



VERIFICATION OF CITY SERVICE WITHHOLDING AUTHORIZATION

Check Program: X 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, or Weirton. Please submit to Public Partnerships LLC (PPL).

This form must be completed 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, PPL will withhold the required weekly withholding.

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

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

Charleston
 Fairmont
 Huntington
 Madison
 Morgantown
 Parkersburg
 Romney
 Weirton
 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 PPL 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, 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: _____
NOTE: This must be completed and submitted annually (by December 31). If this form is not submitted, PPL will withhold the required weekly withholding.

Fairmont or Romney
 I live in and work in city of Fairmont or Romney. Please provide your physical address and a copy of proof of residency (e.g., 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, or Weirton

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

SIGNATURES

Employee Signature	Date	Participant/Representative Signature	Date
--------------------	------	--------------------------------------	------