which time the Federal Government, including the United States Postal Service, is required to withhold. The payment required to be made by an employee, can be made quarterly, for the periods ending March 31st, June 30th, September 30th, and December 31st of each year, or at any time the employee wishes to make an estimated payment for the year in which wages are earned. All license fees must be received by February 28th for the preceding calendar year, together with a copy of the employee's W-2 form. Employers not required to withhold, report, or pay the license fee must annually during the month of January of each year, make a return to the Occupational Tax Administrator, in which is set forth the name and social security number of each employee of the employer during the preceding calendar year, giving the amount of salaries, wages, commissions or other compensation earned during such preceding year by each such employee. This list shall include all current full time employees, part time employees, temporary employees, and terminated employees whether it be voluntary or involuntary.

#### § 6 - Returns Required

(1) All business entity returns for the preceding taxable year shall be made by April 15 of each year, except returns made on the basis of a fiscal year, which shall be made by the fifteenth day of the fourth month following the close of the fiscal year. Blank forms for returns shall be supplied by the Occupational Tax Office.

(2) Every business entity shall submit a copy of its federal income tax return and all supporting statements and schedules at the time of filing its occupational license tax return with the Occupational Tax Office. Whenever, in the opinion of the Occupational Tax Office, it is necessary to examine the federal income tax return of any business entity in order to audit the return, the Occupational Tax Office may compel the business entity to produce for inspection a copy of any statements and schedules in support thereof that have not been previously filed. The Occupational Tax Office may also require copies of reports of adjustments made by the federal government.

(3) Every business entity subject to an occupational license tax governed by the provisions of this ordinance shall keep records, render under oath statements, make returns, and comply with rules as the Occupational Tax Office from time to time may prescribe. Whenever the Occupational Tax Office deems it necessary, the Occupational Tax Office may require a business entity, by notice served to the business entity, to make a return, render statements under oath, or keep records, as the Occupational Tax Office deems sufficient to determine the tax liability of the business entity.

(4) The Occupational Tax Office may require, for the purpose of ascertaining the correctness of any return or for the purposes of making an estimate of the taxable income of any business entity, the attendance of a representative of the business entity or of any other person having knowledge in the premises.

(5) The full amount of the unpaid tax payable by any business entity, as appears from the face of the return, shall be paid to the Occupational Tax Office at the time prescribed for filing the occupational license tax return, determined without regard to any extension of time for filing the return.

(6) It shall be the responsibility of persons who make Federal Form 1099 "non-employee compensation" payments to natural persons other than employees for services performed within the City of London, to maintain records of such payments and to report such payments to the Occupational Tax Office. Said payments must be reported on by remitting Federal Form 1099 by February 28 of the year following the close of the calendar year in which the non employee compensation was paid. Form 1099 requires that non employee compensation payments of \$600.00 or more be reported. If a business entity or natural person is not required to remit Federal Form 1099 to the IRS they are still liable to remit the equivalent information to the Occupational Tax Office. The information required to be reported by said licensee shall include:

- Payer's name, address, social security and/or Federal identification number.
- Recipient's name and address.
- Recipient's social security and/or Federal identification number.
- Amount of non employee compensation paid in the calendar year.
- Amount of non employee compensation earned in the City of London for the calendar year.

All licensees and all corporations, partnerships, and sole proprietors whether or not deemed licensees hereunder who make payments of \$600.00 or more to natural persons other than employees are required to file Federal Form 1099.

#### § 7 - Extensions

(1) The Occupational Tax Office may grant any business entity an extension of not more than six months, unless a longer extension has been granted by the Internal Revenue Service or is agreed to by the Occupational Tax Office and the business entity, for filing its return, if the business entity, on or before the date prescribed for payment of the occupational license tax, requests the extension and pays the amount properly estimated as its tax.

(2) If the time for filing a return is extended, the business entity shall pay, as part of the tax, an amount equal to twelve percent (12%) per annum simple interest on the tax shown due on the return, but not been previously paid, from the time the tax was due until the return is actually filed and the tax paid to the Occupational Tax Office. A fraction of a month is counted as an entire month.

which a business entity's tax liability exceeds five thousand dollars (\$5,000).

(5) At the election of the business entity, any installment of the estimated tax may be paid prior to the date prescribed for its payment.

#### § 9 - Refunds

(1) Where there has been an overpayment of tax under Section (5) of this ordinance, a refund or credit shall be made to the employer only to the extent that the amount of the overpayment was not deducted and withheld under Section (5) by the employer;

(2) Unless written application for refund or credit is received by the Occupational Tax Office from the employer within two (2) years from the date the overpayment was made, no refund or credit shall be allowed;

(3) An employee who has compensation attributable to activities performed outside the City of London, based on time spent outside the City of London, whose employer has withheld and remitted to the Occupational Tax Office, the occupational license tax on the compensation attributable to activities performed outside the City of London, may file for a refund within two (2) years of the date prescribed by law for the filing of a return. The employee shall provide a schedule and computation sufficient to verify the refund claim and the Occupational Tax Office may confirm with the employer the percentage of time spent outside the City of London and the amount of compensation attributable to activities performed outside the City of London prior to approval of the refund.

(4) In the case where the tax computed under this ordinance is less than the amount which has been declared and paid as estimated tax for the same taxable year, a refund shall be made upon the filing of a return.

(5) (a) Overpayment resulting from the payment of estimated tax in excess of the amount determined to be due upon the filing of a return for the same taxable year may be credited against the amount of estimated tax determined to be due on any declaration made for the next taxable year or for any deficiency of non-payment of tax for any previous taxable year;

(b) No refund shall be made of any estimated tax paid unless a complete return is filed as required by this ordinance.

(6) At the election of the business entity, any installment of the estimated tax may be paid prior to the date prescribed for its payment.

#### § 10 - Federal Audit Provisions

(1) As soon as practicable after each return is received, the Occupational Tax Office may examine and audit the return. If the amount of tax computed by the Occupational Tax Office is greater than the amount returned by the business entity, the additional tax shall be assessed and a notice of assessment mailed to the business entity by the Occupational Tax Office within five (5) years from the date the return was filed, except as otherwise provided in this subsection.

(a) In the case of a failure to file a return or of a fraudulent return the additional tax may be assessed at any time.

(b) In the case of a return where a business entity understates net profit, or omits an amount properly includable in net profits, or both, which understatement or omission, or both, is in excess of twenty-five percent (25%) of the amount of net profit stated in the return, the additional tax may be assessed at any time within six (6) years after the return was filed.

(c) In the case of an assessment of additional tax relating directly to adjustments resulting from a final determination of a federal audit, the additional tax may be assessed before the expiration of the times provided in this subsection, or six (6) months from the date the Occupational Tax Office receives the final determination of the federal audit from the business entity, whichever is later.

The times provided in this subsection may be extended by agreement between the business entity and the Occupational Tax Office. For the purposes of this subsection, a return filed before the last day prescribed by law for filing the return shall be considered as filed on the last day. Any extension granted for filing the return shall also be considered as extending the last day prescribed by law for filing the return.

(2) Every business entity shall submit a copy of the final determination of the federal audit within thirty (30) days of the conclusion of the federal audit.

(3) The Occupational Tax Office may initiate a civil action for the collection of any additional tax within the times prescribed in subsection (1) of this section.

#### § 11 - Administrative Provisions

(1) No suit shall be maintained in any court to restrain or delay the collection or payment of the tax levied by this ordinance.

(2) Any tax collected pursuant to the provisions of this ordinance may be refunded or credited within two (2) years of the date prescribed by law for the filing of a return or the date the money was paid to the Occupational Tax Office, whichever is the later, except that:

(a) In any case where the assessment period contained in Section (9) of this ordinance has been extended by an agreement between the business entity and the Occupational Tax Office, the limitation contained in this subsection shall be extended accordingly.

(b) If the claim for refund or credit relates directly to adjustments resulting from a federal audit, the business entity shall file a claim for refund or credit within the time provided for in this subsection or six (6) months from the conclusion of the federal audit, whichever is later.

For the purposes of this subsection and subsection (3) of this section, a return filed before the last day prescribed by law for filing the return shall be considered as filed on the last day.

Provided, further, that the City of London may publish statistics based on such information in such a manner as not to reveal data respecting net profits or compensation of any person or business entity.

(3) In addition, the City of London is empowered to execute similar reciprocity agreements as described in subsection (2) of this section with any other taxing entity, should there be a need for exchange of information in order to effect diligent enforcement of this ordinance.

#### § 13 - Penalties

(1) A business entity subject to tax on net profits may be subject to a penalty equal to five percent (5%) of the tax due for each calendar month or fraction thereof if the business entity:

(a) Fails to file any return or report on or before the due date prescribed for filing or as extended by the Occupational Tax Office; or

(b) Fails to pay the tax computed on the return or report on or before the due date prescribed for payment. The total penalty levied pursuant to this subsection shall not exceed twenty-five percent (25%) of the total tax due; however, the penalty shall not be less than twenty-five dollars (\$25).

(2) Every employer who fails to file a return or pay the tax on or before the date prescribed under Section (5) of this ordinance may be subject to a penalty in an amount equal to five percent (5%) of the tax due for each calendar month or fraction thereof. The total penalty levied pursuant to this subsection shall not exceed twenty-five percent (25%) of the total tax due; however, the penalty shall not be less than twenty-five dollars (\$25).

(3) In addition to the penalties prescribed in this section, any business entity or employer shall pay, as part of the tax, an amount equal to twelve percent (12%) per annum simple interest on the tax shown due, but not previously paid, from the time the tax was due until the tax is paid to the Occupational Tax Office. A fraction of a month is counted as an entire month.

(4) Every tax imposed by this ordinance, and all increases, interest, and penalties thereon, shall become, from the time the tax is due and payable, a personal debt of the taxpayer to the City of London.

(5) The City of London may enforce the collection of the occupational tax due under section (3) of this ordinance and any fees, penalties, and interest as provided in subsections (1), (2), (3), and (4) of this section by civil action in a court of appropriate jurisdiction. To the extent authorized by law, the City of London shall be entitled to recover all court costs and reasonable attorney fees incurred by it in enforcing any provision of this ordinance.

(6) In addition to the penalties prescribed in this section, any person, business entity or employer who willfully fails to make a return, willfully makes a false return, or who willfully fails to pay taxes owing or collected, with the intent to evade payment of the tax or amount collected, or any part thereof, shall be guilty of a Class A misdemeanor.

(7) Any person who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under, or in connection with, any matter arising under this ordinance of a return, affidavit, claim, or other document, which is fraudulent or is false as to any material matter, whether or not the falsity or fraud is with the knowledge or consent of the person authorized or required to present the return, affidavit, claim, or document, shall be guilty of a Class A misdemeanor.

(8) Any person who is an income tax preparer who willfully fails to prepare or inform any business entity or employer of their necessity to file any required returns or any reckless or intentional disregard of rules or regulations of the ordinance by any such person shall pay a penalty of one hundred dollars (\$100.00) with respect to such return or incident.

(9) A return for the purpose of this section shall mean and include any return, declaration, or form prescribed by the Occupational Tax Office and required to be filed with the Occupational Tax Office by the provisions of this ordinance, or by the rules of the City of London or by written request for information to the business entity by the City of London.

(10) Any person violating the provisions of section (12) of this ordinance by intentionally inspecting confidential taxpayer information without authorization shall be fined not more than five hundred (\$500.00) dollars or imprisoned for not longer than six (6) months, or both.

(11) Any person violating the provisions of section (12) of this ordinance by divulging confidential taxpayer information shall be fined not more than one thousand (\$1000) or imprisoned for not more than one (1) year, or both.

#### § 14 - Severability

Each section and each provision of each section of this ordinance are severable, and if any provision, section, paragraph, sentence or part thereof, or the application thereof to any person, license, class or group, is held by a court of law to be unconstitutional or invalid for any reason, such holding shall not affect or impair the remainder of this ordinance, it being the legislative intent to ordain and enact each provision, section, paragraph, sentence and part thereof, separately and independently of the rest.

#### § 15 - Effective Date

This Ordinance shall become effective for returns filed on or after January 1, 2008.

This ordinance shall be effective upon publication.

MAYOR TROY RUDDER, CITY OF LONDON

ATTESTED CONNIE MCKNIGHT, CITY CLERK

FIRST READING: August 4, 2008

SECOND READING: August 12, 2008

PUBLICATION DATE: August 15, 2008