

## Schedule of Clerk's Fees to be Charged

Effective July 1, 2023

Fees and Other Remittance	West Virginia State Code	§59-1-10 County Clerk's Fees	§59-1-10 (a) (8)				§5A-8-15 Public Record & Preservation	§29-26-6 Courthouse Facilities Improvement	§11-12 Marriage Licenses	§31-18 WV Housing Development Fund	§59-1-10 (c)(4) Fund for Civil Legal Services	§48-2-702 Marriage Education Fund	Minimum Fee	§11-22-2					§59-1-10(a)(7) Documents Over 5 Pages Each Additional page	§5A-8-15 Preservation Over 19 pages Each Additional 10 pages
			County Reappraisal Assessor	E-911 Center Fund	Farmland Protection	Outdoor Heritage Conserva-tion								Property Transfer Stamp						
														With Consideration						
														WV Housing	Per \$1,000 Value					
8A-12-21 County Farmland Protection	State *****	County *****	County	1.10 up to 3.30																
<b>Deed *</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00				<b>32.00</b>	20.00	2.20 **	1.54	0.66	1.10 up to 3.30	1.00	1.00	
<b>Deed of Trust*</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00				<b>32.00</b>						1.00	1.00	
<b>Memorandum of Deed of Trust*</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00				<b>32.00</b>						1.00	1.00	
<b>Fixture Filing*</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00				<b>32.00</b>						1.00	1.00	
Trustee Report - property residence of grantor 38-1-8A	§59-1-10 (a) (2)	20.00					2.00			20.00		<b>42.00</b>						1.00	1.00	
<b>Plat or Map</b>	§59-1-10 (a) (4)	10.00					2.00					<b>12.00</b>							1.00	
<b>UCC Filings</b>	§59-1-10 (a) (3)	10.00					2.00					<b>12.00</b>						1.00	1.00	
<b>Miscellaneous:</b>	§59-1-10 (a) (6)																			
Affidavit		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Affidavit of Ownership /Heirship		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Assignments		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Bill of Sale		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Certificate of Incorporation		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Execution		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Judgment		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Land Contract		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Lease		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Limited Partnership		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Lis-Pendens		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Living Trust		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Mechanics Lien		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Modification Agreement		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Orders (Court)		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00
Power of Attorney		5.00			2.50	2.50	2.00					<b>12.00</b>							1.00	1.00

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			County Reappraisal Assessor	E-911 Center Fund	Farmland Protection	Outdoor Heritage Conserv-ation								Property Transfer Stamp						
														With Consideration						
														WV Housing	Per \$1,000 Value					
8A-12-21 County Farmland Protection	State *****	County *****	County																	
Release		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Right-of Way***		5.00			2.50	2.50	2.00						12.00	***	***	***	***	***	1.00	1.00
Statutory Lien		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Subordination Agreement		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Substitute Trustee		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Trustee's Report property not residence of grantor		5.00			2.50	2.50	2.00						12.00						1.00	1.00
<b>Trustee's Appointments</b>																				
(Lodges, Institutions \ & Other)		10.00					2.00						12.00							1.00
(Church)	§35-1-6	1.00					2.00						3.00						1.00	1.00
<b>Copies/Certificates</b>																				
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							
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							
<b>Probate</b>																				
Administer Oath	§59-1-10 (b)	5.00					2.00						7.00							1.00
Appraisements	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						12.00						1.00	1.00
Appraisalment – Publication		20.00											20.00							

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8A-12-21 County Farmland Protection	State *****	County *****	County																		
(Fiduciary Affidavit)	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						<b>12.00</b>						1.00	1.00	
Bond (Fiduciary)	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						<b>12.00</b>						1.00	1.00	
Certificate of Appointment - Fiduciary	§59-1-10 (d) (1&3)	2.50											<b>2.50</b>								
Claims Against Estate - Postage		postage per claim filed												-							
Disclaimer	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						<b>12.00</b>						1.00	1.00	
Seal of Clerk or Commission	§59-1-10 (d) (3)	1.00											<b>1.00</b>								
<b>Settlements (Personal Representatives):</b>																					
Settlement /Waiver /Report - Mailed	§44-2-1	10.00					2.00						<b>12.00</b>						1.00	1.00	
Settlement/ Waiver/Report - Published	§44-2-1	10.00					2.00						<b>12.00</b>						1.00	1.00	
<b>Settlements (Fiduciary Commissioner)</b>																					
Settlement/Waiver /Report - Mailed	§44-2-1 (b)	10.00					2.00						<b>12.00</b>						1.00	1.00	
Settlement/Waiver /Report - Recorded	44-2-1 (b) & §59-1-10 (d) *****	10.00			2.50	2.50	2.00						<b>17.00</b>						1.00	1.00	
Will	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						<b>12.00</b>						1.00	1.00	
Will - Postage	§59-1-10 (a) (6)	5.32			Cost of mailing certified								<b>5.32</b>								
Marriage License with premarital educational certificate	§59-1-10 (c)	9.00					2.00	10.00	16.00				<b>37.00</b>							1.00	
Marriage License without premarital educational certificate	§59-1-10 (c)	9.00					2.00	10.00	21.00	5.00	10.00		<b>57.00</b>							1.00	

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			County Reappraisal Assessor	E-911 Center Fund	Farmland Protection	Outdoor Heritage Conservation								Property Transfer Stamp					
														With Consideration					
														WV Housing	Per \$1,000 Value				
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 Assessor's Valuation Fund	Remit to 911 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 WV Housing		8A-12-21 County Farmland Protection	State ****	County ****	County	Remit to General Fund

**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 \$12.00 shall be deposited into the general fund with \$2.00 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.

\*\*\*\* - \$1 toward General Fund; \$15 toward Family Protection Shelter

\*\*\*\*\* - Beginning July 1, 2023, the state portion is to be 70% and the county portion 30% of the total 2.20 fee (these percentages change 7/1/2024 & again 7/1/25)

the specific breakdown of the 30% county portion is: 20% goes to General County Fund, 5% goes to the County Clerk Election Fund #061, and 5% goes to the County Clerk Real Property E-Recording Act #062 (these percentages change 7/1/2024 & again 7/1/25)

**Note: Deeds, Property Transfer Stamp, County - \$1.10 or \$2.20 per \$1,000, after passage of SB 433 in 2017 permitted to increase above \$2.20 per \$1,000 but not to exceed \$3.30 per \$1,000**

**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 twenty 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.

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### 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  
Percentage of Property Transfer Stamps - County

**Assessor's Valuation Fund (056)**

Remit to Sheriff  
**Fees to Remit:**  
County Reappraisal Assessor

**County Clerk Election Fund (061)**

Remit to Sheriff  
**Fees to Remit:**  
Percentage of Property Transfer Stamps (County)

**E-911 Fund (007)**

Remit to Sheriff  
**Fees to Remit:**  
E-911 Center

**County Clerk Real Property E-Recording Act (062)**

Remit to Sheriff  
**Fees to Remit:**  
Percentage of Property Transfer Stamps (County)

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			County Reappraisal Assessor	E-911 Center Fund	Farmland Protection	Outdoor Heritage Conservation								Property Transfer Stamp					
														With Consideration					
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WV Housing		8A-12-21 County Farmland Protection	State *****	County *****	County					Each Additional page	Each Additional 10 pages								
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 Assessor's Valuation Fund	Remit to 911 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 WV Housing	Exclusively for funding county farmland preservation	Remit to State Auditor's Office	Remit to Funds as detailed below *****	Remit to General Fund	Remit to General Fund	10% to General Fund 90% to State Auditor

### 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  
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**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