RANDOLPH COUNTY, WEST VIRGINIA

SPECIAL EMERGENCY AMBULANCE SERVICE FEE

EXONERATION / EXEMPTION REQUEST FORM

Request for determination that a person or entity is exempt from collecting the Special Emergency Ambulance Service Fee.

INSTRUCTIONS

- Complete all applicable sections and provide supporting documentation when available.
- Submit the completed form to the Randolph County Commission for review.
- The County Commission may request additional documentation or information before making a determination.
- If approved, the exemption/exoneration will remain valid unless and until the County Commission removes or withdraws it in writing.
- This request does not automatically stop collection of the fee. Continue following the Ordinance unless and until written approval is issued by the County Commission.

SECTION 1 – REQUESTOR INFORMATION

Business / Legal Name: _____

DBA / Trade Name (if applicable): _____

Contact Person: _____

Mailing Address: _____

City / State / ZIP: _____

Phone / Email: _____

SECTION 2 – TYPE OF REQUEST

☐ **Exoneration Request**	Request that the business/person/entity be relieved from collecting the fee based on the circumstances described below.
☐ **Exemption Request**	Request a determination that the business/person/entity or specific transactions qualify for an exemption under the Ordinance.
☐ **Transaction-Specific Request**	Request applies only to specified transactions, services, or sales.
☐ **Ongoing Business Request**	Request applies to the business/entity on an ongoing basis.
☐ **Other**	_____

SECTION 3 – BASIS FOR REQUEST

Check all that apply:

☐ **Occasional or casual sales**	Example: yard sales. (Regularly occurring flea market sales are not exempt.)
☐ **Gasoline, diesel, or other motor fuel**	
☐ **Prescription medicines**	
☐ **Qualifying health care services**	Includes clinically related preventive, diagnostic, treatment, or rehabilitative services that are not elective or cosmetic.

☐ **Banking services**

☐ **Vending machine food or novelty items** — Includes qualifying food/novelty sales and coin/token-operated amusement or music machines.

If requesting an exemption/exoneration for another reason, explain the basis below and identify the applicable provision of the Ordinance:

_____
_____
_____

SECTION 4 – DESCRIPTION OF TRANSACTIONS / SERVICES

Describe the products, transactions, or services for which exemption/exoneration is requested:

_____
_____

Explain where the transactions or services take place and why they qualify:

_____
_____

Requested effective date of exemption/exoneration:

_____

SECTION 5 – SUPPORTING DOCUMENTATION

☐ Business license / registration

☐ Sales or service description / menu / price list

☐ Tax documentation

☐ Medical / professional documentation, if applicable

☐ Sample invoices or receipts

☐ Other: _____

SECTION 6 – REQUESTOR CERTIFICATION

I certify that the information provided in this request is true, complete, and accurate to the best of my knowledge. I understand that the Randolph County Commission may request additional information or documentation to verify this request. I understand that an exoneration/exemption is not effective unless and until the Randolph County Commission provides written approval.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

SECTION 7 – RANDOLPH COUNTY COMMISSION USE ONLY

Date Received: _____

Reviewed By: _____

Additional Documentation Requested: ☐ Yes ☐ No

Date Additional Information Received: _____

Determination: ☐ Approved ☐ Denied ☐ Approved in Part

Effective Date: _____

Written Notice Sent: _____

Commission Action / Meeting Date: _____

Notes / Conditions: _____

COUNTY COMMISSION DETERMINATION

☐ APPROVED – The request for exoneration/exemption is approved as submitted.

☐ APPROVED WITH CONDITIONS – See written determination/attached conditions.

☐ DENIED – The request does not qualify for exoneration/exemption under the Ordinance.

Commission President / Designee: _____

Signature: _____

Date: _____

Written Determination / Reference No.: _____

Full Ordinance: www.randolphctywv.gov → Documents → Ordinances

Questions: Randolph County Commission • 304-636-2057