



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

City Service Fee Return

Filing Period Dates:
Due Date:
Account #:
Account Renewal #:

Instructions: The business owner/agent must use this form to calculate the amounts withheld from individuals working in the city limits of Huntington. The City Service Fee is \$5.00 per person per week multiplied by the number of calendar weeks ending in such calendar month, quarter, or year during which the person worked in the City. Refer to the reverse side for additional instructions and information.

Pay Period/Week Ending Date	Number of Employees/Self-Employed in the City Limits of Huntington	Total City Service Fee Withheld
1.		\$
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
City Service Fee Withheld		\$
Penalty for late filing: A 5% penalty of the total fee will be due after the due date. Additional fees are assessed if payment is past due by more than 30 days.		
Total Amount Due		\$

I declare under penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and, to the best of my knowledge and belief, is a true, correct, and complete return.

City Service Fee Preparer Information		
EIN or SS No:	Contact Phone Number:	
Contact Email Address:		
Contact Name:	Signature:	Date:

City Service Fee Instructions

1. Column "Pay Period/Week Ending", use dates that correspond to the filing period shown at the top right of the return. This applies to filers who submit monthly, quarterly, and annual returns.
2. Enter the people (employee, employer, and self-employed) in Huntington during the end date or week in the "Number of Employees/Self-Employed In Huntington" column. If there are no reportable employees or self-employed individuals who worked within the city limits of Huntington, indicate this on the return to avoid receiving delinquent notices.
3. Multiply the number of employees/self-employed listed for given dates by the rate of \$5.00 and list the total amount in the "Total City Service Fee Withheld" column.
4. The "Total Amount Due" column is the amount that is submitted to the City of Huntington for the appropriate filing period. Penalties will be calculated after the due date. For late filing, add 5% penalty to the City Service Fee Withheld to calculate the total amount due. After 30 days have passed the due date, add 2% to the total amount.
5. Submit your return.
 - **In-person** at City Hall in Room 103, 800 5th Avenue, Huntington, WV 25701, and pay via cash, check, Visa, Discover, or MasterCard. Please note that an additional 3.75% service fee (minimum of \$2.50) will be applied to all credit card transactions.
 - **By mail** to City of Huntington CSF PO Box 1659, Huntington, WV 25717, and pay via check. Please make checks payable to the "City of Huntington." Credit card payments will not be accepted through the mail.
 - **Online** email your completed return to finance@huntingtonwv.gov. Once your return has been processed, you will receive a confirmation email that you can submit payment online. You can pay at cityofhuntington.com or by scanning the provided QR code. Payment options include:
 - E-Check: \$1.95 service fee
 - Credit Card (Visa, Discover, or MasterCard): 3.75% service fee (minimum of \$2.50)

Use this QR code to pay
after your return is processed



City Service Fee Information

- The City Service Fee (CSF) is collected for Police Protection, Traffic and street Maintenance, and Other Valuable Services within the Police and Public Works Departments. This fee helps defray the cost of providing and maintaining city services.
- Under 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. Any employer licensed and operating within the City is required to withhold and remit the City Service Fee on behalf of their employees. The City Service Fee is due for each week an employee works, regardless of the number of hours worked.
- Please note that employee withholding for the City Service Fee is distinct from the business's revenue. The company must promptly remit all withheld payments to the City of Huntington.
- 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 within the city limits must submit the City Service Fee for all employees present on any site within the city for each week they work.
- The City Service Fee Return is available online at cityofhuntington.com.
- For questions, contact the Finance Division at 304-696-5540, option 4, or finance@huntingtonwv.gov.

Quarter	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 30	January 31

Payroll Providers

- You cannot submit the City Service Fee (CSF) Return without an account number. To obtain an account number, complete a Huntington Business License Application.
- Confirm that the employee works inside the city limits of Huntington. A boundary map can be found on our website.
- Use the City Service Fee Return provided by the City of Huntington. The CSF forms are mailed to your clients on a monthly, quarterly, and annual basis. Please confirm with your client the CSF account number and the Federal Identification number.