

Period Ended	Due Date		Number of Employees and Self Employed Persons Included	
Employer Name			Employer's Tax Identification Number	
Mailing Address (number and street)			Phone Number	
City, State, and Zip Code				
Basis of Computation (choose one)	Weekly	Bi-Weekly	Semi-Monthly	Monthly
	\$3.00	\$6.00	\$6.50	\$13.00

	A	B	C	D	
	Pay Period or Week Ending Date	Number of Employees in Morgantown	Number of Self-Employed in Morgantown	Number of Waivers provided by Employees	Total
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
X	TOTAL				

By signing below, I attest I have prepared this Employer Worksheet (MSF-2), and it is true and accurate to the best of my ability. I also understand this form is to be retained by the Employer.

Type or Print Name and Title of Preparer	Preparer Signature and Date
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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. The dates entered in lines "a" through "m", 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 in line X, Column D is multiplied by the appropriate rate (depending upon the Basis of Computation withholding method) to determine the total Municipal Service Fee to be remitted for the reporting period.

This form must be signed and retained by the Employer. For additional information please contact the Finance Department at (304)284-7417 or email ntenant@morgantownwv.gov.