

Please type or print legibly

**Instructions for Multiple Employer Verification Form**

If you are presently employed at more than one job in the City of Parkersburg, and the City Service Fee is currently being withheld by **more than** one employer, simply complete this form and give it to your second employer (Employer #2). After your second employer receives this form, they are no longer required to withhold the fee. This form should be retained by the second Employer and should not be sent to the City of Parkersburg.

**1. Enter Employee Information (To be completed by the EMPLOYEE)**

Full Name	Employee's Identification Number/Last 4 Digits of Social Security #	
Mailing Address (Number and Street)	Phone Number	
City, State and Zip Code		
<p>By signing below, I certify that I am presently employed at more than one job in the City of Parkersburg, and the City Service Fee is currently being withheld by <b>more than</b> one of my employers. I do hereby request that my employer in possession of this form, my second employer (Employer #2), stop withholding the City Service Fee because my first employer (Employer #1) is also withholding the fee. I agree to notify my second employer (Employer #2) immediately should the foregoing statement no longer apply for any reason, including change of employment and/or location of employment. Under penalty of perjury, I attest the preceding statement is true, accurate, and complete to the best of my knowledge.</p>		
Employee's Signature		Date Signed

**2. Enter Employer #1 Information**

<b>(This section is to be completed by your first employer or an authorized representative of your first employer )</b>	
Employer Name	Employer's Identification Number
<p>By signing below, I certify that the person named above is currently in my employ and I am currently withholding the City Service User Fee as appropriate.</p>	
Type or Print Name of Employer Representative	Employer Representative Signature & Date