



# LOUISVILLE METRO REVENUE COMMISSION

# FORM W-3

## ANNUAL RECONCILIATION OF EMPLOYERS QUARTERLY RETURN OF OCCUPATIONAL LICENSE FEES WITHHELD AND SCHEDULE OF EMPLOYEES' WAGES

CHECK IF CHANGE IN ADDRESS IS BELOW

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal ID \_\_\_\_\_ Phone \_\_\_\_\_ Ext \_\_\_\_\_

NO REFUNDS OR CREDIT WILL RESULT FROM ENTRIES MADE ON THIS FORM. AN AMENDED FORM W-1 MUST BE SUBMITTED TO OBTAIN REFUNDS OR APPLIED CREDITS.	ACCOUNT NUMBER	YEAR	DUE DATE
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W-2's filed electronically/magnetically with the Louisville Metro Revenue Commission

<u>QUARTER ENDING</u>	<u>AMOUNT THAT SHOULD HAVE BEEN PAID</u>
1. MARCH 31 <sup>st</sup>	\$ _____
2. JUNE 30 <sup>th</sup>	\$ _____
3. SEPTEMBER 30 <sup>th</sup>	\$ _____
4. DECEMBER 31 <sup>st</sup>	\$ _____
5. TOTAL QUARTERLY TAXES THAT SHOULD HAVE BEEN PAID (Sum of Lines 1 - 4)	\$ _____
6. TOTAL TAXES WITHHELD PER SCHEDULE OF EMPLOYEES' WAGES ATTACHED	\$ _____
7. DIFFERENCE BETWEEN LINE 5 & LINE 6	\$ _____

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

Wage and Tax Statements should be submitted for only those employees that earned wages while working in Louisville Metro, Kentucky. If any quarter(s) has been over or underpaid, an "amended" Form W-1 must be attached to this Form W-3. If additional tax is owed (Line 7 of this form), please submit your check along with the amended form(s). If you failed to include deferred wages under Section 125 for any quarter, you must submit amended Forms W-1 for the corresponding tax periods and remit any additional tax due.

This reconciliation form must be filed with the LOUISVILLE METRO REVENUE COMMISSION, 617 West Jefferson Street, Louisville, Kentucky 40202, **on or before February 28th**. Employee W-2 forms can be forwarded to the Metro Revenue Commission in IRS format, either electronically through the web or magnetically. Visit our website, at [www.metrorevenue.org](http://www.metrorevenue.org), for a current list of acceptable magnetic media. **If submitted in this manner, please check the box 'W-2's filed electronically/magnetically' above and return to our office.**

W-2 information and the Annual Reconciliation (Form W-3) should be mailed **separately** from the 4th quarter withholdings' tax return. If no W-2 will be filed, complete the Schedule of Employees' Wages on the reverse side of this return.

