



# STREET MAINTENANCE CHARGE

## PRIOR PAYMENT FORM

City of Fairmont  
200 Jackson Street, Suite 301  
Fairmont, WV 26554

DO NOT MAIL THIS FORM

PH: 304-366-6211  
FAX: 304-366-0228  
web: fairmontwv.gov

Date:

See instructions at the bottom of this form ►

### 1. Employee Information

Full Name:

Mailing Address:

Phone:

SSN:

### 2. Employer Information

Second Employer Name:

Second Employer Identification Number:

### 3. Employee Statement:

I am presently employed at more than one job within Fairmont, West Virginia subjecting me to withholding for the Street Maintenance Charge more than one time for each week. I hereby request that the Employer designated above not withhold the Street Maintenance Charge because a separate employer (other than the employer designated above) is withholding the Street Maintenance Charge for each period for which the fee accrues. I agree to notify the Employer designated above immediately upon the foregoing statement being no longer accurate (due to change in employment, location of employment or otherwise). Under penalty of perjury, I declare that the foregoing statement is true, correct, and complete to the best of my knowledge.

EMPLOYEE'S SIGNATURE

DATE:

Employer Statement:

I am authorized and designated by the Employer named herein to review and confirm this Form and I have reasonable familiarity with the Employee who signed above. Upon such review, I have no reason to believe that any statement made in this Form is untrue or misleading in any respect.

EMPLOYER'S SIGNATURE

DATE:

### Instructions for Prior Payment Form:

Use this form only if the Employee would be subject to the charge more than once for the same week of employment in Fairmont because of multiple employments. An Employee uses this form to designate the Employer specified in the Form not to withhold, collect and remit the charge because another employer is withholding, collecting and remitting the charge. The Employee and a representative of the Employer must sign this form and the Employer must retain it. Misuse of the form will subject the parties to penalties. For further information, please refer to the City of Fairmont Street Maintenance and Improvement Administrative Regulations available at [www.fairmontwv.gov](http://www.fairmontwv.gov) or call the City Finance office at 304-366-6211.