

INSTRUCTIONS

WHO MUST FILE: Each employer who employs within the City one or more persons on a salary, commission or other compensation basis shall deduct at the time of payment of such salary, wage, commission or other compensation, the tax due from said employee and shall make a return and pay to the City Finance Director the amount of taxes so deducted.

WHEN MUST YOU FILE: Each employer who is required to withhold City taxes as described above must file monthly, semi-monthly or quarterly.

Semi-Monthly: If during the previous calendar year the tax exceeded \$11,999.00, or if the total tax in any month of the preceding calendar year exceeded \$1,000.00. For payroll paid within the first 15 days of the month, the payment date is the 3rd banking day after the 15th, for payroll paid within the 16th through end of month, the payment day is the 3rd banking day after the last day of the month. Payments are to be made electronically.

Monthly: If during the previous calendar year the tax exceeded \$2,399.00, or if any total in any month of the preceding calendar quarter the tax exceeded \$200.00. The due date (postmarked) is 15 days after the last day of the month.

Quarterly: If you are not required to make semi-monthly or monthly payments. The due date (postmarked) is the last day of the month after the end of each calendar quarter.

Interest for late payment is 6% per annum. **Penalty for late filing** for each return is \$25.00 per month up to a maximum of \$150.00. **Penalty for late payment** is 50% of the amount not timely paid (a one-time assessment).

Failure to file return and pay tax: Any person who shall fail, neglect or refuse to make any return required by this ordinance, or any taxpayer who shall refuse, neglect or fail to pay the tax, penalties and interest imposed by this ordinance; or any person, firm or corporation who shall refuse to permit the City Finance Director, or any duly authorized agent or employee, to examine his books, records and papers, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to do anything whatever to evade the payment of the whole or any part of the tax, shall be guilty of a misdemeanor of the third degree. An individual can be fined up to \$500 and up to 60 days in jail. A corporation can be fined up to \$3,000.00.