



**Tax Administrators Office
321 West Main Street, Room 117
Danville, Kentucky 40422
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Re: Occupational Licensing and Net Profit Requirements

This courtesy notice is to inform you of the City of Danville Ordinance No. 1687 and County of Boyle Ordinance No. 220.4 concerning Occupational and Net Profit licensing.

All businesses shall pay an annual occupational license fee to the city and the county for the privilege of engaging in such activities within the City of Danville and the County of Boyle. A new license shall be required to complete the enclosed new business form. Each following year you will be required to file a form NP (net profit return) and pay a fee based on 1.75% of the net profit earned from sales within the City of Danville and 1.25% of the net profit earned within the County of Boyle. Also, you are required to withhold a gross wage tax of 1.90% from each employee who earns a wage while working within the city and 1.25% within the county. This withholding is to be reported on the Employers Quarterly Withholding Return Form and remitted quarterly by the end of the month following the end of the quarter. I am enclosing copies of each of these forms for your convenience.

You can view the Occupational License Fee Ordinance for the county at boylecountyky.gov and the city at danvilleky.org. If you have any questions, call the Tax Administrator at (859) 238-1115.

Susanna Ryan
Payroll Tax Administrator, Assistant

Enclosures