



# STREET MAINTENANCE CHARGE

## EXEMPTION CLAIM 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 on the reverse side of this form ►

### 1. Employee Information

Full Name:

Mailing Address:

Phone:

SSN:

### 2. Exemption Claimed:

Check One Box

Resident of City of Fairmont and paid on City Services' Bill or other documentation proving domicile is provided.

(Provide documentation)

Business Owner and paid on City Services' Bill.

(Provide documentation)

Non-resident employee but work exclusively outside of Fairmont's corporate limits.

(Provide documentation)

### 3. Employee Statement:

I hereby request that the Employer designated above not withhold the Street Maintenance Charge because of the exemption claimed above. This exemption is valid for each period for which the charges accrue, until my circumstances change.

I have provided the Employer with adequate documentation to support this request for exemption. Further, 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, location of residence 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:

Form SMC-05  
(Rev 07/11)

## **Instructions for Exemption Claim Form:**

Use this form only if the Employee is requesting exemption from the charge because:

- 1) The Employee is a resident of the City of Fairmont.
- 2) The individual is a business owner and pays the charge on the City Service Bill in the name of the business.
- 3) The Employee is a non-resident but works exclusively outside the City of Fairmont

The Employee should provide the Employer with appropriate documentation to support his/her claim in the form of copies of remittances to other municipality(ies) or a copy of his/her City of Fairmont services' bill. If the employee does not have a City services' bill, other documentation provided should be acceptable proof of domicile; such as another utility bill in the employee's name and with service at the local address, a copy of the lease agreement, a copy of a valid student ID card or other document listing the local address, or copy of a credit card bill, valid driver's license and other forms of identification listing the local address.

The Employer in receipt of this form accompanied by the appropriate documentation shall not withhold, collect and remit the charge until and unless circumstances change. It is the Employee's responsibility to notify the Employer when circumstances change. 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.