


**UNION COUNTY TAX ADMINISTRATOR**

**RECONCILIATION OF LICENSE FEE WITHHELD  
DURING YEAR ENDED**

\*PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS\*

**HOW TO RECONCILE YOUR PAYROLL WITHHOLDING:**

Enter under TAXABLE PAYROLL the quarterly totals of all employees for services within Union County. Enter the balance for each quarter under TOTAL TAX DUE. All compensation, i.e., Vacation, Sick, and Holiday Pay, is to be included in the payroll totals. A copy of all W-2s and W-3 Control Sheet is to be turned in to the County as per the ordinance.

	TOTAL PAYROLL	TAXABLE PAYROLL		TOTAL TAX DUE
1. 1st Quarter ended Mar. 31.....	\$ _____	\$ _____	X 1/2%= _____	\$ _____
2. 2nd Quarter ended June 30.....	\$ _____	\$ _____	X 1/2%= _____	\$ _____
3. 3rd Quarter ended Sept. 30.....	\$ _____	\$ _____	X 1/2%= _____	\$ _____
4. 4th Quarter ended Dec. 31.....	\$ _____	\$ _____	X 1/2%= _____	\$ _____
5. <b>TOTAL ALL QUARTERS</b> .....	\$ _____	\$ _____		\$ _____
6. Actual withholding payments made quarterly on Occupational Tax Form.....	_____			
7. Difference between lines 5 and 6 (if any, check applicable block below).....	_____			
8. Number of employees _____ Signature _____	Title _____		Date _____	
Name _____	Account Number	<input type="checkbox"/>	Any balance due is to be paid and shown on Payroll Tax Form line 3, as an adjustment.	
Address _____	Federal ID No.	<input type="checkbox"/>		
City, State Zip _____	Phone Number	<input type="checkbox"/>		
	<b>To Be Filed With The 4th Quarter's Return By January 31</b>		<input type="checkbox"/>	credited to next quarter
			<input type="checkbox"/>	refunded



CCQ2A