

II. <u>Part-Time (or Transient) Employee Hours and FTE Calculation</u>	Line	Employees	Work Hours
4 Total number of part time employees and total number of their work hours.	4	_____	_____
5 Number of part time employees taking public transportation (e.g., buses, rail, and ferry service as a "walk-aboard") using carpools, registered vanpools, non-motorized commutes (walking, biking, alternative work week or compressed work schedules).	5	_____	_____
6 Subtract line 5 from line 4. Total number of taxable part-time employees and their total work hours.	6	_____	_____
7 Divide the number of Work Hours in line 6 by 960 hours. (Round up to the nearest whole number) This is your full-time equivalent.	7	_____	

Calculating the Employee Tax Hours (choose one method)

III. Tax Calculation using Employee Hours Method

8 Add work hour amounts from lines 3 and 6. This is your total number of taxable paid hours worked by employees.	8	_____
9 Gross tax due. Multiply line 8 by the employee hours tax rate of \$0.01302.	9	\$ _____
10 Take tax credit of up to \$50. (<i>Credit may not be more than gross tax due in line 9.</i>) Every taxpayer is eligible for this credit.	10	\$ _____
11 Subtract line 10 from line 9. Total employee hours tax due.	11	\$ _____

IV. Alternative Tax Calculation using Full-Time Equivalent Method

12 Add employee amounts from lines 3 and 7. This is your total number of full-time employees and part time FTEs subject to tax.	12	_____
13 Gross tax due. Multiply line 12 by the FTE tax rate of \$12.50.	13	\$ _____
14 Take tax credit of up to \$50. (<i>Credit may not be more than gross tax due in line 13.</i>) Every taxpayer is eligible for this credit.	14	\$ _____
15 Subtract line 14 from line 13. Total employee hours tax due.	15	\$ _____

**This worksheet is NOT the Employee Hour Tax form.
FAILURE TO SUBMIT THE TAX FORM WILL RESULT IN A DELINQUENCY.**

Please submit a COPY OF THIS WORKSHEET with the tax form.

If you have not received the Employee Hours Tax form, please call or send an email request within two weeks prior to the due date, to avoid penalties and interest.

email address: rca.bizlictx@seattle.gov Information line: (206) 684 – 8484

For additional answers to frequently asked Employee Hour Tax questions, please select the link below.

<http://www.seattle.gov/rca/taxes/EmployeeHoursTax.htm>