

Employer Worksheet



Employer Worksheet Instructions

Employers are responsible for filing City Service Fee for the appropriate filing period determined at the time of license setup. The Employer Worksheet is an end of the year summary to verify accounts.

Please complete the Employer Worksheet by marking the filing frequency and then entering the City Service Fee totals in Column B. Add the totals in Column B and enter the grand total in Row X. Quarterly filers will need to complete the box below marked quarterly. Monthly filers will need to complete back of the page. *Annual filers do not need to complete the worksheet*. The City Service Fee rate is \$5.00 per week per employee. This form must be signed by the Employer and submitted by January 31st each calendar year.

If you need assistance, please call (304) 696-5540 ext. 4 or e-mail finance@huntingtonwv.gov.

Period End Date	Due Date	Account Number
Employer Name		Employer's FEIN
Mailing Address (Number and Street)		Phone Number
City, State, and Zip Code		
Filing Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual		

	A	B
Calendar Year	Quarterly Filing Period	Total
Q1	January 1 to March 31	
Q2	April 1 to June 30	
Q3	July 1 to September 30	
Q4	October 1 to December 31	
x	TOTAL	

By signing below, I attest I have prepared this Employer Worksheet, and it is true and accurate to the best of my ability. I also understand this form is to be submitted January 31st of each year to account for the total remittance for the prior calendar year.

Print Name of Preparer:	Title:	Preparer Signature:	Date:
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	A	B
	Monthly Filing Period	Total
1	January	
2	February	
3	March	
4	April	
5	May	
6	June	
7	July	
8	August	
9	September	
10	October	
11	November	
12	December	
x	TOTAL	