

Schedule of Clerk's Fees to be Charged

Updated October 2017

Fees and Other Remittance	West Virginia State Code	§59-1-10 General Accounting Fund	§59-1-10 (a) (8)		§5A-8-15 Public Record & Preservation	§29-26-6 Court Facilities Improvement	Reappraisal	§31-18 WV Housing Development Fund	911	G. C for Co Clerk Office	Minimum Fee	§11-22-2				§59-1-10(a)(7) Documents Over 5 Pages Each Additional page	§5A-8-15 Preservation Over 9 pages Each Additional 10 pages
			Farmland Protection	Outdoor Heritage Conservation								Property Transfer Stamp					
												With Consideration					
												WV Housing	Per \$1,000 Value				
8A-12-21 County Farmland Protection	State	County	1.10 or 2.20														
Deed *	§59-1-10 (a) (1)	10.00	2.00	2.00	1.00	3.00	5.00		1.00	2.00	26.00	20.00	2.20 **	2.20	1.10 or 2.20	1.00	1.00
Deed of Trust*	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00	3.00	5.00		1.00	2.00	26.00					1.00	1.00
Memorandum of Deed of Trust*	§59-1-10 (a) (1)	10.00	2.00	2.00	1.00						16.00					1.00	1.00
Fixture Filing*	§59-1-10 (a) (1)	10.00	2.00	2.00	1.00	3.00	5.00		1.00	2.00	26.00					1.00	1.00
Trustee Report - property residence of grantor 38-1-8A	§59-1-10 (a) (2)	20.00			1.00			20.00			41.00					1.00	1.00
Plat or Map	§59-1-10 (a) (4)	10.00			1.00						11.00						1.00
UCC Filings	§59-1-10 (a) (3)	10.00			1.00						11.00					1.00	1.00
Miscellaneous:	§59-1-10 (a) (6)																
Affidavit		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Affidavit of Ownership /Heirship		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Assignments		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Bill of Sale		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Certificate of Incorporation		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Execution		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Judgment		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Land Contract		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Lease		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Limited Partnership		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Lis-Pendens		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Living Trust		5.00	2.50	2.50	1.00						11.00					1.00	1.00

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												With Consideration					
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8A-12-21 County Farmland Protection	State	County															
Mechanics Lien		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Modification Agreement		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Orders (Court)		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Power of Attorney		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Release		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Right-of Way***		5.00	2.50	2.50	1.00						11.00	***	***	***	***	1.00	1.00
Statutory Lien		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Subordination Agreement		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Substitute Trustee		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Trustee's Report property not residence of grantor		5.00	2.50	2.50	1.00						11.00					1.00	1.00
Trustee's Appointments																	
(Lodges, Institutions \ & Other)		10.00			1.00						11.00						1.00
(Church)	§35-1-6	1.00			1.00						2.00					1.00	1.00
Copies/Certificates																	
Birth, Death or Marriage Certificate	§59-1-10 (d) (4)	5.00									5.00						
Certified Copy of Death, Birth, or Marriage	§59-1-10 (d) (1)	5.00									5.00						
Copies	§59-1-10 (d) (1)	1.50									1.50						

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8A-12-21 County Farmland Protection	State	County														
Copies – Certified	§59-1-10 (d) (1&3)	2.50									2.50					
Copies - Electronic Form	§59-1-10 (e)	Reasonable fee, not to exceed cost of Document Search & Duplication														
Justification of Surety	§59-1-10 (d) (1&3)	2.50									2.50					
Probate																
Administer Oath	§59-1-10 (b)	5.00			1.00						6.00					1.00
Appraisements	§59-1-10 (a) (6)	5.00	2.50	2.50	1.00						11.00				1.00	1.00
Appraisal – Publication		20.00									20.00					
(Fiduciary Affidavit)	§59-1-10 (a) (6)	5.00	2.50	2.50	1.00						11.00				1.00	1.00
Bond (Fiduciary)	§59-1-10 (a) (6)	5.00	2.50	2.50	1.00						11.00				1.00	1.00
Certificate of Appointment - Fiduciary	§59-1-10 (d) (1&3)	2.50									2.50					
Claims Against Estate - Postage		postage per claim filed										-				
Disclaimer	§59-1-10 (a) (6)	5.00	2.50	2.50	1.00						11.00				1.00	1.00
Seal of Clerk or Commission	§59-1-10 (d) (3)	1.00									1.00					
Settlements (Personal Representatives):																
Settlement /Waiver /Report - Mailed	§44-2-1	10.00			1.00						11.00				1.00	1.00
Settlement/ Waiver/Report - Published	§44-2-1	10.00			1.00						11.00				1.00	1.00

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												WV Housing	Per \$1,000 Value				
8A-12-21 County Farmland Protection			State	County													
Settlements (Fiduciary Commissioner)																	
Settlement/Waiver /Report - Mailed	§44-2-1 (b)	10.00			1.00						11.00					1.00	1.00
Settlement/Waiver /Report - Recorded	44-2-1 (b) & §59-1-10 (d) (5)	10.00	2.50	2.50	1.00						16.00					1.00	1.00
Will	§59-1-10 (a) (6)	5.00	2.50	2.50	1.00						11.00					1.00	1.00
Will - Postage	§59-1-10 (a) (6)	5.32	Cost of mailing certified								5.32						
Marriage License with premarital educational certificate	§59-1-10 (c)	10.00			1.00	10.00	15.00				36.00						1.00
Marriage License without premarital educational certificate	§59-1-10 (c)	10.00			1.00	10.00	20.00	5.00	10.00		56.00						1.00
Fees are to be remitted to the General County Fund, State Auditor, WV Housing Fund and the State Treasurer by the 10th of the month.	Remit to General Fund	Remit to State Treasurer's Office	Remit to State Treasurer's Office	10% to General Fund 90% to State Auditor	Remit to State Treasurer's Office	Remit to State Auditor's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to WV Housing	Exclusively for funding county farmland preservation	Remit to State Auditor's Office	Remit to General Fund	Remit to General Fund	Remit to State Auditor's Office	

Minimum Fee is the lowest amount that can be charged. Columns after Minimum Fee are additional fees that may apply as noted.

* - The County Clerk's Fees of \$11.00 shall be deposited into the general fund with \$1.00 dedicated to the operation of the county clerk's office.

** - This 2.20 fee is charged only in Counties where the County Commission has formally created a farmland protection program per WV Code Chapter 8A.

*** - Right of way with consideration could have WV Housing and property transfer stamp fees as well.

Note 1:

Instruments executed or acknowledged in West Virginia must contain the name of the person, and governmental agency, if any, that prepared such instrument at the conclusion of such instrument in the following form: " This instrument was prepared by (name)."

Note 2:

WV Code §5A-8-15 provides that the County Clerk shall charge and collect an additional one dollar fee for every document containing less than ten pages filed for recording and an additional one dollar for each additional ten pages of document filed for recording. This fee is added whenever a document is presented for recording.

Note 3:

The additional fee for WV Housing of \$ 20.00 was added for any document that requires property transfer stamps.

Remittance of Fees

Housing

West Virginia Affordable Housing Trust Fund
C/o West Virginia Housing Development Fund
Account Department
1814 Virginia Street E.
Charleston, WV 25301

Fees to Remit:

WV Housing

State Treasurer

West Virginia State Treasurer's Office
1900 Kanawha Boulevard East
Charleston, WV 25305

Fees to Remit:

Farmland Protection
Outdoor Heritage Conservation
Courthouse Facilities Improvement
WV Housing Development
Fund (Banking Commissioner)
Fund for Civil Legal Services for Low Income Persons
Marriage Education Fund

State Auditor

Office of the State Auditor
County Collections Division
1900 Kanawha Blvd
Bldg 1, Room W-118
Charleston, WV 25305

Fees to Remit:

90% of Public Record & Preservation
Marriage License
90% of Additional Preservation Fee
Property Transfer Stamp - State

General County Fund

Remit to Sheriff

Fees to Remit:

County Clerk's Fees
10% of Public Record & Preservation
10% of Additional Preservation
Documents Over 5 Pages
Property Transfer Stamps - County

