

WARREN COUNTY SCHOOLS QUARTERLY OCCUPATIONAL TAX RETURN	ACCOUNT #	QUARTER ENDING	DUE DATE
	1. Total Number of Paid Employees.....	Social Security # or Federal ID # _____	
2. Total Wages, Tips, Other Compensation per Box 1 of W-2.....	Final Return: ___ NO ___ YES Date Closed _____ If business sold, provide the name of new ownership _____ Date Sold _____		
3. Less Non- Resident Wages and/or Non Taxable Compensation.....	Print Name and Address of Employer/ Please note change of address		
4. Taxable Earnings (Line 2 less Line 3).....	<p align="center">Make check payable to: Finance Officer, Warren County Schools, Please use envelope provided for mailing payment</p> <p align="center">RETURN MUST BE SIGNED AND RETURNED WITH PAYMENT</p> I hereby certify, under penalty of perjury, that the statements made herein are true, correct and complete to the best of my knowledge		
5. Total Tax Due (Line 4 x .005).....			
6. Credit/Adjustment (see instructions).....	Sign _____ Date _____		
7. Penalty: \$10 after due date.....			
8. Interest: 1% per month on unpaid balance after the due date.....			
9. TOTAL AMOUNT DUE			

INSTRUCTIONS

- Line 1 – Enter total number of persons employed in Bowling Green, Warren County.
- Line 2 – Enter total salaries and wages for all employees employed in Bowling Green, Warren County. Postal and Federal Employees use adjusted gross income (Box 1 of W2 if filing annually).
- Line 3 – Enter salaries and/or wages for Non-Resident employees (residents that **do not** reside in the **Warren County School District or Wages Earned Outside Bowling Green, Warren County**).
- Line 4 – Total Wages less employee wages of non residents and wages earned outside Bowling Green, Warren County.
- Line 5 – Total Wages subject to Warren County Schools Occupational Tax.
- Line 6 – Enter credit or adjustments (from an amended return if applies). Amended returns must be filed in order to receive credit/adjustment and your credit will be applied to your next quarter.
- Line 7 – Add penalty of \$10.00 if return will be received after the due date. (No Exceptions)
- Line 8 - Add interest at the rate of 1% per month on the unpaid balance due. (No Exceptions)
- Line 9 – Enter your Total Tax Due.

PAYMENTS SHOULD BE MADE PAYABLE TO: FINANCE OFFICER, WARREN COUNTY SCHOOLS

MAIL PAYMENTS AND ZERO RETURNS TO: WARREN COUNTY SCHOOLS OCCUPATIONAL TAX OFFICE
 QUARTERLY TAX RETURN
 P. O. BOX 890947
 CHARLOTTE, NC 28289-0947

RETURN MUST BE FILED WITH PAYMENT

IF MAILING ADDRESS HAS CHANGED PLEASE INDICATE ON THE FRONT OF THIS FORM

FORM MUST BE FILED EVEN IF YOU HAD NO EMPLOYEES OR NO WAGES PAID DURING THIS PERIOD

W2'S ARE REQUIRED WHEN FILING THE 4TH QUARTER