



FOR IMMEDIATE RELEASE

October 18, 2019

Service Fee Regulations and Guidance Now Available

WHEELING, W.VA. – General information, administrative regulations and forms that will provide guidance related to the City Service Fee are now available on the City’s website at wheelingwv.gov.

Finance Director Seth McIntyre explained that employers or self-employed individuals can now find the following information online: administrative regulations detailing collection, remittance and record keeping requirements; forms and instructions, including prior payment, remittance, employer worksheet and refund claim forms; and a copy of Article 797 that was enacted by City Council adopting the service fee.

“It is our hope that the guidance provided will equip employers and self-employed individuals to successfully prepare for and implement collection and remittance of the city service fee,” he said. “If, after reviewing the guidance, you have questions or need assistance, we will be happy to help you.”

To access the information, McIntyre said individuals should visit the website and under the *Departments* tab, select *Finance* and then *City Service Fee*. McIntyre noted that the documents are also available for pickup in the City’s Finance Department, located in the City-County Building, 1500 Chapline Street, Room 115. The information is also available via email or U.S. mail upon request. Questions or inquiries should be emailed (preferred method) to CSF@wheelingwv.gov or by U.S. Mail at the address above.

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