



WHITLEY COUNTY OCCUPATIONAL TAX OFFICE

David Owens, Tax Administrator

P.O. Box 268

Williamsburg, KY 40769

Phone: 606-539-0477 Fax: 606-539-0478

EFFECTIVE DATE: JULY 1, 2005

DEAR TAXPAYER:

This letter is to inform you of the occupational license requirement and payment of an occupational license fee by persons and business entities conducting businesses, occupations and professions within Whitley County, Kentucky.

Whitley County Ordinance Number 2005-08 requires the completion and filing of **The Whitley County Application for Occupational License Tax Questionnaire, before the commencement of business.**

Existing businesses must also complete the Occupational License Tax Questionnaire.

The application is on the back of this letter.

Please return the completed form within fifteen (15) days. There is **NO CHARGE** for completing the Occupational License Application form

The Occupational License Tax Fee shall be measured by 1 % of:

- a) all wages and compensation paid or payable in the county for work done or services performed or rendered in the county by every resident and nonresident who is an employee;
- b) the net profit from business conducted in the county by a resident or nonresident business entity.

If you have employees, you are required to withhold 1% of the gross wage paid on or after July 1, 2005.

If you have any questions regarding this matter, you should contact this office at (606)539-0477.

Sincerely,

David Owens
Whitley County Tax Administrator