

## VERIFICATION OF CITY SERVICE FEE WITHHOLDING

**Instructions:** Participant/Employers or their Designated Representative must complete this form and submit to PCG Public Partnerships.

As an employer, if you live inside the city limits of Charleston, Fairmont, Huntington, Morgantown, Parkersburg, or Weirton, you are required to withhold a weekly city service fee from your employee's pay. PCG Public Partnerships will withhold the fee on your behalf and submit payments to the appropriate city.

### PARTICIPANT INFORMATION

**Participant Name:**

**Participant ID:**

**Participant Physical Address**

*Street Address*

*City/State*

*Zip Code*

### PARTICIPANT STATEMENT

**I LIVE OUTSIDE THE CITY LIMITS OF:**

Charleston  Fairmont  Huntington  Morgantown  Parkersburg  Romney  Weirton

*PCG Public Partnerships: Do not withhold a City Service Fee from my employee; I live outside of the city limits. I will inform PCG Public Partnerships immediately if my living situation changes, which may change my requirements to withhold and remit a city service fee. The above statement is correct and complete to the best of my knowledge.*

**I LIVE IN THE CITY LIMITS OF:**

Charleston  Fairmont  Huntington  Morgantown  Parkersburg  Romney  Weirton

*PCG Public Partnerships: Withhold the City Service Fee from my employee's pay and remit the withholding to the city I selected above. I will notify Public Partnerships, LLC immediately if my living situation changes, which may change my requirements to withhold and remit the fee. The above statement is correct and complete to the best of my knowledge.*

For more information regarding the applicable weekly withholding amount for your employees, please visit your city's website.

**IMPORTANT:** As a participant/employer or designated representative, it is your responsibility to notify PCG Public Partnerships if your (participant/employer) address changes. Changes will NOT be done automatically.

**SIGNATURE**

**PARTICIPANT/REPRESENTATIVE SIGNATURE**

**DATE**