Payroll Tax Administration Office
Frequently Asked Questions

Susanna Ryan srvan@boyleky.com **321 West Main Street, Room**
Mary Sleet msleet@boyleky.com **Danville, KY 40422**

1. **If I want to open a business, do I need a business license and how much will it cost?**
If your business is located within the city limits of Danville, the city of Danville requires you to purchase a license for a one-time fee of $25.00. You can access the City of Danville website at www.danvilleky.org/ and click on "applications/forms" to download instructions and a business license form. Boyle County requests that you register your business with the Tax Administrator, but a license is not required. However, if your business is located in Parksville, Perryville, or Junction City, you may need to check their requirements.

2. **If I am a Contractor or a Sub-Contractor do I have any fees?** If you are working in the County of Boyle or the City of Danville you are required to pay a Contractor's License Fee of $50.00 per year, due annually. **Make checks payable to Boyle County Fiscal Court.**

3. **If my business is located within the city limits, do I withhold only city of Danville taxes for employees?**
Employees working within the city of Danville are subject to the City of Danville **AND** Boyle County tax fees.

4. **If my business is located in Boyle County, do I withhold only Boyle County taxes for employees?**
Yes.

5. **When are Quarterly Withholding Returns due?**
Quarterly Withholding Returns are due:
End of 1st Qtr. - **March 31st** due on or before **April 30th**
End of 2nd Qtr. – **June 30th** due on or before **July 31st**
End of 3rd Qtr. – **September 30th** due on or before **October 31st**
End of 4th Qtr. – **December 31st** due on or before **January 31st**
If you are paying your Quarterly Withholding's annually**, these are due by January 31st.**
You need to contact our office so we can set your account up for this, so you are not charged penalty and interest fees.

6. **What is the withholding percentage for Boyle County and Danville on the Quarterly Return?**
Boyle County withholding rate is .75% and the city of Danville is 1.50%. This is calculated on absolute gross wages before **ANY** deductions which includes salaries, commissions, or any other form of remuneration paid by an employer for services performed by an employee.

7. **Am I subject to a penalty if my Quarterly Return is late and how is it calculated?**
Returns must be postmarked on or before the due date. A minimum fee of $25.00 or 5% per month on the unpaid balance is charged (not to exceed 25%) for late returns. This fee is charged for **BOTH** Boyle County **AND** Danville.

8. **Am I subject to interest charges if my Quarterly Return is late and how is it calculated?**
A 1% per annum simple interest fee on the unpaid balance is charged for **BOTH** Boyle County **AND** Danville.

9. **If I make a mistake and underpay on my Quarterly Return, how do I correct the return?**
You should file an amended return on the Quarterly Return Form and submit the additional fee due.
Our office usually identifies any error and notifies the taxpayer.

10. **If I make a mistake and overpay on my Quarterly Return, how do I correct the return?**
Our office usually identifies any overpayment and notifies the taxpayer. We will most likely apply the overpayment to the next quarter or you may request a refund.

11. **If my business is located within the city limits, am I subject to only the City of Danville Annual License Fee?**
No. Business conducted within the City of Danville is subject to the City of Danville **AND** Boyle County License Fee. Boyle County wages and net profits are **never** less than the City of Danville.

12. **If my business is located in Boyle County, am I subject only to Boyle County Annual License Fee?**
    Yes.
13. **What is the Annual License Fee percentage for Boyle County and Danville?**
    Boyle County license fee is 0.75% and the city of Danville is **1.25%.**

14. **When is the Annual License Fee Return Due?**
    The return is due on or before April 15 for the calendar year or within 105 days of the end of your fiscal year. A copy of your federal tax return must be included with the Annual Return.

15. **Am I subject to a penalty and interest charge if my Annual License Fee Return is late and how is it calculated?**
    Returns must be postmarked on or before the due date. If you have filed for Federal Extension and provide a copy with your return, you are exempt from paying a penalty on your Annual Return. However, the interest fee still applies. A 1% per annum simple interest fee on the unpaid balance is charged for **BOTH** Boyle County **AND** Danville. If you did not file for Federal Extension, a minimum fee of $25.00 or 5% per month is charged (not to exceed 25%) for late returns. This fee is charged for **BOTH** Boyle County **AND** Danville.

16. **Who should checks be made payable to?**
    Checks should be made payable to: ***Boyle County Tax Administrator***

17. **How do I obtain Quarterly Withholding and Annual License Fee Return Forms?**
    You can download forms on the Boyle County Website @ www.boyleky.com. If you are not able to do this you can call our office at 859-238-1115, we will mail or email your forms to you.

18. **Can I download blank forms from the Internet?**
    You can access the City of Danville website at www.danvilleky.org/ and click on "applications/forms" and select the form(s) you wish to download. You can also download forms on the Boyle County website at boyleky.com and click Tax Administrator and select the forms you need.

19. **What is the Annual Reconciliation Form and when is it due?**
    The Annual Reconciliation Form is to reconcile license fee taxes withheld to the license fee taxes submitted to the Payroll Tax Administration Office. This form along with copies of your W-2 and W-3 Forms are due by 02/28.

20. **Can I claim Net Operating Loss on the Annual License Fee Return?**
    No. Danville and Boyle County does not allow NOL to be claimed.

21. **Is commercial rental property taxable? YES**