

CITY OF RICHMOND

Reconciliation of License Fee Withheld

During the Year Ended _____

To be filed by February 28th following year end OR with the final quarterly return of the closing of any business, either by sale or dissolution.

Employer _____

Address _____

Instructions:
 Enter under Total Payroll the quarterly totals of all compensation paid to all employees. Deduct any payments for services performed outside the city and enter balance in Subject Payroll. This includes all compensation, i.e. vacation and holiday pay, tips and gratuities.
A detailed listing or applicable W-2's must be attached.

RECONCILIATION

	<u>Total Payroll</u>	<u>Subject Payroll</u>	<u>License Fee</u>	(Finance Use Only)
1. First quarter ended March 31	\$ _____	\$ _____	x 2% =	\$ _____
2. Second quarter ended June 30	\$ _____	\$ _____	x 2% =	\$ _____
3. Third quarter ended September 30	\$ _____	\$ _____	x 2% =	\$ _____
4. Fourth quarter ended December 31	\$ _____	\$ _____	x 2% =	\$ _____
5. Total for all quarters	\$ _____	\$ _____	x 2% =	\$ _____
6. Actual withholdings remitted				\$ _____
7. Difference between lines 5 and 6 (if any, check applicable box below)				\$ _____
<input type="checkbox"/> Minor difference attributable to fractional variations only (no adjustments due)				
<input type="checkbox"/> Difference indicates insufficient total remittance for the year. Check for balance is attached.				
<input type="checkbox"/> Difference indicates overpayment not attributable to fractional variations. Explanation and claim for refund is attached.				

Make Check Payable To:
 CITY OF RICHMOND

 Signature Title Date