

University of Kentucky
OCCUPATIONAL LICENSE FEE (LOCAL CITY TAX) FORM

Purpose: This form should be used when any portion of an employee's geographical work location is outside of the Lexington/Fayette county, Kentucky area.

Duration: This form is effective only for the current calendar year. A new form must be submitted **by the department** each year or as needed.

Employee Section:

If your **WORK** assignment is not geographically located in Lexington, KY, you will be eligible for exemption from Lexington Occupational Tax. However, you will be required to pay the local tax for the city/county/state in which you physically work. You cannot claim exemption from local city taxes based on where you live. Exemption and/or taxes are based on your work location not where you live.

Reason for submitting form:

Work Station outside Lexington/Fayette County

Travel for Work - Percent of time traveling outside of main work location

Provide details of reported travel time: _____

Employee Name: _____ Person ID Number: _____

Pernr Number: _____ Effective Date: _____

Work Address: House number: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Work Location(s): Complete based upon percent of time at each work location. Entries below must equal 100% when added together. This section is required and must be completed in order for form to be accepted and processed.

City/County Code and Name	Percent taxable
City/County Code and Name	Percent taxable
City/County Code and Name	Percent taxable
City/County Code and Name	Percent taxable
City/County Code and Name	Percent taxable

Employee Signature _____

I declare that to the best of my knowledge this is a true, correct, and a complete document. Additionally, I realize it is my responsibility to notify Payroll Services of any change(s) in my status during the calendar year.

Business Officer _____ **Phone Number** _____