

**EMPLOYER'S QUARTERLY RETURN OF LICENSE FEE WITHHELD**

(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: NON-TAXABLE ITEMS (COMPENSATION PAID  
 FOR SERVICES OUTSIDE OF SPRINGFIELD) \_\_\_\_\_

4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) \_\_\_\_\_

5. ACTUAL TAX DUE IN QUARTER AT 1% \_\_\_\_\_ \$ \_\_\_\_\_

6. INTEREST (1% PER MONTH) \_\_\_\_\_

7. PENALTY (See Item No. 7 on Reverse Side.) \_\_\_\_\_

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)

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

(SIGNED) \_\_\_\_\_  
 (OFFICIAL TITLE) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Owner, Partner, Member, President, Treasurer, Agent. Date

FOR QUARTER ENDING		
MO.	DAY	YR.

DUE ON OR BEFORE 30 DAYS  
 AFTER CLOSE OF QUARTER

**MAKE CHECK OR MONEY ORDER PAYABLE TO:**  
**CITY OF SPRINGFIELD KY**  
**MAIL TO:**  
**CITY OF SPRINGFIELD**  
**127 W. MAIN**  
**SPRINGFIELD, KY 40069**

NOTIFY DIRECTOR OF FINANCE, CITY OF SPRINGFIELD, OR ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE.  
 If Receipt is Desired, Return Employer's Copy of This Form and Enclose Self-Addressed, Stamped Envelope.

**INSTRUCTIONS FOR PREPARING AND FILING FORM EQ1  
 (Reverse Side of Form)**

Each employer (except those specifically exempt by ordinance) of one or more persons must withhold the license fee of 1% from gross salaries, wages, and commissions paid. All employees are subject to the license fee except domestics, including employees of organizations in a business that is not subject to the license fee. Compensation earned prior to July 1, 1968, 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 for 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 gross wages (as defined by Page 2, #4 Compensation Section of Ordinance 2007-010) on all employees during the quarter for which return is prepared. If no gross wages were paid during this quarter, so indicate and File Form EQ1 with explanation.
- Item 3 Enter that portion of the compensation paid employees for services rendered outside the City of Springfield.
- Item 4 Represents the difference between items 2 and 3.
- Item 5 Shall be the actual fee due at the rate of 1%.
- Item 6 Interest due on delinquent payments.
- Item 7 Failure to file or late filing of return: subject to a civil penalty equal to twelve percent (12%) per annum in addition to a charge penalty of one (1) percent of the amount of the unpaid license fee for each thirty (30) days or fraction thereof elapsing between the due date of the return and the date on which filed. Total penalty levied pursuant to this ordinance shall not exceed twenty-five (25) percent of the total tax due; however, the penalty shall not be less than \$25.00.