

VERIFICATION OF CITY SERVICE WITHHOLDING AUTHORIZATION

Check Program: **IDD** **ADW** **TBI**

Instructions: Check the box next to the statement that best describes where you will work, and your status regarding weekly city service fees for Charleston, Fairmont, Huntington, Madison, Morgantown, Parkersburg, Romney, Weirton or Wheeling. Please submit to **Palco**.

This form must be complete for each participant you work for within each of the cities listed below. Employees that select Prior Payment must complete and submit this form annually (by December 31). If this form is not submitted, **Palco** will withhold the required weekly withholding.

EMPLOYEE INFORMATION

Employee Name:	Employee ID:
Participant Name:	Palco ID:

My place of employment under the Personal Options Program is in (please check one):

- Charleston** **Fairmont** **Huntington** **Madison** **Morgantown**
 Parkersburg **Romney** **Weirton** **Wheeling**
 I do not work in the city limits of any of the above listed Cities.

I understand that I am required to have a City Service Fee withheld from my paycheck for working for the participant listed above. I authorize Palco to withhold the weekly City Service Fee from my paycheck and to send the amount withheld to the city selected above.

Based upon your city service fee selection above, please select one of the following (if applicable):

- Prior Payment* (a copy of a current pay stub with proof of withholding must be submitted)**
 I already have the weekly City Service Fee deducted from my pay from another employer in the same city in which I work. **If you have the fee withheld from another employer, please submit paystub and provide your employer's name/place of employment:** _____
**Please note this must be completed and submitted annually (by December 31). If this form is not submitted, Palco will withhold the required weekly withholding.*

- Fairmont or Romney**
 I live and work in the city of Fairmont or Romney. Please provide your physical address and **a copy of proof of residency** (i.e. Water bill showing fee withheld):

Physical Address	City, State	Zip Code

- I no longer work in the city limits of Charleston, Fairmont, Huntington, Madison, Morgantown, Parkersburg, Romney, Weirton or Wheeling.**

IMPORTANT: As an employee, it is your responsibility to notify **Palco** if your City Service Fee status changes. Changes to withholdings will NOT be done automatically.

Employee Signature

Date

Participant/Representative Signature

Date