

800 Fifth Avenue P.O. Box 1659 Huntington, WV 25717 Phone: (304) 696-5969

Fax: (304) 781-8350

CITY SERVICE FEE CITY OF HUNTINGTON

	CITT OF HON	INGION	
			See reverse side for additional information and payment options.
structions			
 To set up a City Service Fee acc Complete the City of Huntingt This return must be accompanie Employers must use this form to employed persons. The amount of fee required to be such calendar month, quarter, of If your return is received after to Please make checks payable to: Mail payments to: City Service For additional information plea 	con Service Fee Remitta ed by the required remitta to remit amounts withheld be remitted shall be \$5.00 or year during which the ed he due date, you will be a City of Huntington.	ance Form on the bottomer no later than thirt of from employees and multiplied by the nur employee or self-employees for penalties on, P.O. Box 1659 Hu	om portion of this page. by (30) days after period ended. amounts received from self- mber of calendar weeks ending in oyed person worked in the City. due. ntington, WV 25717.
Our office is open Mon	day through Friday f	rom 8:00 a.m. to 4:	30 p.m., except holidays.
	ngton Service Fee Re		Account #:
Period Filing Dates:	Due Date:	Number of Employ	rees:
imployer's Name:		City Service Fee	,.

Rev 9/15

Federal Tax ID Number:

Prepared By (please print):

Preparer's Contact Phone Number:

Penalty (5% after due

REMITTANCE:

Account Renewal #:

date):

TOTAL

Account #:

Additional Information

- Any employer licensed and operating within the City of Huntington is required to withhold and remit on behalf of their employees the City Service Fee. The City Service Fee is due for each week an employee worked regardless of the number of hours worked.
- Employers will be mailed a City Service Fee Remittance form.
- > Self-employed persons are required to pay this fee unless paid through other employment.
- No individual shall pay this fee more than once for the same week of employment regardless of multiple employments.
- All contractors working in the city limits will be required to submit the City Service Fee for all employees present on any site within the city for each week they work.
- > You will not be able to renew your Business License unless City Service Fees and Business & Occupation Taxes are current.

City of Huntington Codified Ordinances Article 772.04

The City Service Fee for all individuals working within the City Limits of Huntington will be five dollars (\$5.00) per week.

Credit Cards Payments Only				
Remit form to:				
City Service Fee				
City of Huntington				
P.O. Box 1659				
Huntington, WV 25717				
Credit Card Payments (Circle One): Discover / MasterCard / Visa				
CARD NUMBER:	EXP. DATE:			
SIGNATURE:	BILLING ZIP CODE:			
Make checks payable to City of Huntington	SHOW AMOUNT PAID HERE: \$			

Tear along dotted line.....