

## Eastern Kentucky University Occupational License Fee (Local Tax) Form

**Purpose:** To notify EKU of each employee’s workstation(s) to withhold the appropriate county/city occupational taxes from EKU compensation as EKU is directed to do per KRD 67.150. Occupational taxes are applied to gross compensation paid to the employee.

**Instructions:** Complete the form below and sign to update your work assignment location and/or percentage of time in a work location.

Employee Name: _____ EKU ID Number: _____
Physical Home Address: _____
City: _____, County: _____, State: _____, Zip Code: _____

**Work Location(s):** The occupational tax is based upon where the work is performed, therefore if the work location is **within city limits**, you must choose the city as the tax location for this form. If the work location is **outside city limits**, you must choose the county where the work location resides for this form. When completing this form, employees should, to the best of their ability, determine the percentage of time spent in each work assignment location on an annual basis. The percent of time spent in each location must be listed and combined must equal a total of **100%**. You must provide a work address for each location chosen. If more than four locations are selected, please use a new form and attach it to this submission.

City/County: _____ Percent of time work is done from this location: _____
Work Address: _____, State: _____, Zip Code: _____

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City/County: _____ Percent of time work is done from this location: _____
Work Address: _____, State: _____, Zip Code: _____

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I declare that to the best of my knowledge this is a true, correct, and complete document. Additionally, I realize it is my responsibility to notify Human Resources immediately should my work location or work percentage(s) change.