

City of Bardstown
Request for Refund
Overpayment of Occupational License Fee

Mail Refund Request to:
City of Bardstown, OLF Refund, 220 N. 5th St. Bardstown, KY. 40004

The undersigned hereby requests a refund of excess Occupational License Fees paid or withheld from pay by an employer or multiple employers.

Name _____

Address _____ Phone # () _____

Social Security # _____ Requested Refund Amount: _____

Check the reason you are due a refund:

- _____ Employer withheld fee on first (exempt) \$15,000. in wages
- _____ Employer(s) withholding exceeded maximum \$300.00
- _____ Other Reason: Please explain _____

Attach copies of Form(s) W-2

I hereby certify that the statements made herein and any supporting documents are true, correct, and complete.

Signature

Date

Refunds will be mailed within 30 days after receipt of refund request and verification of overpayment.

Request verified, refund check requested by _____ Amount Verified _____

Check # _____

Date: _____

Approved by _____ G/L # _____