

FORM OL-3D INSTRUCTIONS

General Information	The Louisville Metro Revenue Commission, (hereinafter referred to as the “ Revenue Commission ”) collects Occupational License Fees/Taxes (hereinafter referred to as “ Occupational Taxes ”) on all income earned within Louisville Metro, Kentucky. There is no minimum earned income amount before you are liable for filling a tax return. The occupational tax is imposed upon the 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.					
Who Must File an Occupational License Quarterly Deposit	Taxpayers who may have a total tax obligation above \$5,000.00 in any tax year are required to submit quarterly estimated payments. This obligation includes taxes for Louisville Metro, Kentucky, TARC, and the School Boards. Note: For the tax years ending on June 30, 2009 and after, individual business entities (i.e. sole proprietors) are not required to make quarterly deposits.					
When to File SCHEDULE FOR ► QUARTERLY NET PROFIT LICENSE FEE PAYMENTS	<u>Fiscal Year Ending</u> DEC 31 JAN 31 FEB 28 MAR 31 APR 30 MAY 31 JUN 30 JUL 31 AUG 31 SEP 30 OCT 31 NOV 30	<u>1st Deposit Due</u> APR 15 MAY 15 JUN 15 JUL 15 AUG 15 SEP 15 OCT 15 NOV 15 DEC 15 JAN 15 FEB 15 MAR 15	<u>2nd Deposit Due</u> JUN 15 JUL 15 AUG 15 SEP 15 OCT 15 NOV 15 JAN 15 FEB 15 MAR 15 APR 15 MAY 15	<u>3rd Deposit Due</u> SEP 15 OCT 15 NOV 15 DEC 15 JAN 15 FEB 15 MAR 15 APR 15 MAY 15 JUN 15 JUL 15 AUG 15	<u>4th Deposit Due</u> DEC 15 JAN 15 FEB 15 MAR 15 APR 15 MAY 15 JUN 15 JUL 15 AUG 15 SEP 15 OCT 15 NOV 15	
NOTE: The above dates do not always coincide with the federal deposit dates.						
Where to File	The Revenue Commission offers an easy, secure, and convenient way to file and pay taxes on-line. For more information, access E-Services at https://www.metrorevenue.org . If a deposit is filed manually it should be mailed to the Louisville Metro Revenue Commission, P.O. Box 35410, Louisville, Kentucky 40232-5410 , or hand-delivered to 617 West Jefferson Street, Louisville, Kentucky 40202 . All checks should be made payable to the Louisville Metro Revenue Commission and include Account ID.					
Estimated Tax	<ul style="list-style-type: none"> ● 90% of current year occupational tax liability submitted in four (4) equal payments (22-1/2% per payment). ● 100% of the prior whole 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) whole (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 is computed at twelve percent (12%) per annum from the deposit due date until the date of full payment.					
READ THE INSTRUCTIONS BELOW TO CALCULATE ESTIMATED TAX LIABILITY						
Demographics	<ul style="list-style-type: none"> ● Enter full legal name under applicable section. (i.e. Individual/sole proprietor or Corporation/Partnership) ● If address has changed, check the box and provide new address. If address has not changed, enter current address on account. ● All returns must include Account ID, Tax Year Ending (Month/Day/Year), Deposit Amount and Applicable Quarter. 					
Estimated Tax Liability	Line 1	Expected Adjusted Net Profit in 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 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.				

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	Line 4	Expected Apportionment Factor - Expected Receipt Factor (Line 2) + Expected Wage Factor (Line 3) Divided by 2 (Only divide if both factors are present)
	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 liability
	Line 9	If your net profit liability for any of the three (3) preceding full taxable years exceeded \$20,000, enter 100% of average net profit 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 the above Worksheet for Calculating Estimated Tax Liability 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 return is being filed by a corporation, it must be signed and dated by a corporate officer. • If the return is being filed by a partnership, it must be signed and dated by a general partner. 	
Preparer	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.	