

STREET MAINTENANCE CHARGE

EMPLOYER WORKSHEET

Period Ending:

CITY OF FAIRMONT

200 Jackson Street, Room 301

Fairmont, WV 26554

Phone: 304-366-6211 Fax: 304-366-0228

www.fairmontwv.gov

Worksheet Number:

Account Number:

Business/Entity Name:

Basis of Computation:

Weekly \$2.00

Bi-Weekly \$4.00

Semi-Monthly \$4.33

Monthly \$8.67

	A	B	C	D	E
	Pay Period or Week Ending Date	Number of Non- Resident Employees in Fairmont	Number of Non-Resident Self-Employed in Fairmont	TOTAL Number of Non- Resident Workers on Report	Total Amount of SMC Withheld
Week 1					\$
Week 2					\$
Week 3					\$
Week 4					\$
Week 5					\$
Week 6					\$
Week 7					\$
Week 8					\$
Week 9					\$
Week 10					\$
Week 11					\$
Week 12					\$
Week 13					\$
Week 14					\$
X	TOTAL				\$

Instructions for Employer Worksheet

This form must be completed based on the Basis of Computation method above chosen by the Employer disclosed on the worksheet, as explained in the administrative regulations. The dates entered in Week 1 through Week 14, Column A shall be the ending dates for each weekly, bi-weekly, semi-monthly, or monthly pay period, depending on the period used and elected by the Employer, throughout the entire reporting period. The total number of workers in Line X, Column D is multiplied by the appropriate rate (depending upon the Basis of Computation withholding method) to determine the total Street Maintenance Charge. This amount is entered in Column E. The Total of Line X, Column E is carried over to Form SMC-01 and is the amount to be remitted for the reporting period. If an employer pays employees by more than one computation withholding method, that employer should use a separate worksheet for each method and combine the total number of workers and amount of SMC withheld on Form SMC-01, the Remittance Form. **This form must be reported with the Remittance Form (SMC-01).** For additional information, please refer to the Street Maintenance Charge Administrative Regulations available on the City's website or by calling the City Finance Office.

Form SMC-02
(Rev 10/11)