CITY OF MORGANTOWN

Finance Department • 389 Spruce Street • Morgantown, WV 26505

MUNICIPAL SERVICE FEE FORM
QUARTERLY

Due Date:
Effective Dates:
Account Type:
Account #:
Filing period #:

Service Name:
Service Address:

COMPUTATION OF MUNICIPAL SERVICE FEE

(SEE REVERSE SIDE FOR INSTRUCTIONS)

	A	B	C	D	E	F
	PAY PERIOD / WEEK ENDING DATE	NUMBER OF EMPLOYEES IN MORGANTOWN	NUMBER OF SELF-EMPLOYED IN MORGANTOWN	NUMBER OF WAIVERS PROVIDED BY EMPLOYEES	TOTAL NUMBER OF EMPLOYEES	TOTAL FEE CALCULATED
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10						
11.						
12.						
13.						
					TOTAL FEE DUE	$
PENALTIES: 5% of Total Amount Due For First 30 DAYS Delinquent, PLUS 2% for each additional 30 DAYS						
					TOTAL AMOUNT DUE	**$**

MAKE CHECKS PAYABLE TO CITY OF MORGANTOWN
REMIT FORM & PAYMENT TO: FINANCE DEPARTMENT 389 SPRUCE ST MORGANTOWN, WV 26505
SEE REVERSE SIDE OF FORM FOR CREDIT CARD PROCESSING

DECLARATION

BY SIGNING BELOW, I ATTEST I HAVE PREPARED THIS MSF REMITTANCE FORM AND IT IS TRUE AND ACCURATE TO THE BEST OF MY ABILITY. I ALSO UNDERSTAND A COPY OF THIS FORM IS TO BE RETAINED BY THE EMPLOYER.

SIGNATURE OF PREPARER	TITLE OF PREPARER	DATE

THIS FORM MUST BE RETURNED WITH PAYMENT

MUNICIPAL SERVICE FEE INSTRUCTIONS

To complete this form please record the ending dates for each payroll cycle in column A. The quantities (when applicable) in Columns B & C will be added together and entered into column E. Multiply the value entered in Column E by the appropriate rate in the chart below and enter the total fee calculated into column F.

PAY PERIOD / WEEK ENDING DATE	AMOUNT PER EMPLOYEE
WEEKLY	$ 3.00
BI-WEEKLY	$ 6.00
SEMI-MONTHLY	$ 6.50
MONTHLY	$ 13.00
QUARTERLY	$ 39.00

At the end of the quarter, add Column F lines 1 through 13 to calculate the total fee due. This amount will be remitted to the City of Morgantown for the appropriate reporting period. If submitted after the stated due date, add the appropriate penalty to the total fee due to calculate the new total amount due. Please record the number of waivers provided by employees in Column D for each pay cycle (if applicable); waivers must be kept on file by the employer.

For additional information please contact the Finance Department at (304) 284-7417 or email servicefee@morgantownwv.gov.

PLEASE UPDATE YOUR BUSINESS / CONTACT INFORMATION BELOW

BUSINESS NAME	
BUSINESS ADDRESS	
PHONE NUMBER	
FAX	
EMAIL	

CREDIT CARD PAYMENTS

(CIRCLE ONE) MASTER CARD / VISA AMOUNT $ _____

CARD # _____

CARD EXP. _____ / _____ SECURITY CODE FROM BACK ___ ___ ___

_____ _____

SIGNATURE **PRINT NAME**

CITY OF MORGANTOWN FINANCE DEPARTMENT (304) 284-7417

THIS FORM <u>MUST</u> BE RETURNED WITH PAYMENT