



CITY SERVICE FEE
CITY OF HUNTINGTON



See reverse side for
additional information →
and payment options.

Instructions

1. To set up a City Service Fee account, you will need a City of Huntington Business License.
2. Complete the **City of Huntington Service Fee Remittance Form** on the bottom portion of this page.
3. This return must be accompanied by the required remittance no later than thirty (30) days after period ended.
4. Employers must use this form to remit amounts withheld from employees and amounts received from self-employed persons.
5. The amount of fee required to be remitted shall be \$5.00 multiplied by the number of calendar weeks ending in such calendar month, quarter, or year during which the employee or self-employed person worked in the City.
6. If your return is received after the due date, you will be assessed for penalties due.
7. Please make checks payable to: City of Huntington.
8. Mail payments to: **City Service Fee, City of Huntington, P.O. Box 1659 Huntington, WV 25717.**
9. For additional information please contact a Revenue Service Representative at (304) 696-5540 option 4.

Our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m., except holidays.

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City of Huntington Service Fee Remittance Form			Account #:						
Period Filing Dates:	Due Date:	Number of Employees:							
Employer's Name:	City Service Fee Withheld (this period):								
Federal Tax ID Number:	Penalty (5% after due date):								
Preparer's Contact Phone Number:	TOTAL REMITTANCE:								
Prepared By (please print):	Account #:								
	Account Renewal #:								

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.

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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:
<i>Make checks payable to City of Huntington</i>	SHOW AMOUNT PAID HERE: \$