



LOUISVILLE METRO REVENUE COMMISSION
ELECTRONIC FILING or ELECTRONIC PAYMENT WAIVER REQUEST

Complete this form to request a waiver if you are unable to electronically file or pay your W-1, W-2, W-3 or information returns or statements (including Form 1099 SF and the IRS Forms 1099 series).

Waivers are granted by tax year. Provide the tax year for which the waiver is being requested. *In the event that a waivers is needed for any subsequent tax year a new waiver with supporting documentation will need to be submitted.*

Waiver Requested for Tax Year: _____

Tax and/or Document Type (check all that apply):

W-1 Reporting

W-1 Withholding Deposits

W-2 Reporting

W-3 Reporting

1099 SF or IRS Series

Other Reporting, List Type: _____

Business Information

Tax and/or Payroll Preparers submitting requests for multiple businesses – Provide your contact information below and attach a list of all businesses represented in this request and include the Business Name/Sole Proprietor Name, FEIN (or SSN for Sole-Proprietor) , and Louisville Metro Revenue Commission Tax Account Number of each. The notice of approval or notice of denial will be sent to the requestor.

All others provide the following information:

Business Name/Sole Proprietor Name: _____

Number of Employees: _____

FEIN (or SSN for Sole Proprietor): _____

Revenue Commission Tax Account Number: _____

Email Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____ **Phone Number:** _____

Waiver Request Details, Justification and Compliance Plan

Attach written explanation and/or justification of the need for a waiver of the electronic filing or payment requirement along with any supporting documentation. Provide the details of how you will submit documentation and/or payment if the waiver is approved. Please also provide an anticipated compliance date and/or any plan for achieving compliance with the electronic filing and/or deposit requirements.

Mail completed form and supporting documentation to:
PO BOX 32060, LOUISVILLE, KENTUCKY 40232-2060

Allow 45 days from time of filing waiver request for processing of Notice of Approval or Notice of Denial.