

*Georgetown-Scott County*   
REVENUE COMMISSION

Form RE100  
Reconciliation of License Tax Withheld

For additional information contact:

Georgetown/Scott County Revenue Commission  
P O Box 800  
Georgetown, KY 40324  
Telephone: (502) 603-5860  
Fax: (502) 642-5206  
Hours: Monday-Friday  
8:00 A.M. – 4:00 P.M.  
[info@gscrevenue.com](mailto:info@gscrevenue.com)

*Paid for with Georgetown/Scott Revenue Commission funds.  
Revised 11-2024*

General Information

**Section A – General Information**

Please enter the employer’s name and address in the box provided. If the name or address is different from that previously submitted please notify the GSCRC.

Please enter the federal identification number used for local license tax purposes. If this number is different from the number currently used for license tax purposes you must notify the GSCRC prior to filing this return.

Make sure that you enter this information here and on the top of page two.

You must attach copies of all federal form W-2s, including federal form W-3, or an equivalent employee listing for all employees that had or should have had the license tax withheld from their compensation. These W-2s must indicate the tax withheld for each taxing jurisdiction separately or you must attach a schedule detailing the amounts for each. Make sure that you include totals of each amount.

The employee listing must include the employee’s name, address, social security number, total gross wages, social security wages, medicare wages, federal taxable wages, local wages for each jurisdiction and the amount of license tax withheld for each jurisdiction.

Form RE100, Reconciliation of License Tax Withheld must be signed by the person preparing the return including the printed name and title.

Form RE100, Reconciliation of License Tax Withheld including the copies of federal form W-2, W-3 or equivalent listing is required to be filed with the Georgetown/Scott County Revenue Commission by March 1st.

**Section B - City of Georgetown, Kentucky**

- |                  |  |
|------------------|--|
| Line 1, Column A | Enter the total payroll for the entire company for the quarter ended March 31st  |
| Line 1, Column B | Enter the payroll paid or payable to employees for work done or services performed or rendered within the City of Georgetown, Kentucky for the quarter ended March 31st. |
| Line 1, Column C | Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.  |
| Line 2, Column A | Enter the total payroll for the entire company for the quarter ended June 30th.  |
| Line 2, Column B | Enter the payroll paid or payable to employees for work done or services performed or rendered within the City of Georgetown, Kentucky for the quarter ended June 30th.  |
| Line 2, Column C | Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.  |

Line-by-line instructions for Form RE100, Reconciliation of License Tax Withheld (cont'd)

- Line 3, Column A      Enter the total payroll for the entire company for the quarter ended September 30th.
- Line 3, Column B      Enter the payroll paid or payable to employees for work done or services performed or rendered within the City of Georgetown, Kentucky for the quarter ended September 30th.
- Line 3, Column C      Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.
- Line 4, Column A      Enter the total payroll for the entire company for the quarter ended December 31st.
- Line 4, Column B      Enter the payroll paid or payable to employees for work done or services performed or rendered within the City of Georgetown, Kentucky for the quarter ended December 31st.
- Line 4, Column C      Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.
- Line 5                      Total lines 1 through 4. Enter the result in Columns A, B and C.
- Line 6                      Enter the amount actually remitted to the Georgetown/Scott County Revenue Commission for the City of Georgetown, Kentucky license tax.
- Line 7                      Subtract line 6 from line 5. Enter the difference on line 7.

For any difference indicated on line 7 please check the applicable box. Difference can be attributable to one of the following:

1. A minor difference resulting from fractional and rounding variations.
2. Insufficient license tax was remitted for the year. Please attach a check for the additional license tax, including penalty and interest.
3. The license tax remitted for the year exceeded the amount that was due. A full explanation and claim for refund must be attached.

Please indicate the number of employees that were subject to the City of Georgetown, Kentucky license tax for the year ending December 31st.

**Section C- Scott County, Kentucky**

- Line 1, Column A      Enter the total payroll for the entire company for the quarter ended March 31st.

Line-by-line instructions for Form RE100, Reconciliation of License Tax Withheld (cont'd)

- Line 1, Column B Enter the payroll paid or payable to employees for work done or services performed or rendered within Scott County, Kentucky for the quarter ended March 31st.
- Line 1, Column C Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.
- Line 2, Column A Enter the total payroll for the entire company for the quarter ended June 30th.
- Line 2, Column B Enter the payroll paid or payable to employees for work done or services performed or rendered within Scott County, Kentucky for the quarter ended June 30th.
- Line 2, Column C Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.
- Line 3, Column A Enter the total payroll for the entire company for the quarter ended September 30th.
- Line 3, Column B Enter the payroll paid or payable to employees for work done or services performed or rendered within Scott County, Kentucky for the quarter ended September 30th.
- Line 3, Column C Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.
- Line 4, Column A Enter the total payroll for the entire company for the quarter ended December 31st.
- Line 4, Column B Enter the payroll paid or payable to employees for work done or services performed or rendered within Scott County, Kentucky for the quarter ended December 31st.
- Line 4, Column C Multiply Column B, Subject Payroll times the license tax rate of one percent (1%). Enter the result here.
- Line 5 Total lines 1 through 4. Enter the result in Columns A, B and C.
- Line 6 Enter the amount actually remitted to the Georgetown/Scott County Revenue Commission for the Scott County Fiscal Court license tax.
- Line 7 Subtract line 6 from line 5. Enter the difference on line 7.

For any difference indicated on line 7 please check the applicable box. Difference can be attributable to one of the following:

1. A minor difference resulting from fractional and rounding variations.

Line-by-line instructions for Form RE100, Reconciliation of License Tax Withheld (cont'd)

2. Insufficient license tax was remitted for the year. Please attach a check for the additional license tax, including penalty and interest.
3. The license tax remitted for the year exceeded the amount that was due. A full explanation and claim for refund must be attached.

Please indicate the number of employees that were subject to the Scott County license tax for the year ending December 31st.

**Section D - Scott County School District**

Line 1, Column A Enter the total payroll for the entire company for the quarter ended March 31st.

Line 1, Column B Enter the payroll paid or payable to employees **who are residents of Scott County** Kentucky for work done or services performed or rendered within Scott County, Kentucky for quarter ended March 31st. Employees are residents if they live in a zip code of 40324, 40370 or 40379

Line 1, Column C Multiply Column B, Subject Payroll times the license tax rate of one half of one percent (.5%). Enter the result here.

Line 2, Column A Enter the total payroll for entire company for the quarter ended June 30th. Line

2, Column B Enter the payroll paid or payable to employees **who are residents of Scott**

**County Kentucky** for work done or services performed or rendered within Scott County, Kentucky for quarter ended June 30th. Employees are residents if they live in a zip code of 40324, 40370 or 40379

Line 2, Column C Multiply Column B, Subject Payroll times the license tax rate of one half of one percent (.5%). Enter the result here.

Line 3, Column A Enter the total payroll for the entire company for the quarter ended September 30th.

Line 3, Column B Enter the payroll paid or payable to employees **who are residents of Scott**

**County Kentucky** for work done or services performed or rendered within Scott County, Kentucky for quarter ended September 30th. Employees are residents if they live in a zip code of 40324, 40370 or 40379

Line 3, Column C Multiply Column B, Subject Payroll times the license tax rate of one half of one percent (.5%). Enter the result here.

Line 4, Column A Enter the total payroll for the entire company for the quarter ended December 31st.

Line-by-line instructions for Form RE100, Reconciliation of License Tax Withheld (cont'd)

- Line 4, Column B Enter the payroll paid or payable to employees **who are residents of Scott County Kentucky** for work done or services performed or rendered within Scott County, Kentucky for quarter ended December 31st. Employees are residents if they live in a zip code of 40324, 40370 or 40379
- Line 4, Column C Multiply Column B, Subject Payroll times the license tax rate of one half of one percent (.5%). Enter the result here.
- Line 5 Total lines 1 through 4. Enter the result in Columns A, B and C.
- Line 6 Enter the amount actually remitted to the Georgetown/Scott County Revenue Commission for the Scott County School District license tax.
- Line 7 Subtract line 6 from line 5. Enter the difference on line 7.

For all differences indicated on line 7 please check the applicable box. Differences can be attributable to any one or more of the following:

1. A minor difference resulting from fractional and rounding variations.
2. Insufficient license tax was remitted for the year. Please attach a check for the additional license tax, including penalty and interest.
3. The license tax remitted for the year exceeded the amount that was due. A full explanation and claim for refund must be attached.

Please indicate the number of employees that were subject to the Scott County School District license tax for the year ending December 31st.

**Section E – Fringe Benefits**

For each of the benefits listed indicate whether or not your employees participated in the plan and if so, whether or not the City/County/School District license tax was withheld upon the contributions. Please be advised that even though employee contributions to deferred compensation and cafeteria plans are tax deferred for federal income tax purposes these employee contributions are subject to the occupational license tax for the City/County/School District.

Mail return to:  
Georgetown/Scott County Revenue Commission  
P O Box 800  
Georgetown, KY 40324  
or submit at [www.gscrevenue.com](http://www.gscrevenue.com) or email to [info@gscrevenue.com](mailto:info@gscrevenue.com)

# 20\_\_ RECONCILIATION OF LICENSE TAX WITHHELD

## Georgetown/Scott County Revenue Commission

P O Box 800, Georgetown, KY 40324

During year ended December 31, 20

To be filed by March 1, 20



Employers name & address - Section A

FEDERAL ID #

### CITY OF GEORGETOWN - Section B

	TOTAL PAYROLL (Column A)	GEORGETOWN PAYROLL (Column B)		Column C
1 1st Quarter ended March 31	\$	\$	X 1%	\$
2 2nd Quarter ended June 30	\$	\$	X 1%	\$
3 3rd Quarter ended Sept 30	\$	\$	X 1%	\$
4 4th Quarter ended Dec 31	\$	\$	X 1%	\$
5 TOTAL ALL QUARTERS	\$	\$		\$
6 Actual withholding payments remitted				\$
7 Difference (subtract line 6 from line 5)(if any, check box below)				\$

- Minor difference attributable to fractional variations only (no adjustment due).
- Difference indicates insufficient total remittance for year. Payment for tax due attached.
- Difference indicates overpayment not attributable to fractional variations. Full explanation and claim for refund is attached.

Number of employees working in Georgetown

### SCOTT COUNTY - Section C

	TOTAL PAYROLL (Column A)	SCOTT COUNTY PAYROLL (Column B)		Column C
1 1st Quarter ended March 31	\$	\$	X 1%	\$
2 2nd Quarter ended June 30	\$	\$	X 1%	\$
3 3rd Quarter ended Sept 30	\$	\$	X 1%	\$
4 4th Quarter ended Dec 31	\$	\$	X 1%	\$
5 TOTAL ALL QUARTERS	\$	\$		\$
6 Actual withholding payments remitted				\$
7 Difference (subtract line 6 from line 5)(if any, check box below)				\$

- Minor difference attributable to fractional variations only (no adjustment due).
- Difference indicates insufficient total remittance for year. Payment for tax due attached.
- Difference indicates overpayment not attributable to fractional variations. Full explanation and claim for refund is attached.

Number of employees working in Scott County

OFFICE USE ONLY
Rec'd
Check No.
Amt.
By

# 20\_\_ RECONCILIATION OF LICENSE TAX WITHHELD

## Georgetown/Scott County Revenue Commission

P O Box 800, Georgetown, KY 40324



Employers name & address

FEDERAL ID #

### SCOTT COUNTY SCHOOL DISTRICT - Section D

	TOTAL PAYROLL (Column A)	SCHOOL PAYROLL (Column B)		Column C
1 1st Quarter ended March 31	\$	\$	X .5%	\$
2 2nd Quarter ended June 30	\$	\$	X .5%	\$
3 3rd Quarter ended Sept 30	\$	\$	X .5%	\$
4 4th Quarter ended Dec 31	\$	\$	X .5%	\$
5 TOTAL ALL QUARTERS	\$	\$		\$
6 Actual withholding payments remitted				\$
7 Difference (subtract line 6 from line 5)(if any, check box below)				\$
<input type="checkbox"/> Minor difference attributable to fractional variations only (no adjustment due).				
<input type="checkbox"/> Difference indicates insufficient total remittance for year. Payment for tax due attached.				
<input type="checkbox"/> Difference indicates overpayment not attributable to fractional variations. Full explanation and claim for refund is attached.				
Number of employees living & working in Scott County				

### FRINGE BENEFITS- Section E

For each of the following benefits:	Did your employees participate in?	Was the license tax withheld?
a) Deferred compensation		
b) Cafeteria plan		
c) Group-term life insurance over \$50,000		
d) Other?		
e) Other?		
f) Other?		

RETURN MUST BE SIGNED - I hereby certify, under penalty of perjury, that the statements made herein and any supporting schedules are true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

**ATTACH W-2s AND W-3s OR EQUIVALENT EMPLOYEE LISTING**