

COUNTY CLERK'S
MONTHLY REPORT OF
LEGAL PROCESS TAX
RECEIPTS

FOR DEPARTMENT USE ONLY

___ / ___ / ___

COUNTY	FOR DEPARTMENT USE ONLY
REPORT, MONTH OF	
DATE REPORT SUBMITTED	
Proved by _____ Date _____	

INSTRUCTIONS: File this report with the Department of Revenue, on or before the 10th day of the month following the month covered by the report. Attach payment for total amount computed due. Do not include fines or forfeitures. The number of items reported on line 11 must be the same as that reported on line 1. Interest at the tax interest rate applies to any tax not paid by the due date. See reverse for explanation of the applicable penalties.

Kind of Process	Total Number of Items	Tax Rate	Amount Collected
1. Marriage Licenses		\$3.50	
2. Power of Attorney to Convey Real or Personal Property		\$3.00	
3. A. Mortgages B. Financing Statements C. Security Agreements		\$3.00	
4. Conveyances of Real Property (Deeds)		\$3.00	
5. Lien or Conveyance of Coal, Oil, Gas or Other Mineral Right or Privilege		\$3.00	
6. Total Amount Collected (add line 1 through 5)			
7. Clerk's Commission (line 6 times .05)			
8. Net Tax Due (line 6 minus line 7)			
9. Penalty and Interest (if applicable)			
10. LEGAL PROCESS TAX DUE (add line 8 and line 9)			14
11. Fee for Spouse Abuse Shelter Fund (total number of items calculated on line 1 multiplied by the tax rate)		\$10.00	68
12. Fee for Libraries and Archives (total number of items calculated on line 6 multiplied by the tax rate)		\$1.00	14-02
13. TOTAL AMOUNT DUE (add lines 10, 11, and 12)			

IMPORTANT NOTICE

Make check payable to: **KENTUCKY STATE TREASURER**

Mail report and check to **DEPARTMENT OF REVENUE, FRANKFORT, KENTUCKY 40619**

For questions or concerns, please contact the Kentucky Department of Revenue, Excise Tax Section, at 502-564-6823,
email us at: Dor.WebResponseExciseTax@ky.gov

AFFIDAVIT

I certify that this is a complete report of all legal process taxes received during the month indicated.

Date: _____

Signed: _____

APPLICABLE PENALTIES

Any county clerk who violates any of the provision of [KRS 142.010](#) shall be subject to the uniform civil penalties imposed pursuant to KRS 131.180.

[KRS 131.180\(1\)](#) imposes a penalty of 2 percent of the fee, up to a maximum of 20 percent of the fee for each 30 days or fraction thereof that the report is filed late. In no case shall the penalty be less than \$10.

[KRS 131.180\(2\)](#) imposes a penalty of 2 percent of the fee, up to a maximum of 20 percent of the fee for each 30 days or fraction thereof for failure to pay at least 75 percent of the fee by the due date. In no case shall the penalty be less than \$10.