

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 and Police Protection Administrative Regulations available at www.fairmontwv.gov or call the City Finance office at 304-366-6211.