

INSTRUCTIONS:

- Line 1: Enter the gross amount of salary, wages and other compensation for the year. Generally, this amount is total compensation.
- Line 2: Enter the amount of salary, wages and other compensation that is not subject to the Occupational License Fee. Generally, this only includes compensation for working time spent outside the physical limits of the City of Ashland. Unless clearly apparent on Form W-2, a detailed schedule must be attached to explain any deductions on this line.
- Line 3: Subtract Line 2 from Line 1 and enter the resulting amount.
- Line 4: Multiply Line 3 (Net Salary, Wages and Other Compensation subject to License Fee) by the current rate of 2.0% and enter the resulting amount.
- Line 5: Enter the amount of penalty and interest if filed after the due date.
- Line 6: Add Line 4 and Line 5. If paying by check, enter the check number in the space provided.
- Other: Individual contact information must be fully completed, including tax period and Occupational License Fee account number. The return must be complete with an authorized signature along with title and date.

THE FOLLOWING MUST BE ATTACHED:

- Form(s) W-2
- Detailed schedule of Line 2 deductions, if any.