



City of Charleston
Finance Department
Office of the City Collector

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www.cityofcharleston.org • Email: citycollector@cityofcharleston.org

November 15, 2015

All City Service Fee Accounts

Re: NOTICE OF INCREASE: City Service Fee

Dear Sir/Madam:

On Monday, July 20, 2015, Charleston City Council adopted Bill No. 7661 which amended and reenacted Sections 2-734, 2-737, 2-738 of the City Code of the City of Charleston, as amended, relating to the City Service Fee ("CSF").

Effective January 3, 2016, the CSF imposed upon each employee and self-employed individual working in the City of Charleston shall increase from two dollars (\$2.00) per calendar week of employment to two dollars and fifty cents (\$2.50) per calendar week of employment. The previous CSF of \$2.00 per calendar week of employment within the city imposed upon each employee and self-employed individual will continue to be imposed up to and including January 2, 2015.

Bill No. 7661 may be accessed in its entirety on the city's website at www.cityofcharleston.org. In addition, quarterly CSF returns and commonly asked questions can also be found on our website. If you do not have internet access, please contact our office at the above address or phone number. We would be happy to provide you with any information you may need regarding the CSF.

We appreciate your time and cooperation in this matter. Should you have questions or need any additional information or assistance, please contact our office at (304) 348-8024.

Sincerely

Tonya C. Cotton

Tonya C. Cotton
City Collector