



Employer Worksheet

Form CSUF - 4

CITY SERVICE USER FEE

(12-2010)

Employer Name		Account Number	
Mailing Address		Phone Number	
City, State, Zip Code		Period Ended	Due Date
Physical Address in Parkersburg		Weekly \$2.50	Semi-Monthly \$5.42
		Bi-Weekly \$5.00	Monthly \$10.83

	A	B	C	D	E
	Pay Period End Date	Number of Employees in Parkersburg	Number of SelfEmployed in Parkersburg	Total Number of Employees	Total Amount Due Per Pay
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
X	*Adjustments				

*Explain Below

Total Remitted

\$

Adjustment and Other Explanations:

Type or Print Name and Title of Preparer	Preparer Signature and Date
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1. This form must be completed according to the Basis of Computation method chosen above by the Employer. The dates entered in lines "a" through "n", Column A shall be the ending dates for each weekly, bi-weekly, semi-monthly or monthly pay period as chosen by the Employer throughout the entire reporting period.

2. The total in line X, Column D is multiplied by the appropriate rate (depending up on the Basis of Computation withholding method) to determine the total City Service User Fee to be remitted for the reporting period.