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Title: I, Payroll/Personnel Manual

Chapter: 28, Section 2, Tax Formulas (TAXES)

Bulletin: TAXES 04-26, Charleston and Huntington, West Virginia, Cities Income Tax Withholding

Date: August 19, 2004

To: Holders of TAXES (State of West Virginia only)
Personnel User Groups
T&A Contact Points in West Virginia

The Secretary of the Treasury has entered into an agreement with the cities of Charleston and Huntington, West Virginia, to withhold a mandatory city service fee from all Federal employees' incomes when their duty station is Charleston or Huntington, West Virginia.

Beginning with wages paid for Pay Period 16, the National Finance Center (NFC) will begin withholding the following city service fees for all employees whose duty station is Charleston or Huntington, West Virginia:

- The city service fee for Charleston, West Virginia, is \$1 per calendar week (\$2 per pay period).
- The city service fee for Huntington, West Virginia, is \$2 per calendar week (\$4 per pay period).

No action on the part of the employee or the personnel office is necessary.

To view the updated tax formula, go to the NFC Home Page (www.nfc.usda.gov) and click **Pubs & Forms**. Then on the Pubs & Forms page left-hand menu, click **Tax Formulas** and select the appropriate state from the map provided. Changes to the tax formula are identified by "▶◀".

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630**. Please refer questions about system access and other system-related issues to Customer Support at **504-255-5230** or via e-mail at customer.support@usda.gov.

RANDOLPH H. GONZALES, Acting Director
Government Employees Services Division

▶ West Virginia Cities Income Tax Information

City	State/City Code	City Tax Status
Charleston	54/0480	Duty Station/mandatory
Huntington	54/1270	Duty Station/mandatory

Withholding Formula (Effective Pay Period 16, 2004)

A city service fee is withheld on a mandatory basis from the salaries of employees whose duty station is Charleston or Huntington, West Virginia, as indicated below:

City Service Fee For:	Pay Period Amount:
Charleston	\$2
Huntington	\$4 ◀