

## FORM OL3-EXT INSTRUCTIONS

<b>General Information</b>	The Louisville Metro Revenue Commission, (hereinafter referred to as the “ <b>Revenue Commission</b> ”) collects Occupational License Fees/Taxes (hereinafter referred to as “ <b>Occupational Taxes</b> ”) on all income earned within Louisville Metro, Kentucky. <b>There is no minimum earned income amount before you are liable for filing a tax return.</b> The occupational tax is imposed upon privilege of engaging in business, profession, occupation, or trade within Louisville Metro, Kentucky, regardless of the legal residence of the person so engaged. Louisville Metro includes the area within the boundaries of Jefferson County, Kentucky.																												
<b>When to File</b>	<p>The extension must be postmarked or hand-delivered to the Revenue Commission on or before the original due date to request an automatic 6-month extension to file Form OL-3. Any tax due must be paid by the 15th day of the fourth month following the close of the fiscal year end.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">For Fiscal Year Ending</th> <th style="text-align: center;">Due Date</th> <th style="text-align: center;">For Fiscal Year Ending</th> <th style="text-align: center;">Due Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DEC 31</td> <td style="text-align: center;">APR 15</td> <td style="text-align: center;">JUN 30</td> <td style="text-align: center;">OCT 15</td> </tr> <tr> <td style="text-align: center;">JAN 31</td> <td style="text-align: center;">MAY 15</td> <td style="text-align: center;">JUL 31</td> <td style="text-align: center;">NOV 15</td> </tr> <tr> <td style="text-align: center;">FEB 28</td> <td style="text-align: center;">JUN 15</td> <td style="text-align: center;">AUG 31</td> <td style="text-align: center;">DEC 15</td> </tr> <tr> <td style="text-align: center;">MAR 31</td> <td style="text-align: center;">JUL 15</td> <td style="text-align: center;">SEP 30</td> <td style="text-align: center;">JAN 15</td> </tr> <tr> <td style="text-align: center;">APR 30</td> <td style="text-align: center;">AUG 15</td> <td style="text-align: center;">OCT 31</td> <td style="text-align: center;">FEB 15</td> </tr> <tr> <td style="text-align: center;">MAY 31</td> <td style="text-align: center;">SEP 15</td> <td style="text-align: center;">NOV 30</td> <td style="text-align: center;">MAR 15</td> </tr> </tbody> </table>	For Fiscal Year Ending	Due Date	For Fiscal Year Ending	Due Date	DEC 31	APR 15	JUN 30	OCT 15	JAN 31	MAY 15	JUL 31	NOV 15	FEB 28	JUN 15	AUG 31	DEC 15	MAR 31	JUL 15	SEP 30	JAN 15	APR 30	AUG 15	OCT 31	FEB 15	MAY 31	SEP 15	NOV 30	MAR 15
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<b>Where to File</b>	The Revenue Commission offers an easy, secure, and convenient way to file and pay taxes on-line. For more information, access E-Services at <a href="https://www.metrorevenue.org">https://www.metrorevenue.org</a> . You must file Form OL-3EXT or a copy of your federal extension application to request an automatic 6-month extension to file Form OL-3. If an extension is filed manually it should be mailed to the <b>Louisville Metro Revenue Commission, P.O. Box 35410, Louisville, Kentucky 40232-5410</b> , or hand-delivered to <b>617 West Jefferson Street, Louisville, Kentucky 40202</b> . All checks should be made payable to the Louisville Metro Revenue Commission and include Account ID.																												
<b>Demographics</b>	<ul style="list-style-type: none"> <li>• Enter full legal name under applicable section. (i.e. Individual/sole proprietor or Corporation/Partnership)</li> <li>• If address has changed, check the box and provide new address. If address has not changed, enter current address on account.</li> <li>• All returns must include Account ID and Tax Year Ending (Month/Day/Year) to be fully processed.</li> </ul>																												
<b>Corporations and Partnerships</b>	<p>If this extension request is for a tax period of less than twelve (12) months, indicate the reason in this section.</p> <ul style="list-style-type: none"> <li>• Tax year end changed to (Enter Month)</li> <li>• Final Return – Business ceased (Enter cease date)</li> <li>• Corporate Merger – Short year return due to merger (Enter merger date)</li> <li>• Corporate Acquisition – Short year return due to acquisition (Enter acquisition date)</li> <li>• Enter tax year end after short year return (Enter month)</li> </ul>																												
<b>Estimated Tax</b>	<p style="text-align: center;"><b>To calculate 90% of the final tax liability, use the below worksheet</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%;">1.</td> <td><b>Expected Adjusted Net Profit</b> in the current tax year.</td> <td></td> </tr> <tr> <td>2.</td> <td><b>Receipt Factor</b> - Total gross receipts from sales made or services performed in Louisville Metro, Kentucky divided by total gross from sales made or services performed everywhere for your total operation per the Federal return.</td> <td></td> </tr> <tr> <td>3.</td> <td><b>Wage Factor</b> - Total gross wages paid to employees for work performed within Louisville Metro, Kentucky divided by total gross wages paid to employees everywhere per the Federal return.</td> <td></td> </tr> <tr> <td>4.</td> <td><b>Apportionment Factor</b> – Expected Receipt Factor (Line 2) + Expected Wage Factor (Line 3) divided by 2</td> <td></td> </tr> <tr> <td>5.</td> <td>Multiply <b>Adjusted Net Profit</b> (Line 1) by <b>Apportionment Factor</b> (Line 4)</td> <td></td> </tr> <tr> <td>6.</td> <td>Multiply Line 5 by .0220 = <b>(Your estimated current tax liability)</b></td> <td></td> </tr> <tr> <td>7.</td> <td>Multiply <b>Your estimated current tax liability</b> (Line 6) by 90%</td> <td></td> </tr> </tbody> </table> <p>ATTENTION: Taxpayers who have a total tax obligation above \$5,000.00 in any tax year are required to submit quarterly estimated payments. See form OL-3D for details on how to calculate quarterly estimated payments.</p>	1.	<b>Expected Adjusted Net Profit</b> in the current tax year.		2.	<b>Receipt Factor</b> - Total gross receipts from sales made or services performed in Louisville Metro, Kentucky divided by total gross from sales made or services performed everywhere for your total operation per the Federal return.		3.	<b>Wage Factor</b> - Total gross wages paid to employees for work performed within Louisville Metro, Kentucky divided by total gross wages paid to employees everywhere per the Federal return.		4.	<b>Apportionment Factor</b> – Expected Receipt Factor (Line 2) + Expected Wage Factor (Line 3) divided by 2		5.	Multiply <b>Adjusted Net Profit</b> (Line 1) by <b>Apportionment Factor</b> (Line 4)		6.	Multiply Line 5 by .0220 = <b>(Your estimated current tax liability)</b>		7.	Multiply <b>Your estimated current tax liability</b> (Line 6) by 90%								
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<b>Penalties for Failure to File and/or Pay</b>	There is a five percent (5%) penalty per month, or a fraction of a month, to a maximum of twenty-five percent (25%) of the unpaid license tax liability, for failure to file and/or pay a tax return by the regular or extended due date. <b>Pursuant to KRS 67.790, there is a minimum \$25.00 penalty for failure to file any return or report by the due date.</b>																												
<b>Interest</b>	Interest is computed at twelve percent (12%) per annum from the original due date until total tax liability is paid in full.																												
<b>Signature</b>	<ul style="list-style-type: none"> <li>• If the return is being filed by a corporation, it must be signed and dated by a corporate officer.</li> <li>• If the return is being filed by a partnership, it must be signed and dated by a general partner.</li> <li>• If the return is being filed by a sole proprietor, it must be signed and dated by that individual.</li> </ul>																												
<b>Preparer</b>	If return is filed by a third party, (CPA/Payroll Company) “Preparer Use Only” section on the bottom on return must be filled out in full.																												