Division of Finance
City Hall, P.O. Box 1659, zip 25717
Phone 304.696.5930, 304.696.5969
Fax 304.696.4448

Effective retroactive to April 1, 2009, the City Service Fee for all individuals working within the City limits of Huntington increased to Three Dollars ($3.00) per week and will remain in effect until such time as rescinded by further ordinance of Council. This increase was passed by City Council on April 27, 2009.

This letter is to provide notice that as an employer you are required to withhold said fee each pay period and may remit the same to the City of Huntington on a bi-weekly, bi-monthly, monthly basis or quarterly basis if submitting with the B&O Tax Return. As a reminder, for-profit businesses will receive a quarterly B&O Tax/City Service Fee Form on July 1, 2009 for the period April 1 – June 30, 2009. Not-for-profit businesses may use the form below or visit the City of Huntington website, cityofhuntington.com to download the form or call for additional forms at the number(s) listed above.

Where employees are paid other than weekly, it is appropriate for the employer to withhold $6.00 on a bi-weekly basis, $6.50 if paid twice a month or $13.00 if paid on a monthly basis. Employers, at their discretion, may prorate the $39.00 City Service Fee due for the period April 1 – June 30, 2009 over the remaining payroll periods in the quarter.

If you have any questions, please contact our office at (304) 696-5930 or (304) 696-5969.

(Please cut and return section below)

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CITY OF HUNTINGTON ACCOUNT #_____

RETURN OF CITY SERVICE FEE WITHHELD

Phone 304.696.5930 or 304.696.5969
Fax 304.696.4448

PERIOD ENDED	DUE DATE (30 days after period ended)	No. of Employees at the end of Period	
Signature:	Date:	**City Service Fee withheld this Period**	
Employer's Name and Address		**Adjustments** Plus or (Minus)	
		City Service Fee due this Period	
REMIT TO: City of Huntington P O Box 1659 Huntington, WV 25717-1659		**Penalty** **(5% After due Date Per Mth)**	
		TOTAL REMITTANCE	