

Employees who work outside of Lexington, KY should complete the Local City Tax Form.

<u>Access the form</u>: Click <u>here</u> to access the UK License Fee (Local City Tax) Form. <u>Complete the Form</u>:

University of Kentucky Occupational License Fee (Local City Tax) Form: Kentucky			
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. The Occupation tax is based on where the work is performed, therefore if the work location is within city limits you must choose the city as the tax location for this form. If the work location is outside city limits you must choose the county where the work location resides for this form.			
	n is effective only for the current calend n employee's work assignment or perce		
-			To locate your ID # and
Employee Name:		Person ID Number:_	Perner # in myUK ESS
Employee Home addre	ess:		select the Working Time
Employee nome addre			Account Balances link.
Pernr Number:		Effective Date:	These two numbers are ncluded on the statement.
Work Location(s): The Occupation tax is based upon where the work is performed, therefore if the work location is within city limits you must choose the city as the tax location for this form. If the work location is outside city limits you must choose the county where the work location resides for this form. Work locations will be verified and if it is determined the wrong city or county has been chosen you will be asked to complete a new form. When completing this form, departments/employees should, to the best of their ability, determine the percentage of time spent in each work assignment location on an annual basis. Percent of time spent in each location must be listed and equal a total of 100%. You must provide a work address for each location chosen including the no tax option for work location entries.			
	e listed on the address line directly belo if the county/city is not on the list		
The same of the sa		The second second	
Name of City/County	Choose Work Location Fill in the wor	Percent taxa	ible
Work Address for location chosen above:			
Name of City/County	Choose Work Location	Percent taxa	able
Work Address for location chosen above:			
Name of City/County	Choose Work Location	Percent taxa	able
Work Address for loca	ation chosen above:		
Name of City/County	Choose Work Location	Percent taxa	able
Work Address for loca	ation chosen above:		
Review your entries, sign, and route for department level budget officer signature			
If you have more work locations than listed above please complete the Local City Tax-Work location continuation form. http://www.uky.edu/eForms/alphaindex.php?startswith=L Electronic signatures are accepted			
Employee Signature: _ I declare that to the best of my know work percentage(s) change during the	wiedge this is a true, correct, and complete document. Additionally, I re the calendar year,	ealize it is my responsibility to notify P	rayroll Services immediately should my work location or my
Business Officer Signa I declare that the information provide	iture:	Phon	e number:

Route the Form: After obtaining departmental level signatures, route the form to the CAFE Business Center. Please note that electronic signatures are acceptable.

<u>Additional Tools</u>: Click <u>here</u> to access a list of City and County Taxes in Kentucky.

<u>Tips</u>: Please review <u>pay statements</u> to ensure that the local tax information has been set up correctly.

Last Updated: 2/13/19