

FORM OL-3D INSTRUCTIONS

General Information	The Louisville Metro Revenue Commission collects Occupational License Fees/Taxes on employee compensation and business net profits earned within Louisville Metro, Kentucky. The occupational tax is imposed upon the privilege of engaging in a 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. Louisville Metro includes the area within the boundaries of Jefferson County, Kentucky. \$LMCO 110.07				
Who Must Pay Quarterly OL Deposits	Taxpayers who have an aggregate tax liability greater than \$5,000.00 in any tax year are required to submit quarterly estimated payments (deposits.) This liability includes taxes for Louisville Metro, Kentucky, TARC, and the School Boards. Note: individual business entities (i.e., sole proprietors) are not required to make quarterly deposits.				
When To Pay	<u>Fiscal Year Ending</u>	<u>1st Deposit Due</u>	<u>2nd Deposit Due</u>	<u>3rd Deposit Due</u>	<u>4th Deposit Due</u>
	December 31	April 15	June 15	September 15	December 15
	January 31	May 15	July 15	October 15	January 15
	February 28	June 15	August 15	November 15	February 15
	March 31	July 15	September 15	December 15	March 15
	Apr 30	August 15	October 15	January 15	April 15
	May 31	September 15	November 15	February 15	May 15
	June 30	October 15	December 15	March 15	June 15
	July 31	November 15	January 15	April 15	July 15
	August 31	December 15	February 15	May 15	August 15
	September 30	January 15	March 15	June 15	September 15
	October 31	February 15	April 15	July 15	October 15
	November 30	March 15	May 15	August 15	November 15
NOTE: The above dates do not always coincide with the federal deposit dates.					
Where To File	<ul style="list-style-type: none"> • A deposit may be made using our online portal (https://emints.metrorevenue.org). • If a deposit is made electronically, paper form is not required. <p>If a paper deposit form is filed, mail it to the Louisville Metro Revenue Commission, P.O. Box 35410, Louisville, Kentucky 40232-5410. Make checks payable to the Louisville Metro Revenue Commission and include an Account ID.</p>				
Estimated Tax Payments	<p>Quarterly estimated tax payments are based on the lesser of:</p> <ul style="list-style-type: none"> • 90% of the current year occupational tax liability submitted in four (4) equal payments (22 ½% per payment of current year liability.) • 100% of the prior full year (12 months) occupational tax liability submitted in four (4) equal payments (25% per payment.) • 100% of the average occupational tax liability for the past three (3) full (12 months) tax years submitted in four (4) equal payments (25% per payment), if the tax liability for any of the three (3) preceding full taxable years exceeded \$20,000. 				
Interest	Interest on underpayments of quarterly deposits are computed at twelve percent (12%) per annum from the deposit due date until the date the tax deposits equal the minimum aggregate payments due.				
Demographics	<ul style="list-style-type: none"> • Enter full legal name under applicable section (i.e., Individual/Sole Proprietor or Corporation/Partnership). • All forms must include Account ID, Tax Year Ending (month/day/year), deposit amount, and applicable quarter. 				
Estimated tax Liability Worksheet	Line 1	Expected adjusted net profit for the current tax year.			
	Line 2	Expected receipt factor – Total gross receipts from sales made or services performed in Louisville Metro, Kentucky divided by total gross receipts from sales made or services performed everywhere for your total operation per the Federal return.			
	Line 3	Expected wage factor – 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.			
	Line 4	Expected apportionment factor – Expected receipt factor (Line 2) plus expected wage factor (Line 3) divided by 2 (Divide by 2 if both factors are greater than zero, otherwise enter the greater of line 2 or 3.)			
	Line 5	Multiply expected adjusted net profit (Line 1) by expected apportionment factor (Line 4)			
	Line 6	Multiply Line 5 by .0220 = Your estimated current tax liability			
	Line 7	Multiply your estimated current tax liability (Line 6) by 90%			
	Line 8	100% of prior whole year net profit tax liability			
	Line 9	If your net profit tax liability for any of the three (3) preceding full taxable years exceeded \$20,000, enter 100% of the average net profit tax liability for the past three (3) whole tax years.			
	Line 10	Enter the lesser of Lines 7, 8, or 9			
	Line 11	Divide Line 10 by 4 (This is the amount due each deposit.)			
Please be advised that this estimated tax liability worksheet is a guideline to assist in the calculation of quarterly deposits. If any of the above calculations are underestimated, license fees will be underpaid and late payment interest of 1% per month will be assessed against any license fee balance unpaid by the due date.					
Signature	<ul style="list-style-type: none"> • If the form is being filed by a sole proprietor, it must be signed and dated by that individual. • If the form is being filed by a corporation, it must be signed and dated by a corporate officer. • If the form is being filed by a partnership, it must be signed and dated by a general partner. 				

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Preparer	If the form is filed by a third party (CPA/Payroll Company), "Preparer Use Only" section on the bottom of the form must be completed. If the Preparer does not have a PTIN, it may be left blank.
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