

Randolph County Commission



Commissioners

David L. Kesling

Chris See

Christopher Siler

May 29, 2026

Dear Randolph County Business Owner,

The Randolph County Commission would like to inform you of recent updates to the Randolph County Ambulance Service Fee Ordinance. The following changes have been made to the ordinance:

- The remittance due date has been changed from the 5th of the month to the 20th of the month in order to better align with State of West Virginia sales tax reporting deadlines.
- Any single item purchased for a purchase price exceeding \$10,000.00 is exempt from payment of any fee under this ordinance.

As a reminder, collection of the Randolph County Ambulance Service Fee will begin on June 1, 2026. Fees collected during the month of June must be remitted to the Randolph County Commission no later than July 20, 2026. Report **only taxable gross sales subject to the fee**, not your total gross sales. The fee is **0.4% (0.004)** of your taxable gross sales. Example: Taxable Gross Sales: \$10,000.00 – Fee Due: \$40.00

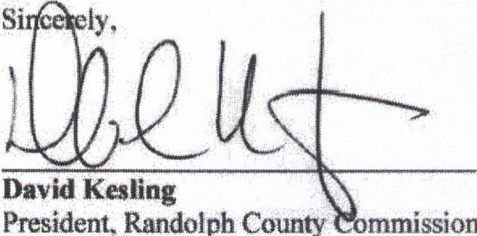
We would also like to clarify several important points regarding implementation of this fee:

- Businesses are NOT required to separately list the “RC AMBU Service Fee” on customer receipts. Businesses may track and account for the fee in whatever manner their current point-of-sale or accounting system allows.
- This fee applies only to sales and services rendered within Randolph County that are subject to the State of West Virginia 6% sales tax.
- If your business believes it qualifies for an exemption from this fee, please submit a written request to the Randolph County Commission so we may review the request and remove your business from our collection system if appropriate.

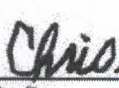
Enclosed with this letter is a prepaid return postcard. We respectfully ask that you complete and return the postcard to acknowledge receipt of this information and to indicate whether your business intends to remit payments monthly or quarterly in alignment with your current West Virginia sales tax filing schedule.

A copy of the ordinance is available on the Randolph County Commission website at www.randolphctywv.gov under the “Documents” tab and then “Ordinances.” If you have any questions regarding the ordinance, exemptions, reporting requirements, or payment procedures, please contact our office at 304-636-2057 or by email at mlott@randolphctywv.gov. Thank you for your cooperation and assistance as we implement this countywide service fee program.

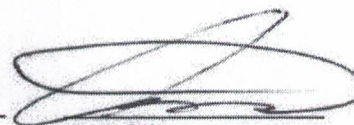
Sincerely,



David Kesling
President, Randolph County Commission



Chris See
Commissioner



Cris Siler
Commissioner