

COMMISSIONERS' ORDINANCE NO. O-18-19

AN ORDINANCE AMENDING CHAPTER 110 OF THE CITY OF COVINGTON CODE OF ORDINANCES "BUSINESS AND OCCUPATION LICENSES FEES" TO UPDATE REFERENCES OF CITY "OCCUPATIONAL LICENSES" TO "BUSINESS REGULATORY LICENSES."

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WHEREAS, pursuant to Commissioner's Ordinance No, O-51-08 and O-52-08, the Board of Commissioners approved changes to the City's business licensing fees which were necessary for the City to participate in the county-wide business licensing program; and

WHEREAS, the changes included updating the terminology for the applicable yearly license to business within the City of Covington from an "Occupational License" to a "Business Regulatory License"; and

WHEREAS, this change in terminology in part helped to differentiate the City license to do business, and the corresponding county multi-jurisdictional occupational license to do business; and

WHEREAS, despite the 2008 edits, certain terminology under the old system remains in the ordinances, and therefore City staff recommend updating the ordinances to provide for consistent use of "Business Regulatory License" where appropriate and "Occupational License Fees" where appropriate; and

WHEREAS, City staff have also proposed that the term "Business License" and "Business Regulatory License" be interchangeable, for convenience and ease of reference.

NOW THEREFORE,
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

Sections 110.01 to 110.15 of the Covington Code of Ordinances are amended to read as follows:

§ 110.01 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BUSINESS ENTITY. Each separate corporation, limited liability company, business development corporation, partnership, limited partnership, registered limited liability partnership, sole proprietorship, association, joint stock company, receivership, trust,

professional service organization, or other legal entity through which business is conducted.

BUSINESS. Any enterprise, activity, trade, occupation, profession or undertaking of any nature conducted for gain or profit. **BUSINESS** shall also include specifically but not exclusively the rental or offering of rent of any property, real or personal, having a site in the city; but shall not include the usual activities of board of trade, chambers of commerce, trade associations, or unions, or other associations performing services usually performed by trade associations or unions. **BUSINESS** shall not include funds, foundations, corporations, or associations organized and operated for the exclusive and sole purpose of religious, charitable, scientific, literary, educational, civic or fraternal purposes, where no part of the earnings, incomes or receipts of such unit, group, or association, inures to the benefit of any private shareholder or other person.

BUSINESS REGULATORY LICENSE. A license required by the City of Covington for the purpose of regulating business activities and operations within the City of Covington. **The term “Business License” may be used interchangeably with “Business Regulatory License” for purpose of convenience, and both terms shall have the same meaning and effect.**

BUSINESS REGULATORY LICENSE FEE. A fee required by the City of Covington for each Business Regulatory License, pursuant to KRS 82.082 and the regulating business activities and operations within the City of Covington, including, police power thereof, to provide the funds necessary to pay the expenses of, without limitation the expense of issuing Business Regulatory Licenses.

CITY. The City of Covington, Kentucky.

CODE ENFORCEMENT OFFICER. As used in this chapter, any employee working under the direction of the Director of the Code Enforcement Department or his or her designee, exclusive of clerical staff, any employee working under the direction of the Director of the Finance Department or his or her designee, exclusive of clerical staff, as well as police and fire safety officers.

COMPENSATION. Wages, salaries, commissions, or any other form of remuneration paid or payable by an employer for services performed by an employee, which are required to be reported for federal income tax purposes and adjusted to include the following:

(1) Any amounts contributed by an employee to any retirement, profit sharing, or deferred compensation plan, which are deferred for federal income tax purposes under a salary reduction agreement or similar arrangement, including but not limited to salary reduction arrangements under Section 401(a), 401(k), 402(e), 403(a), 403(b), 408, 414(h), or 457 of the Internal Revenue Code; and

(2) Any amounts contributed by an employee to any welfare benefit, fringe benefit, or other benefit plan made by salary reduction or other payment method which permits employees to elect to reduce federal taxable compensation under the Internal Revenue Code, including but not limited to Sections 125 and 132 of the Internal Revenue Code.

CONCLUSION OF THE FEDERAL AUDIT. The date that the adjustments made by the Internal Revenue Service to net income as reported on the business entity's federal income tax return become final and unappealable.

EMPLOYEE. Any person who renders services to another person or any business entity for compensation, including an officer of a corporation and any officer, employee, or elected official of the United States, a state, or any political subdivision of a state, or any agency of instrumentality of any one or more of the above. A person classified as an independent contractor under the Internal Revenue Code shall not be considered an employee.

EMPLOYER. The person for whom an individual performs or performed any service, of whatever nature, as the employee of such person, except that:

(1) If the person for whom the individual performs or performed the services does not have control of the payment of the wages for such services, the term **EMPLOYER** means the person having control of the payment of such wages, and

(2) In the case of a person paying wages on behalf of a nonresident alien individual, foreign partnership, or foreign corporation, not engaged in trade or business within the United States, the term **EMPLOYER** means such person;

FINAL DETERMINATION OF THE FEDERAL AUDIT. The revenue agent's report or other documents reflecting the final and unappealable adjustments made by the Internal Revenue Service.

FISCAL YEAR. An accounting period of 12 months ending on the last day of any month other than December.

FLEA MARKET. The renting of booth space by one person to another for the sale of retail items.

INDEPENDENT CONTRACTOR. Any person who meets the criteria of the Official Treasury Regulation 31.3401(c)-1.

INTERNAL REVENUE CODE. The Internal Revenue Code in effect on December 31, 2008, exclusive of any amendments made subsequent to that date, other than amendments that extend provisions in effect on December 31, 2008, that would otherwise terminate, and as in effect in subsequent years on December 31 of those subsequent years.

NET PROFIT. Gross income, as defined in Section 61 of the Internal Revenue Code, minus all the deductions from gross income allowed by Chapter 1 of the Internal Revenue Code, and adjusted as follows:

(1) Include any amount claimed as a deduction for state tax or local tax that is computed, in whole or in part, by reference to gross or net income and that is paid or accrued to any state of the United States, local taxing authority in a state, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any foreign country or political subdivision thereof;

(2) Include any amount claimed as a deduction that directly or indirectly is allocable to income that is either exempt from taxation or otherwise not taxed;

(3) Include any amount claimed as a net operating loss carryback or carryforward allowed under Section 172 of the Internal Revenue Code;

(4) Include any amount of income and expenses passed through separately as required by the Internal Revenue Code to an owner of a business entity that is a pass-through entity for federal tax purposes; and

(5) Exclude any amount of income that is exempt from state taxation by the Kentucky Constitution, or the Constitution and statutory laws of the United States.

REAL PROPERTY. All types of real estate including commercial property, residential property, and farm property.

RETURN or REPORT. Any properly completed and, if required, signed form, statement, certification, declaration, or any other document permitted or required to be submitted or filed with the city.

SALES REVENUE. Receipts from the sale, lease, or rental of goods, services, or property.

TAX DISTRICT. Any city of the first through fifth class, county, urban county, charter county, consolidated local government, school district, special taxing district, or any other

statutorily created entity with the authority to levy net profits, gross receipts, or occupational license taxes.

TAXABLE NET PROFIT. In case of a business entity having payroll or sales revenue only within the city means net profit as defined above.

TAXABLE NET PROFIT. In case of a business entity having payroll or sales revenue both within and without the city means net profit as defined above, and as apportioned under § 110.05.

TAXABLE YEAR. The calendar year or fiscal year ending during the calendar year, upon the basis of which net profit is computed.

§ 110.02 [~~OCCUPATIONAL~~] BUSINESS REGULATORY LICENSE APPLICATION AND CERTIFICATE REQUIRED.

Every business entity that intends to operate in the City of Covington and every employer required to withhold the payroll tax from an employee's compensation shall be required to obtain a[~~n~~] Business Regulatory License from the city before the commencement of business as required in § 10.21.

§ 110.03 OCCUPATIONAL LICENSE TAX PAYMENT REQUIRED.

(A) Except as provided in § 110.04, every person or business entity engaged in any business, trade, occupation, or profession and any person or business entity that makes a filing with the Internal Revenue Service or the Kentucky Revenue Cabinet shall be required to file and pay to the city an annual occupational license tax for the privilege of engaging in such activities within the city. The occupational license tax shall be measured by:

(1) 2.45% of all compensation paid or payable in the city for work done or services performed or rendered in the city by every resident and nonresident who is an employee; and

(2) 2.5% of the net profits from business conducted in the city by a resident or nonresident business entity, or \$50, whichever is greater.

(B) The maximum tax liability under this ordinance shall be assessed as follows:

(1) For each employee, an amount equal to the maximum established for FICA purposes ("the FICA cap"). The FICA cap shall be applied by each employer on the compensation of each employee and deductions shall be applied by each employer only

upon the gross amount of compensation that does not exceed the FICA maximum established for that year.

(2) For each business entity, there shall be a \$40,000 maximum liability for the portion of the occupational license tax which is measured by taxable net profits.

(C) If any business entity dissolves, ceases to operate, or withdraws from the city during any taxable year, or if any business entity in any manner surrenders or loses its charter during any taxable year, the dissolution, cessation of business, withdrawal, or loss or surrender of charter shall not defeat the filing of returns and the assessment and collection of any occupational license tax for the period of that taxable year during which the business entity had business activity in the city.

§ 110.04 EXEMPTED ACTIVITIES.

(A) Nonprofit organizations, as determined by the Internal Revenue Service approval of not-for-profit status, must file an Application for [~~Occupational~~] **a Business Regulatory License** but are exempt from the \$30 administrative cost associated with this filing. Upon the filing of an application by a nonprofit organization and confirmation of its not-for-profit status, the Finance Department will issue a [~~n-occupational license~~] **Business Regulatory License** certificate to this organization.

(B) The following business entities are exempt under Kentucky law from the occupational license tax and are not required to file a city Occupational License Return ("Form OL-3" or "OL-3"), except as otherwise noted:

(1) Public Service Corporations that pay an ad valorem tax on property valued and assessed by the Kentucky Department of Revenue, pursuant to the provisions of KRS 136.120. To be entitled to this exemption, companies are required to show that they are actually assessed as public service companies by the Kentucky Revenue Cabinet and that they in fact pay an ad valorem tax based on this assessment. Licensees whose businesses are predominantly non-public service but who are also engaged in public service activity are required to pay a license tax on their net profits derived from the non-public service activities apportioned to the city.

(2) Life insurance companies incorporated under the laws of and doing business in the Commonwealth of Kentucky. (See KRS 136.320 (4), (5))

(3) Banks, trust companies, combined bank and trust companies, combined trust, banking and title businesses, and savings and loan associations, whether state or federally chartered, that are expressly exempted by KRS 92.300.

(C) The following business entities are exempt from the net profit occupational license tax, but are required to file a Form OL-3:

(1) Any business entity engaged in the letting or rental of any dwelling unit in the city that owns no more than one dwelling unit for lease in the city and whose rents from all dwelling units owned, whether within or outside the city when taken together, do not exceed \$6,000.

(2) Persons whose sole business activity is the manufacture of and/or sale of alcoholic beverages. Persons engaged in the business of manufacturing and/or selling alcoholic beverages are required to file a return, but may exclude the portion of their net profits derived from such manufacturing and/or sale of alcoholic beverages.

(3) Any usual activities of boards of trade, chambers of commerce, trade associations or unions, community chest funds or foundations; corporations or associations organized and operated exclusively for religious, charitable, scientific, literary, educational, or civic purposes, or for the prevention of cruelty to children or animal; or clubs or fraternal organizations operated exclusively for social, literary, educational, or fraternal purposes where no part of the income or receipts of such units, groups, or associations inures to the benefit of any private shareholder or individual. To qualify for this exemption, the organization must submit satisfactory proof of their exempt status for federal income tax purposes. If any part of the earnings of such business inures to the benefit of any person, it shall be sufficient to defeat the exemption. If an organization earns "unrelated business income," as defined and administered in § 511 of the Internal Revenue Code, a net profit license tax is assessed on the "unrelated business income."

(D) The following persons are exempt from the employee occupational license tax:

(1) Persons whose sole wages, salaries, commissions, or other wages and other compensations earned in the city are derived from service as members of the Kentucky National Guard for active duty training, unit training assemblies, and annual field training.

(2) Compensation received by persons who have been ordained in accordance with the ceremonial ritual or discipline of a recognized church, religious sect, or other religious organization, for the purpose of teaching and preaching such organization's doctrines or

administering its rights and public worship, and who customarily performs one or more of these duties, provided, that no such person is exempt from the payment of an employee license tax on wages and other compensation earned in activities not connected with the regular functions of a religious organization.

(3) Compensation received by precinct workers for election training or work at election booths in state, county, and local primary, regular, or special elections.

(4) Compensation received by an employee who works both within and without the city if the employee is physically located within the city while on the job for 5% or less of the time the employee is on the job in any calendar year.

§ 110.05 APPORTIONMENT.

(A) Except as provided in division (D) of this section, net profit shall be apportioned as follows:

(1) For business entities with both payroll and sales revenue in more than one tax district, by multiplying the net profit by a fraction, the numerator of which is the payroll factor, described in division (B) of this section, plus the sales factor, described in division (C) of this section, and the denominator of which is two; and

(2) For business entities with sales revenue in more than one tax district, by multiplying the net profit by the sales factor as set forth in division (C) of this section.

(B) The payroll factor is a fraction, the numerator of which is the total amount paid or payable in the city during the tax period by the business entity for compensation, and the denominator of which is the total compensation paid or payable by the business entity everywhere during the tax period. Compensation is paid or payable in the city based on the time the individual's service is performed within the city.

(C) The sales factor is a fraction, the numerator of which is the total sales revenue of the business entity in the city during the tax period, and the denominator of which is the total sales revenue of the business entity everywhere during the tax period.

(1) The sale, lease, or rental of tangible personal property is in the city if:

(a) The property is delivered or shipped to a purchaser, other than the United States government, or to the designee of the purchaser within the city regardless of the f.o.b. point or other conditions of the sale; or

(b) The property is shipped from an office, store, warehouse, factory, or other place of storage in the city and the purchaser is the United States government.

(2) Sales revenues, other than revenues from the sale, lease, or rental of tangible personal property or the lease or rental of real property, are apportioned to the city based upon a fraction, the numerator of which is the time spent in performing such income-producing activity within the city and the denominator of which is the total time spent performing that income-producing activity.

(3) Sales revenue from the sale, lease, or rental of real property is allocated to the tax district where the property is located.

(D) If the apportionment provisions of this section do not fairly represent the extent of the business entity's activity in the city, the business entity may petition the city or the city may require, in respect to all or any part of the business entity's business activity, if reasonable:

(1) Separate accounting;

(2) The exclusion of any one or more of the factors;

(3) The inclusion of one or more additional factors which will fairly represent the business entity's business activity in the city; or

(4) The employment of any other method to effectuate an equitable allocation and apportionment of net profit ("alternate apportionment method"). The city must approve any alternate apportionment method prior to its implementation by the business entity. Once an alternate apportionment method is approved by the city, the business entity must apply such apportionment scheme in all future tax years, unless otherwise directed by the city.

(E) All partnerships, S corporations, limited liability companies, and all other entities where income is "passed through" to the owners are subject to this ordinance. The occupational license tax imposed in this ordinance is assessed against income before it is "passed through" these entities to the owners.

(F) If a business entity makes, or is required to make, a federal income tax return, the occupational license tax shall be computed for the purposes of this ordinance on the basis of the same calendar or fiscal year required by the federal government, and the entity shall employ the same methods of accounting required for federal income tax purposes.

§ 110.06 EMPLOYERS TO WITHHOLD.

(A) Each employer who employs one or more persons working within the city is required to apply with the city for an occupational license tax reporting number and in

such process shall complete and execute the City of Covington Application for [Occupational] **Business Regulatory** License on behalf of each of its employees. The employee is not required to apply with the city unless the employee has earned income other than “wages and other compensation.” The applicant shall remit a one-time payment of \$30 to cover administration costs associated with this application.

(B) Every employer making payment of compensation to an employee shall deduct and withhold from the compensation due each employee at the time of payment by the employer an occupational license tax calculated under § 110.03.

(C) When compensation is paid or payable for work done or services performed or rendered by an employee, both within and without the city, the license tax shall be measured by that part of the compensation paid or payable as a result of work done or service performed or rendered within the city. The license tax shall be computed by obtaining the percentage of compensation for work performed or services rendered within the city as it bears to the total wages and compensation paid or payable. For the city to verify the accuracy of a taxpayer’s reported percentages under this subsection, the taxpayer shall maintain adequate records.

(D) Subject to division (E) below, at a minimum, every employer required to deduct and withhold tax under this section shall make a return and report to the city, and pay to the city, the tax required to be withheld under this section on a quarterly basis, on or before the thirtieth day of the months of January, April, July, and October following the withholding period.

(E) For each employer who employs persons within the city for which the occupational license tax is required to be withheld from all employee compensation and the amount withheld by the employer exceeds \$450 for any one of the preceding four quarters, the employer shall remit the occupational license tax required to be withheld from employees on a monthly basis, with taxes due on or before the fifteenth day of the month following the month in which the wages shall have been paid by said employer.

(F) Every employer who fails to withhold or pay to the city any sums required to be withheld by this ordinance shall be personally and individually liable to the city for any sum or stuns withheld or required to be withheld in accordance with the provisions of this section.

(G) The city shall have a lien upon all the property of any employer who fails to withhold or pay over to the city sums required to be withheld under this section. If the

employer withholds, but fails to pay the amounts withheld to the city, the lien shall commence as of the date the amounts withheld were required to be paid to the city. If the employer fails to withhold these sums, the lien shall commence at the time the liability of the employer is assessed by the city.

(H) Every employer required to deduct and withhold tax under this section shall annually, on or before February 28 of each year, complete and file with the city an Annual Report of Earnings reporting the tax withheld in each tax district where compensation is paid or payable to employees. Either copies of federal forms W-2 and W-3, transmittal of wage and tax statements, or a detailed employee listing with the required equivalent information, as determined by the city, shall be submitted.

(I) Every Professional Employer Organization (“PEO”) and every employer with an employee leasing arrangement shall include a separate Annual Report of Earnings for each client or co-employer listing the client’s or co-employer’s name, address, and telephone number.

(J) Every employer shall furnish each employee a statement, on or before January 31 of each year, showing the amount of compensation and occupational license tax deducted by the employer from the compensation paid to the employee for payment to the city during the preceding calendar year.

(K) The president, vice president, secretary, treasurer, or other person holding an equivalent corporate office of any business entity subject to this section shall - or any person who had authority to collect, truthfully account for, or pay over the tax imposed by this ordinance at the time that the taxes imposed by this ordinance become or became due be personally and individually liable, both jointly and severally, for any tax required to be withheld from compensation paid or payable to one or more employees of the business entity, and neither the corporate dissolution or withdrawal of the business entity from the city, nor the cessation of holding any corporate office, shall discharge that liability; provided that the personal and individual liability shall apply to each and every person holding the corporate office at the time the tax becomes or became obligated.

(L) Notwithstanding divisions (F) and (J) of this section, every employee receiving compensation in the city subject to the tax imposed under § 110.03 shall be personally liable for any amount due. In all cases where the employer does not withhold the tax levied under this ordinance from the employee, such employee or employees shall be

responsible for filing with the city each quarter in the same manner as if they were the employer.

§ 110.07 RETURNS REQUIRED.

(A) Except as may be provided differently in § 110.04, every business entity and employer required to obtain an occupational license from the city shall file for the preceding taxable year a Form OL-3, properly signed and completed in proper detail, regardless of whether income is realized, a license tax liability exists, or the business is actively engaged during the tax year. The return is due on April 15 of each year, except returns made on the basis of a fiscal year, which shall be made by the fifteenth day of the fourth month following the close of the fiscal year.

(B) Every business entity shall submit a copy of its federal income tax return and all supporting statements and schedules at the time of filing its Occupational License Return with the city. Whenever, in the opinion of the city, it is necessary to examine the federal income tax return of any business entity to audit the return, the city may compel the business entity to produce for inspection a copy of any statements and schedules in support thereof that have not been previously filed. The city may also require copies of reports of adjustments made by the federal government and/or other financial documents maintained by the business entity.

(C) Every business entity subject to an occupational license tax governed by the provisions of this ordinance shall keep records, render under oath statements, make returns, and comply with rules and regulations as the city from time to time may prescribe. Whenever the city deems it necessary, the city may require a business entity, by notice served to the business entity, to make a return, render statements under oath, or keep records, as the city deems sufficient to determine the tax liability of the business entity.

(D) The city may require, for the purpose of ascertaining the correctness of any return or for the purposes of making an estimate of the taxable income of any business entity, the attendance of a representative of the business entity or of any other person having knowledge of the business entity or in the premises.

(E) The full amount of the unpaid tax payable by any business entity, as appears from the face of the return, shall be paid to the city at the time the occupational license tax return is filed with the city.

(F) When a return in form and substance satisfactory to the city Finance Department is not filed by an employer and/or the license taxes are not paid to the city by such employer, the employee for whom no return has been filed and/or no payment has been made shall file a Request for Refund of Earnings Tax or Additional Payment Due ("Form OL-1" or "OL-1") with the city Finance Department on or before January 31, annually, showing in the return his or her compensation subject to the license tax during the preceding calendar year. The employee submitting the Form OL-1 shall provide the original copy of the statement furnished him or her by his or her employer. This statement must show all of the compensation earned by him or her, wherever employed, during the period for which such return is made. In addition to the compensation earned by him or her, such return shall show such other pertinent information as may be required by the city Finance Department. Each person making a return required by this section shall at the time of filing the appropriate form pay the city the amount of license tax due under this subchapter; provided, that any portion of the license tax deducted by the employer shall be credited on the OL-1 return and only the balance, if any, shall be due and payable at the time of filing said return. The amount of any license taxes that were due in each year, as provided in this subchapter, shall bear interest from the date the same became due at the rate of 1% per month, or fraction thereof for partial months, until paid, and the employer failing to pay the same when due shall also pay the penalty imposed under § 110.99.

(G) Every business entity making payments of \$600 or more to persons other than employees for services performed within the city are responsible for maintaining the records of those payments and for completing Form 1099 SF, Statement of Non-Employee Compensation, on or before February 28 of the year following the close of the calendar year in which such compensation was paid. Persons or business entities not required to remit a Form 1099 remain liable to the city to remit equivalent information for any compensation made to persons or business entities that are not employees.

§ 110.08 EXTENSIONS.

(A) The city may grant any business entity an extension of not more than six months for filing its return, unless a longer extension has been granted by the Internal Revenue Service or a longer extension is agreed to by the city and the business entity. An extension will only be granted if the business entity, on or before the date prescribed for payment of

the occupational license tax, requests the extension and pays the amount properly estimated as its tax. For an extension of other than the first automatic extension, the business entity must submit to the city a copy of the extension with evidence showing that the IRS has accepted and approved the requested extension.

(B) If the time for filing a return is extended, the business shall pay, as part of the tax, an amount equal to 12% per annum simple interest on the tax shown due on the return, but not been previously paid, from the time the tax was due until the return is actually filed and the tax paid to the city. A fraction of a month is counted as an entire month.

§ 110.09 REFUNDS.

(A) Where there has been an overpayment of tax under § 110.06, a refund or credit shall be made to the employer to the extent of overpayment only if a written application for refund or credit is received by the city from the employer within two years from the date the overpayment was made.

(B) An employee, who is compensated for activities performed outside the city, based on time spent outside the city, and whose employer has withheld and remitted to this city the occupational license tax on the compensation attributable to activities performed outside the city, may file for a refund within two years of the date prescribed by law for the filing of a return. The employee shall provide a schedule and computations sufficient to verify the refund claim. The city may confirm with the employer the percentage of time spent outside the city and the amount of compensation attributable to activities performed outside the city prior to approval of the refund.

§ 110.10 AUDIT PROVISIONS.

(A) As soon as practicable after each return is received, the city may examine and audit the return. If the amount of tax computed by the city is greater than the amount returned by the business entity, the additional tax shall be assessed and a notice of assessment mailed to the business entity by the city within five years from the date the return was filed, except as otherwise provided in this division.

(1) In the case of a failure to file a return or of a fraudulent return, the city may assess the additional tax at any time and there shall be no time limitations for bringing an action under this chapter.

(2) In the case of a return where a business entity understates net profit, or omits an amount properly includable in net profits, or both, which understatement or omission, or both, is in excess of 25% of the amount of net profit stated in the return, the additional tax may be assessed at any time within six years after the return was filed.

(3) In the case of an assessment of additional tax relating directly to adjustments resulting from a final determination of a federal audit, the additional tax may be assessed before the expiration of the times provided in this subsection, or six months from the date the city receives the final determination of the federal audit from the business entity, whichever is later.

(4) The times provided in this subsection may be extended by agreement between the business entity and the city. For the purposes of this subsection, a return filed before the last day prescribed by law for filing the return shall be considered as filed on the last day. Any extension granted for filing the return shall also be considered as extending the last day prescribed by law for filing the return.

(B) Every business entity shall submit a copy of the final determination of the federal audit within 30 days of the conclusion of the federal audit.

§ 110.11 ADMINISTRATIVE PROVISIONS.

(A) No suit shall be maintained in any court to restrain or delay the collection or payment of the tax levied by this chapter.

(B) Any tax collected pursuant to the provisions of this subchapter may be refunded or credited within two years of the date prescribed by law for the filing of a return or the date the money was paid to the city, whichever is the later, except that:

(1) In any case where the assessment period contained in § 110.10 has been extended by an agreement between the business entity and the city, the limitation contained in this subsection shall be extended accordingly.

(2) If the claim for refund or credit relates directly to adjustments resulting from a federal audit, the business entity shall file a claim for refund or credit within the time provided for in this subsection or six months from the conclusion of the federal audit, whichever is later. For the purposes of this subsection and division (B)(1) of this section, a return filed before the last day prescribed by law for filing the return shall be considered as filed on the last day.

(C) The authority to refund or credit overpayments of taxes collected pursuant to this chapter is vested exclusively in the city.

§ 110.12 REGULATIONS.

The Finance Department is charged with the enforcement of the provisions of this chapter and is empowered to prescribe, adopt, promulgate, and enforce rules and regulations relating to any matter or thing pertaining to the administration and enforcement of the provisions of this chapter, including but not limited to provisions for the re-examination and correction of returns as to which an overpayment or underpayment is claimed or found to have been made, and the rules and regulations promulgated by it shall be binding on all licensees and employers affected.

§ 110.13 BOARD OF APPEALS.

The Mayor, with the approval of the city Commission, shall appoint a Board of Occupational License Appeals, which shall consist of the Director of Finance, the city Manager or his or her designee, and a citizen of the city who is a certified public accountant, and if a citizen of the city cannot be found to serve in this position, then such appointment may be filled by a certified public accountant who is a resident of Northern Kentucky. These individuals shall serve on the Board for a term of two years, which shall run concurrently with the terms of the City Commission. The Board of Occupational License Appeals shall be empowered to hear appeals from licensees or supposed licensees and shall decide each appeal on evidence provided by the licensee and the city. The Board may, based upon such evidence, render decisions on questions of interpretation of this ordinance, on questions of allocation of payroll and net profits, on proceedings of delinquent tax collections, and on the waiver of penalties assessed. The decisions of the Board of Occupational License Appeals are appealable to the Mayor and Board of Commissioners.

§ 110.14 INFORMATION TO REMAIN CONFIDENTIAL.

(A) No present or former employee of the city shall intentionally and without authorization inspect or divulge any information acquired by him or her of the affairs of any person, or information regarding the tax schedules, returns, or reports required to be filed with the city or other proper officer, or any information produced by a hearing or

investigation, insofar as the information may have to do with the affairs of the person's business. This prohibition does not extend to information required in prosecutions for making false reports or returns for taxation, or any other infraction of the tax laws, or in any way made a matter of public record, nor does it preclude furnishing any taxpayer or the taxpayer's properly authorized agent with information respecting his or her own return. Further, this prohibition does not preclude any employee of the city from testifying in any court or by deposition, or from introducing as evidence returns or reports filed with the city, in an action for violation of a tax law of the city or other tax district or in any action challenging the city's tax laws or in any action in which the income of the business entity is a relevant issue at trial.

(B) The city reserves the right to disclose to the Commissioner of Revenue of the Commonwealth of Kentucky or his or her duly authorized agent all such information and rights to inspect any of the books and records of the city if the Commissioner of Revenue of the Commonwealth of Kentucky grants to the city the reciprocal right to obtain information from the files and records of the Kentucky Department of Revenue and maintains the privileged character of the information so furnished. Furthermore, that the city may publish statistics based on such information in such a manner as not to reveal data respecting net profits or compensation of any person or business entity.

(C) In addition, the city is empowered to execute similar reciprocity agreements as described in division (B) of this section with any other taxing entity should there be a need for exchange of information to effect diligent enforcement of this subsection or the ordinances of the other taxing entity.

(D) To ensure the confidentiality of city, state and Federal tax information in the possession of the City Finance Department, all Finance Department employees, any authorized persons or entities conducting research, any persons or entities contracted to provide services for the Finance Department, or any other person or entity permitted access to Finance Department records and files, shall execute a form confirming his or her knowledge of the applicable rules, laws, and regulations concerning maintaining the confidentiality of certain tax records and information. Such employee or other authorized individual shall also be familiar with the city, state and Federal laws and regulations concerning confidentiality of taxpayer information, and by signing the required acknowledgment he or she must confirm such familiarity with all applicable rules, laws, and regulations. The form is hereby incorporated herein by reference.

§ 110.15 USE OF OCCUPATIONAL LICENSE TAX.

All money derived from the license tax under the provisions of this chapter shall be paid to the city and placed to the credit of the city's general revenue fund.

Section 2

That this ordinance shall take effect and be in full force when passed and recorded according to law.

Joseph U Meyer
MAYOR

ATTEST:

Margaret M. Ryan
CITY CLERK

Passed: 6-24-19 (Second Reading)

6-11-19 (First Reading)

Meeting Date:					
ORD.: 1ST		2ND			
OR:					
	Z Bowman	Downing	Smith	/ Williams	Meyer
Yeas	✓		✓	✓	✓
Nays					
Present, not Voting					