



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 Employer Worksheet

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 tool used to reconcile payments received. The City Service Fee rate is \$5.00 per week per employee. This form must be signed by the Employer and submitted by January 31 each calendar year.

Complete the Employer Worksheet by entering the City Service Fee total for each quarter in the column "Total" and add the totals in each quarterly filing period row and enter the grand total in row "TOTAL =". Quarterly filers will need to complete the box below marked quarterly. Monthly filers will need to complete page 2. Annual filers do not need to complete the worksheet.

If you need assistance, please call (304) 696-5540 option 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		

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	
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 understand this form is to be submitted January 31 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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	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	
	TOTAL =	