

Jessamine County/City of Nicholasville
Questionnaire for Occupational License Fee Account

Return to: Occupational Tax Office, 105 Court Row, Nicholasville, KY 40356 (859) 885-3206 * fax (859) 887-0900

Businesses located within the city limits of Nicholasville; you must obtain a **Certificate of Occupancy** before beginning operation of **any** business activity. If you do not have this Certificate, contact the Nicholasville Planning Commission, 517 North Main Street, Nicholasville, KY 40356 Ph. 859-885-9385. If so, provide a copy of the certificate with this questionnaire.

Businesses located in the County or the City of Wilmore; you must contact the Jessamine County/City of Wilmore Joint Planning Office, 121 South Main St, Nicholasville, KY 40356, Ph. 859-885-6415 to ensure your compliance with any applicable regulations before beginning operation of any business activity or home occupational use.

1. Business or Individual Name: _____

2. Local Site Address: _____

3. Do you rent or lease your business location? ☐ Yes ☐ No List the name and address of the ☐ landlord or ☐ owner.

4. Mailing Address (if different than local site address): _____
(If mailing address is to a tax preparer who is not an employee of your business, you must complete Line 2 above)

5. Social Security Number _____ Fed ID Number _____

6. Nature of Business _____

Check if applicable: ☐ Short Term Rental ☐ Alcohol Sales ☐ Live Entertainment ☐ Adult Entertainment ☐ Hazardous Materials/Chemicals

7. Telephone Number _____ Fax Number _____

Cell Phone Number _____ Email Address _____

8 Date Started in Jessamine County _____ City of Nicholasville _____

9. Do you have employees working in: Jessamine County? ☐ Yes ☐ No City of Nicholasville? ☐ Yes ☐ No

*The Jessamine County Occupational Tax Office administers and collects all Net Profit License Fees for the County and the City of Nicholasville.
If your business has employees, you will be responsible for reporting payroll and paying withholdings, as applicable, to the
City of Nicholasville (859) 885-7618 and Jessamine County separately.*

10. Do you have subcontractors working in: Jessamine County? ☐ Yes ☐ No City of Nicholasville? ☐ Yes ☐ No
If yes, attach a list of their names, addresses and phone numbers. You will be required to provide copies of 1099s issued to these individuals annually.

11. Accounting period per federal income tax return: ☐ Calendar Year ☐ Fiscal Year End _____

12. Business Entity

- ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ S Corporation ☐ LLC/Sole Proprietor
☐ LLC/Partnership ☐ LLC/Corporation ☐ LLC/S Corporation ☐ Non-Profit (attach IRS authorization)
☐ Other _____
☐ Professional Employer Organization (attach list of clients for whom you will be reporting payroll)

13.. Name of Owner(s), partner(s) or corporate officers: Provide names and addresses.

I certify that, to the best of my knowledge, the above information is true and accurate and complete.

Signature

Title

Date

Printed Name