

City of Princeton, Kentucky

CITY HALL
206 E. MARKET STREET
PRINCETON, KY 42445

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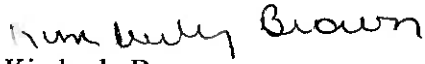
To Whom It May Concern:

The City of Princeton, Kentucky has an occupational license fee ordinance and to 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 within 15 days of the end of the Quarter on the enclosed Quarterly Payroll Tax Form.
3. Pay 1.5% of Net Profits earned in the City. Net Profits are to be reported annually no later than April 15th of each year, except returns made on the basis of a fiscal year, which shall be 105 days following the close of the 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,


Kimberly Brown
Deputy City Clerk
City of Princeton, Kentucky