



**CITY OF BOWLING GREEN, KY**  
 P.O. Box 1410  
 Bowling Green, KY 42102-1410  
 (270) 393-3000  
 www.bgky.org

**NP**

**CITY NET PROFIT  
 LICENSE FEE RETURN**

FOR	YEAR	ENDED	DUE ON OR BEFORE
CITY OCCUPATIONAL ACCOUNT NUMBER			
S.S.# OR FED. I.D. #			
MEMO TO TAXPAYER			

**PLEASE SEE INSTRUCTIONS ON BACK.**

<p><b>COPY OF APPLICABLE FEDERAL RETURN OR SCHEDULE MUST BE ENCLOSED</b>          Fed. Sch. C (1040)          Fed. Sch. E (1040)          Fed. 1041          Fed. 1065          Fed. 1120</p> <p><b>FEDERAL RETURN SHOULD INCLUDE:</b>          1.) Cost of Goods Sold Schedule          2.) Schedule of "Other Deductions"</p> <p><b>LLC'S SPECIAL INSTRUCTIONS</b>          LLC'S REPORTING INCOME UNDER A SEPARATE CITY ACCOUNT MUST PROVIDE THAT CITY ACCOUNT NUMBER FOR LICENSE FEE TO BE WAIVED WITH THIS RETURN.  <b>CITY ACCT# _____.</b>  <b>THIS RETURN MUST BE FILED BY THE ORIGINAL DUE DATE TO AVOID PENALTIES.</b></p> <p>BUSINESS CLASSIFICATION (CHECK ONE):  <input type="radio"/> CORPORATION <input type="radio"/> PARTNERSHIP  <input type="radio"/> INDIVIDUAL <input type="radio"/> FIDUCIARY <input type="radio"/> OTHER</p> <p>Date Business Activity Began In          Bowling Green: _____          Date Business Activity Ceased In          Bowling Green: _____</p> <p><b>MAKE CHECK PAYABLE TO:</b>          CITY OF BOWLING GREEN          MAIL OR DIRECT INQUIRIES TO:          P.O. BOX 1410          BOWLING GREEN, KY 42102-1410          Phone (270) 393-3000</p>	1. Gross Receipts/Sales and Other Income per attached Federal Return.....	1		
	2. Cost of Goods Sold and/or Operations plus other Federal Pre-Gross Income Deductions .....	2		
	3. Gross Income per attached Federal Return (Line 1 less Line 2) .....	3		
	4. Total Deductions per attached Federal Return .....	4		
	5. Net Profit/Income per attached Federal Return (Line 3 less Line 4) .....	5		
	6. Add Items not Deductible (Line 25, Section B on Back) .....	6		
	7. Total (Line 5 plus Line 6) .....	7		
	8. Subtract Items not Subject (Line 30, Section B on Back) .....	8		
	9. Adjusted Net Profit/Income (Line 7 less Line 8) .....	9		
	10. Average Percentage if Applicable (Line 34, Section C on Back) ..	10	_____ . _____ %	
	11. Net Profit Subject to License Fee (Line 9 multiplied by Line 10) .....	11		
	12. License Fee Due 1.85% (Line 11) .....	12		
	13. Minimum License Fee (See Instructions).....	13		<b>\$30.00</b>
	14. Compare amounts on Line 12 and 13. Enter the larger amount .....	14		
	15. Credits, Estimated Payments .....	15		
	16. Refund or Credit. If line 15 is Greater than line 14, Enter Difference (Check one: Refund <input type="radio"/> Credit <input type="radio"/> ) .....	16		
	17. Balance Due. If line 14 is greater than line 15, Enter Difference as License Fee Due .....	17		
	18. Interest - 1% percent per month or portion of month .....	18		
	19. Penalty - 5% per month or portion of month not to exceed 25%; however, it shall not be less than \$25.00 .....	19		
	20. Total amount due (add lines 17, 18 and 19) .....	20		

I hereby certify that the statements made herein and in any supporting schedule are true, correct and complete to the best of my knowledge.

X \_\_\_\_\_ Signature of Individual Preparing Return Phone \_\_\_\_\_ **RETURN MUST BE SIGNED.** X \_\_\_\_\_ Signature of Taxpayer Phone \_\_\_\_\_

**NET PROFIT LICENSE FEE RETURN INSTRUCTIONS**

**GENERAL** - In the case of an individual, partnership, association, corporation, fiduciary or other entity engaged in the conduct or operation of any business, profession or enterprise, there is imposed an annual license fee being the greater of thirty dollars (\$30.00) or (1.85%) percent of the net profits of such business, profession or other enterprise if and to the extent of business conducted in or derived from activity inside the City limits.

**WHO SHOULD FILE** - The Net Profit License Fee Return is to be filed by any entity having receipts and/or payroll within the City Limits of Bowling Green. The return also must be filed to pay occupational license fee due on wages earned in the City which did not have the license fee withheld. Non-employee earnings qualify as subject income. Receipts from the rental of real estate are required to be reported for all commercial property and on residential property if more than two (2) residential units are held for rental. All LLC'S and corporations regardless of the number of rental units must file this return.

**WHEN TO FILE** - The Net Profit License Fee Return must be filed on or before April 15 if Licensee is on a calendar year. Fiscal year returns are due by the 15th day of the fourth month following the close of the fiscal year. If due date falls on Saturday, Sunday or legal holiday the return may be filed on the next succeeding day which is not a Saturday, Sunday or legal holiday.

**EXTENSION REQUESTS** - If an extension of time for filing is necessary, a copy of your federal extension must be submitted on or before the due date of the return. The extension must be accompanied by payment equivalent to 90% of the fee due or an amount equal to the total liability for the most recent year. The amount paid with the extension cannot be less than the minimum \$30.00 fee. Regardless of the number of extensions approved, all license fees remaining unpaid after they become due shall bear interest at the rate of 1% per month or fraction of a month from the original due date. All license fees remaining unpaid after the original due date, or approved extension date, whichever shall be later, shall be subject to a five (5%) percent penalty per month not to exceed 25% of the unpaid license fees or twenty-five (\$25.00) dollars whichever shall be greater. Forms are available on our website: [www.bgky.org](http://www.bgky.org).

**SECTION B**

ITEMS NOT DEDUCTIBLE	ITEMS NOT SUBJECT
21. State and Local Taxes based on Income _____	26. Interest Income _____
22. Net Operating Loss Carryover _____	27. Dividend Income _____
23. Partners Guaranteed Payments _____	28. Alcohol Sales Deduction _____
24. Other (specify) _____ (Attach separate schedule if necessary) _____	29. Allowable Pass Through Expenses _____
25. <b>TOTAL ADDITIONS</b> _____ (Enter on Line 6)	30. <b>TOTAL DEDUCTIONS</b> _____ (Enter on Line 8)

**SECTION C**

**Section C (Lines 31-34) must be completed by licensees with gross income and/or wages, salaries and other compensation, both within and without the city limits of Bowling Green. Completion of this section allocates the proportionate share of total business activity attributable to Bowling Green. If gross income or payroll exists, but not within the City of Bowling Green, a zero percentage should be added in Column C when calculating the Average Percentage (Line 34).**

ALLOCATION FACTORS	Col. A Bowling Green	Col. B Total	Col. C Percentage
31. Gross Receipts/Sales/Rents/Services . . . . . (If not applicable write N/A in column C)	\$ _____	\$ _____	_____ %
32. Total Wages, Salaries & Other Compensation . . . (If not applicable write N/A in column C)	\$ _____	\$ _____	_____ %
33. Total Percents (Line 31 Col. C plus Line 32 Col. C) . . . . .			_____ %
34. Average Percentage (Line 33 Divided by number of applicable percents) <b>Enter on Line 10</b> . . . . .			_____ %

**SECTION D**

**WORKSHEET: ALCOHOL BEVERAGE SALES DEDUCTION**

- DIVIDE: **Kentucky Alcoholic Beverage Sales** = \_\_\_\_\_ %  
Total Sales (Total Gross Receipts of Business including Non-Alcoholic Beverage Sales)
- Enter "Total Income" from line (7). Net Profit return \_\_\_\_\_
- Alcoholic Beverages Sales Deduction (multiply line 1 by line 2). \_\_\_\_\_  
Enter here and on line (28) above.