

City of Henderson, Kentucky

EVENT BUSINESS LICENSE APPLICATION

222 First Street \*PO Box 671\* Henderson, KY 42419-0671

PH. (270) 831-1290 or Fax (270) 827-6054\* Web site: www.hendersonky.gov

Business Name: \_\_\_\_\_ Local Phone No: \_\_\_\_\_

Event within the City of Henderson City Limits \_\_\_\_\_

Event date in the City of Henderson \_\_\_\_\_ Description of Business \_\_\_\_\_

Will you have payroll employees in the City of Henderson? ☐ Yes (Withholding Tax Rate is 1.65%.) ☐ No

Will you have contract (1099) labor in the City of Henderson: ☐ Yes ☐ No

Check Entity Type: ☐ Individual ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership

☐ Limited Liability Company filing as: Individual ☐ Partnership ☐ Corporation ☐

☐ Other ☐ Non-Profit *must attach IRS determination letter.*

Check if applicable to this business: ☐ Alcohol Sales

Accounting Period for Federal Tax Filing Check One: ☐ Calendar Year **or** Fiscal Year End Date: \_\_\_\_\_

Social Security No. of Business Owner: \_\_\_\_\_ Business Federal ID No.: \_\_\_\_\_

***Identification of business applicant may be requested.***

Owner/Partner/Corporate Office Information to be completed (attach separate list if necessary)

Full Legal Name: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Residence: \_\_\_\_\_

Residence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that all the information on this application is **true** and correct.

Print Applicant Name:

Applicant Signature:

\_\_\_\_\_

\_\_\_\_\_

Print Applicant Name:

Applicant Signature:

\_\_\_\_\_

\_\_\_\_\_

## **Occupational License Application Instructions**

### **1.PERSON REQUIRED TO FILE APPLICATION:**

Each person or business entity engaged in any occupation, trade or profession or other business activity conducted for gain or profit or recognized by the IRS as a non-profit organization in the City shall first make application in writing to the City's Office of Occupational Licenses, on forms provided by the City, before an applicant shall commence any activity subject to occupational license fees in the City. This application and the fees described apply to entities conducting business in the City that meet the definition of a local business in the City Ordinance as well as those entities defined as a Transient General Contractor that do not meet the definition of a local business.

### **2. RETURNING APPLICATION:**

The Event Business License Application can be mailed to the Business License Office at PO Box 671, Henderson KY 42419, emailed to the Occupational Tax Administrator at [argibson@hendersonky.gov](mailto:argibson@hendersonky.gov) or visit the City Municipal Building at 222 First St, Henderson KY 42420. If you have any questions, please call 270-831-1290.

### **3. APPLICATION OF WITHHOLDING AND NET PROFIT FEES:**

A license fee at the rate of 1.65% applies to the following within the City of Henderson, KY: A. Salaries, wages, commissions and other compensations for work or services rendered in any activity (referred to as Employee Withholding Fee). B. Income from the operation of a business or enterprise after providing for all costs and expenses incurred in the conduct thereof referred to as Net Profit Fee.

### **4. PENALTIES:**

Any person or persons who shall attempt to do anything whatsoever to avoid the payment of the whole or any part of the license fee, shall become liable to the City for the payment plus interest and penalty charges as described in ORDINANCE 37-21 of the City Occupational Tax Ordinance