



Form G-1

**EMPLOYER'S MONTHLY/QUARTLEY RETURN OF OCCUPATIONAL TAX WITHHELD**

Ordinance #2010-002

Employer Name: \_\_\_\_\_

Employer Mailing Address: \_\_\_\_\_

1. NUMBER OF TAXABLE EMPLOYEES \_\_\_\_\_ MONTH/QUARTER \_\_\_\_\_ (YEAR) \_\_\_\_\_

2. TOTAL SALARIES, WAGES, COMMISSION AND OTHER  
COMPENSATION PAID ALL TAXABLE EMPLOYEES ( \* ) \$ \_\_\_\_\_

3. LESS: NON-TAXABLE ITEMS  
COMPENSATION PAID FOR SERVICES OUTSIDE OF GLENCOE \$ \_\_\_\_\_

4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) \$ \_\_\_\_\_

5. ACTUAL WITHHELD IN MONTH AT 2% \$ \_\_\_\_\_

6. **PENALTY - 10% OF AMOUNT DUE, PLUS 2% PER MONTH UNTIL PAID**  
(MAXIMUM 28%) (MINIMUM PENALTY \$25.00) \$ \_\_\_\_\_

7. **TOTAL (INCLUDES PENALTY IF DUE)** \$ \_\_\_\_\_

IF NAME AND ADDRESS HAVE CHANGED, PLEASE PRINT CORRECTION ABOVE. NOTIFY REVENUE OFFICER OF CHANGE IN OWNERSHIP.

**\* IF NO WAGES WERE PAID THIS MONTH, MARK "NONE" AND RETURN THIS FORM WITH EXPLANATION.**

**I hereby certify that the information and statements contained herein and any schedules or exhibits attached are true and correct, for the month and year indicated.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Please remit to: CITY OF GLENCOE, REVENUE DEPARTMENT  
201 WEST CHASTAIN BLVD.  
GLENCOE, AL 35905**

A MONTHLY RETURN MUST BE FILED ON OR BEFORE THE 20TH DAY OF THE MONTH FOLLOWING EACH MONTH (MUST BEAR POSTMARK ON OR BEFORE THE 20TH)

**FOR CITY OF GLENCOE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## INSTRUCTIONS FOR PREPARING AND FILING FORM G-1

Each employer of one or more persons must withhold an occupational tax at the rate of 2% from gross salaries, wages and commissions paid for work or services performed within the City of Glencoe. All employees are subject to the license tax except domestic servants employed in private homes.

### MONTHLY RETURN

A monthly return must be filed and the tax paid by the TWENTIETH of the month following each month. An employer shall be liable to court action for failure to file a return and/or to pay the tax, or for filing a fraudulent return. Penalties are provided for late filing.

**Item 1:** Enter total number of employees subject to Glencoe occupational tax.

**Item 2:** Enter total salaries, wages, commissions, incentive payments, bonuses and other compensation paid to taxable employees during the month for which the return is prepared. If no salaries, wages or other compensation were paid during this month, show "None" and return form with explanation.

**Item 3:** Enter the total amount of compensation paid to taxable employees for services rendered outside the City of Glencoe.

**Item 4:** Represents the difference between Items 2 and 3.

**Item 5:** Shall be the actual tax withheld at the rate of 2%.