



Finance Division  
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## CITY SERVICE FEE AFFIDAVIT

According to the City of Huntington Administrative Regulations, the City Service Fee needs to be withheld by only one employer. An employee with multiple employers located in the City may designate a single employer who will deduct and remit the City Service Fee.

**Instructions:** In order to ensure that the fee is being withheld by only one employer, the form below must be completed and submitted to all employers that will **not** be withholding the City Service Fee. A copy of a recent pay stub showing: a) the City Service Fee being withheld by the designated employer and b) the designated employer's name, **must** accompany this City Service Fee Affidavit.

Any change in employee's job status must be reported to all employers involved. If necessary, a new designated withholding employer should be named and then a new affidavit needs be given to the non-withholding employers.

**Employer please note:** The City Service Fee is required to be withheld and remitted for all employees for all weeks in which they reported for work— regardless of the number of hours worked. For employees that have multiple employers, the employer not withholding the City Service Fee must maintain an employee's City Service Fee Affidavit for the current calendar year. The affidavit must be accompanied with a copy of a pay stub confirming the withholding by the designated employer.

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I, \_\_\_\_\_, designate my current employer

(Employee's Name)

\_\_\_\_\_, to withhold and remit my required

(Withholding Employer's Name)

City Service Fee and have provided a recent pay stub showing the proper withholding by the named employer. Withholding deductions are to be made for every week that I work regardless of the number of hours worked.

I understand that it is my responsibility to notify all employers immediately should my employment end with the above stated designated withholding employer.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_