

CITY OF SHEPHERDSVILLE, KENTUCKY

**Reconciliation of License Fee Withheld
During Year Ended 20 _____**

HOW TO RECONCILE YOUR PAYROLL AND WITHHOLDINGS
Enter under TOTAL PAYROLL the quarterly totals of all compensation paid to all employees. Deduct any payments for services performed outside City of Shepherdsville and enter balance in SUBJECT PAYROLL column. SUBJECT PAYROLL includes all compensation, i.e., Vacation and Holiday pay.

	TOTAL PAYROLL	SUBJECT PAYROLL	RATE	LICENSE FEE DUE
1. 1st Quarter ended Mar. 31	\$ _____	_____	X 1% =	\$ _____
2. 2nd Quarter ended June 30	\$ _____	_____	X 1% =	\$ _____
3. 3rd Quarter ended Sept. 30	\$ _____	_____	X 1% =	\$ _____
4. 4th Quarter ended Dec. 31	\$ _____	_____	X 1% =	\$ _____
5. TOTAL ALL QUARTERS	\$ _____	_____		\$ _____
6. Actual withholding payments made quarterly on Form CSPT-1				\$ _____
7. Difference between lines 5 and 6 (if any; check applicable block below				\$ _____
8. Number of employees _____				

Signature _____

Title _____

Date _____

Licensee _____

Account Number _____

- Any balance due is to be paid and shown on form CSPT-1, line 3, as an adjustment.
- Any overpayment is to be:
 - credited to next quarter
 - refunded

To Be Filed With The 4th Quarter's Return By January 31