

**APPLICATION FOR REFUND**

**Mail return to:** Georgetown-Scott County  
Revenue Commission  
P.O. Box 800  
Georgetown, KY 40324

APPLICANT'S SOCIAL SECURITY NO. \_\_\_\_\_ APPLICANT'S DATE OF BIRTH \_\_\_\_\_

NAME \_\_\_\_\_ EMPLOYED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

DAYTIME TELEPHONE NO. ( \_\_\_\_\_ ) \_\_\_\_\_

	(INSTRUCTIONS ON BACK)	City of Georgetown	Scott County
1.	<b>TOTAL GROSS COMPENSATION, BEFORE ANY PRETAX DEDUCTIONS</b> -- Attach W-2 (s) and any year end earnings summary statements reporting all wages and local license fee withholding.....		
2.	<b>EXEMPTION AMOUNT</b>	<b>\$10,000</b>	<b>\$10,000</b>
3.	<b>ADJUSTED GROSS COMPENSATION</b> ...(Line 1 less Line 2).....		
4.	<b>LICENSE TAX WITHHELD FOR THE JURISDICTION</b> .....		
5.	<b>LICENSE TAX RATE</b> .....	<b>1%</b>	<b>1%</b>
6.	<b>LICENSE TAX DUE</b> (Multiply Line 3 by Line 5).....		
7.	<b>AMOUNT TO BE REFUNDED</b> (Deduct Line 6 from Line 4).....		

May take upto 6-8 weeks for processing.

I HEREBY CERTIFY THAT THE STATEMENTS MADE HEREIN AND IN ANY SUPPORTING SCHEDULES ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

**RETURN MUST  
BE SIGNED**

SIGNATURE OF INDIVIDUAL PREPARING RETURN \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**NOTICE:** If an employer did not remit the taxes and/or quarterly employee withholding tax return for the period(s) of the refund, the Georgetown/Scott County Revenue Commission will notify you that no refund will be issued due to your employer's failure to remit payment of taxes and/or failure to file quarterly employee withholding.

# REFUND INSTRUCTIONS

\*\*\*\*\*IMPORTANT\*\*\*\*\*

- Form RF100-65, Application for Refund must be submitted with an original signature and dated. No photocopied signatures will be accepted. Also, W-2 forms submitted must show federal taxable, social security and medicare wages (not just local wages) and the license tax withheld for each separate jurisdiction. Also, attach a copy of any year end earnings summary statements.
- The due date for employer payroll information is March 1. Therefore, to allow adequate verification of payroll amounts, ***refund processing will begin after March 15.*** Please allow 6-8 weeks for processing.

- Line 1: Enter the “Total Gross Compensation”, the amount before any deductions, for the tax year. This includes income from salaries, wages, bonuses, severance and/or termination pay, deferred compensations and/or pension plans, cafeteria plans, etc. and amounts received for approved leave including, but not limited to, vacation, sick or holiday pay.
- Line 3: Deduct Line 2 from Line 1. Enter the result on Line 3.
- Line 4: Enter the actual amount of license fee withheld from your compensation for the year.
- Line 6: Multiply Line 3 by the license fee rate on Line 5. Enter the result on Line 6.
- Line 7: Deduct Line 6 from Line 4. Enter the result on Line 7. This is the amount of your refund.