

**AUTHORIZATION TO WITHHOLD CITY SERVICE FEES**

**Instructions:** Check the box next to the statement that best describes where you will work, and your status regarding weekly city service fees for Charleston, Fairmont, Huntington, Morgantown, Parkersburg or Weirton. Please submit to PCG Public Partnerships. *Please note the form must be complete for each participant you work for within each of the cities listed above.*

*Employees that select Prior Payment must complete and submit this form annually (by December 31). If this form is not submitted, PCG Public Partnerships will withhold the required weekly withholding.*

**EMPLOYEE INFORMATION**

**Employee Name:**

**Employee ID:**

**Participant Name:**

**Participant ID:**

**My place of employment under the Personal Options Program is in** (please check one):

- Charleston    Fairmont    Huntington    Morgantown    Parkersburg    Romney    Weirton

I understand that I am required to have a City Service Fee withheld from my pay check for working for the participant listed above. I authorize PCG Public Partnerships to withhold the weekly City Service Fee from my pay check and to send the amount withheld to the city selected above.

**Based upon your city service fee selection above, please select one of the following (only if applicable):**

- Prior Payment\*** (a copy of a current pay stub with proof of withholding must be submitted)  
 I already have the weekly City Service Fee deducted from my pay from another employer in the same city in which I work. **If you have the fee withheld from another employer, please provide your employer's name/place of employment:** \_\_\_\_\_  
*\*Please note this must be completed and submitted annually (by December 31). If this form is not submitted, PCG Public Partnerships will withhold the required weekly withholding.*

- Fairmont**  
 I live in and work in city of Fairmont. Please provide your physical address and a **copy of proof of residency** (i.e. driver's license):

\_\_\_\_\_

*Street Address* *City* *Zip Code*

- I no longer work in the city limits of Charleston, Fairmont, Huntington, Morgantown, Parkersburg, or Weirton.**

**IMPORTANT:** As an employee, it is your responsibility to notify PCG Public Partnerships if your City Service Fee status changes. Changes to withholdings will NOT be done automatically.

**SIGNATURES**

EMPLOYEE SIGNATURE

DATE

PARTICIPANT/REPRESENTATIVE SIGNATURE

DATE