

EMPLOYER'S QUARTERLY RETURN OF LICENSE FEE WITHHELD

EMPLOYER'S COPY

UNDER ORDINANCE 78-191-87-354

INSTRUCTIONS ON REVERSE
SIDE OF EMPLOYER'S COPY

1. NUMBER OF TAXABLE EMPLOYEES.....					
2. TOTAL SALARIES, WAGES, COMMISSION, AND OTHER COMPENSATION PAID ALL EMPLOYEES (*).....	\$				
3. LESS: NONTAXABLE ITEMS (COMPENSATION PAID FOR SERVICES OUTSIDE OF CITY OF GLENCOE. <i>(Please Attach Letter Of Explanation)</i>)					
4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3).....	\$				
5. ACTUAL TAX WITHHELD IN QUARTER AT 2%.....	\$				
6. INTEREST (2% OF 1% PER MONTH).....					
7. PENALTY 10% 1st Mo., plus 2% per mo. thereafter, max 28%, min \$3.00.....					
8. TOTAL (Includes Interest And Penalty If Due) *If no wages were paid this quarter, mark "none" and return this form with explanation.					

(NAME AND ADDRESS OF EMPLOYER)

NOTIFY CITY CLERK OF GLENCOE OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE
If Receipt Is Destroyed, Return Employer's Copy Of This Form and Enclose Self-Addressed Stamped Envelopes

I hereby certify that the information and statements contained herein and any schedule or exhibits attached are true and correct.

(Signed) _____

(Official Title) _____ Date _____

Owner, Partner, Member, President, Treasurer, Agent.

This Return Must Be Filled On Or Before Date Due As Shown Below

For Quarter Ending _____

MO.	DAY	YR.

DUE ON OR BEFORE

MAIL TO: City Clerk
201 W. Chastain Blvd.
Glencoe, AL 35905

MAKE CHECK OR MONEY ORDER PAYABLE TO:
CITY CLERK,
GLENCOE, AL

INSTRUCTIONS FOR PREPARING AND FILING FORM G-1
(Reverse Side of Form)

Each employer (except those specifically exempt by ordinance) of one or more persons must withhold the license fee of 2% from gross salaries, wages, and commissions paid. All employees are subject to the license fee including employees of organizations in a business that is not subject to the license fee. Compensation earned prior to April 1, 1978, is not subject to the license fee.

Quarterly Return

A quarterly return for all license fees withheld must be filed and the license fee paid by the last day of the month following the close of the calendar quarter. An employer shall be liable to a fine and imprisonment as provided by ordinance for failure to file a return and/or to pay the license fee or the filing a fraudulent return. Interest and penalties are also provided for late filing.

- Item 1 Enter total number of employees after eliminating those who are non-taxable.
- Item 2 Enter total salaries, wages, commissions, incentive payments, bonuses and other compensation paid all employees during quarter for which return is prepared. If no salaries, wages, or other compensation was paid during this quarter, so indicate and file Form G-1 with explanation.
- Item 3 Enter that portion of the compensation paid employees for services rendered outside the City of Glencoe
- Item 4 Represents the difference between items 2 and 3.
- Item 5 Shall be the actual license fee withheld at the rate of 2%.