

Mark Christopher  
Mayor

Vivian Link  
City Clerk/Treasurer

# City Of Williamstown

CITY COUNCIL MEMBERS:

John Coleman  
Kim Crupper  
Greg Middleton  
Jayson Payne  
Robert Perry  
Gina Austin Smith

TO: Business Registrants

Date: August 14, 2023

RE: City of Williamstown Occupational Tax

ATTN: Payroll/Tax Department

Dear Sir or Madam:

We would like to provide information to you which would affect all businesses within the city limits of the City of Williamstown.

Effective, October 1, 2023, each company doing business within the city limits of the City of Williamstown must complete a questionnaire (enclosed) for a City of Williamstown Occupational Tax Account and return to the City Clerk's Office within 30 days. This will enable us to confirm your business is registered and assign an account number for the Occupational Tax Administrator. Furthermore, if you have, or will have, employees who come into the city limits of the City of Williamstown to perform work, they are subject per City Ordinance 2023-07, you should begin withholding 1.5 percent (1 ½%) from any employees' gross wages.

The quarterly payroll withholding schedule is as follows:

<u>Quarter -End</u>	<u>Return Due</u>
March 31 <sup>st</sup>	April 30 <sup>th</sup>
June 30 <sup>th</sup>	July 31 <sup>st</sup>
Sept. 30 <sup>th</sup>	Oct. 31 <sup>st</sup>
Dec. 31 <sup>st</sup>	Jan. 31 <sup>st</sup>
Reconciliation/W-2 Reports	February 28 <sup>th</sup>

Should you need any additional information or have any questions, please contact the City of Williamstown Clerk's Office, 400 North Main Street, Williamstown, KY 41097, 859-824-3633. You may also email the office at [cfryman@wtownky.org](mailto:cfryman@wtownky.org) or [vlink@wtownky.org](mailto:vlink@wtownky.org).

Sincerely,

City of Williamstown