

City of Princeton, Kentucky

CITY HALL
206 E. MARKET STREET
PRINCETON, KY 42445

(270) 365-9575 PHONE
(270) 365-4661 FAX

To Whom It May Concern:

The City of Princeton, Kentucky has an occupational license fee ordinance and all businesses or individuals conducting business within the City are required to:

1. Complete the enclosed Business License application and purchase the related occupational license
2. Begin withholding 1.5% of the gross earnings of any employees or workers earned in the City and remit monthly with the enclosed Monthly Payroll Tax Form.
3. Pay 1.5% of Net Profits earned in the City. Net Profits are to be reported annually no later than 135 days after the close of your fiscal year.

Under the terms of the Occupational License Fee Ordinance, penalties and interest may be assessed for failure to file returns and pay tax. Please help us process your returns accurately by using the proper forms supplied by the City and feel free to call our office if you need assistance.

Sincerely,



Diane Knox
Director of Finance
City of Princeton, Kentucky