



# 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

<b>Filing Period Dates:</b>
<b>Due Date:</b>
<b>Account #:</b>
<b>Account Renewal #:</b>

**Instructions:** Business owner/agent must use this form to calculate amounts withheld from people working in 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. See reverse side for further instructions and information.

	Pay Period/Week Ending Date	Number of Employees/Self-Employed In Huntington	Total City Service Fee Withheld
1.			\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
<b>City Service Fee Withheld</b>			\$
<b>PENALTIES:</b> For late filing, 5% of total fee due after due date. Additional fees assessed if past 30 days.			
<b>Total Amount Due</b>			\$

<b>Fee Preparer Information</b>		
Business Name:	EIN	Phone Number:
Email Address:		
Name:	Signature:	Date:

## City Service Fee Instructions

1. For the "Pay Period/Week Ending" column, use dates that correspond to the filing period shown at the top right of the return. This applies to monthly, quarterly, and annual filers.
2. Enter the people (employee, employer, and self-employed) in Huntington during the end date or week in "Number of Employees/Self-Employed In Huntington" column. If there are no reportable employees or self-employed who worked in city limits of Huntington, indicate on the return to avoid 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".
4. The Total Amount Due is the amount that is submitted to the City of Huntington for the appropriate filing period.
  - a. Penalties will be calculated after the due date. For late filing, add 5% penalty to City Service Fee Withheld to calculate total amount due. After 30 days past the due date, add 2% to the total amount.
5. Submit your return.
  - a. **In-person** at City Hall in Room 103, 800 5th Avenue, Huntington, WV 25701 and pay via cash, check or Visa, Discover or MasterCard. Please note that an additional 3.75% (minimum of \$2.50) service fee will be applied to all credit card transactions.
  - b. **By mail** to City of Huntington CSF PO Box 1659, Huntington, WV 25717 and pay via check. Please make checks payable to "City of Huntington." Credit card payments will not be accepted through mail.
  - c. **Online** email your return to [finance@huntingtonwv.gov](mailto:finance@huntingtonwv.gov). Once your return has been processed, you will receive an email stating you can submit payment online at [cityofhuntington.com](http://cityofhuntington.com) via e-check (additional \$1.95 service fee) or Visa, Discover or MasterCard (additional 3.75% service fee, minimum of \$2.50 per transaction).
6. For questions, contact the Finance Division at 304-696-5540 option 4 or [finance@huntingtonwv.gov](mailto:finance@huntingtonwv.gov). Finance Division is open Monday through Friday from 8:00 a.m. to 4:30 p.m., except for holidays.

Quarters	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



### Information

- The City Service Fee collection is used for **Police Protection, Traffic & Street Maintenance, and Other Valuable Services within the Police and Public Works Departments**. This fee help defray the cost of providing and maintaining city services within the city.
- 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 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.
- Please note that employee withholding for the city service fee is distinct from the business's own revenue. The business must promptly remit all withheld fees 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 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.
- The City Service Fee Return is available online at [cityofhuntington.com](http://cityofhuntington.com).

### Payroll Providers

- You cannot submit the City Service Fee Return unless you have an account number. To obtain an account number, complete a Huntington Business License Application.
- Use the City Service Fee Return provided by the City of Huntington.