STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner
Financial Conditions Division

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Financial Conditions	Facsimile: (304) 558-1365	Financial Conditions
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Charleston, WV 25305-0540	www.wvinsurance.gov	Charleston, WV 25302

Professional Employer Organization (PEO)
Certificates of Authority that expire December 31, 2016

- PEOs whose fiscal year ends June 30, 2016, must reapply for renewal of their license in West Virginia in time for their Certificate of Authority to be issued before the December 31, 2016 expiration date.

- The application (PE0-1) and instructions can be found in the Forms folder under Insurance Company Information or by visiting:

  http://www.wvinsurance.gov/company/Forms/ProfessionalEmployerOrganization.aspx

- We recommend renewal applications be submitted sometime during December so that we may process them in time to issue the Certificate of Authority before the December 31, 2016 expiration date.

- A check for the renewal fee must accompany the application. The fees are:

  - $300.00 for a regular license;
  - $300.00 per entity for a group license; or,
  - $200.00 for a limited license.

- WV Code §33-46A and Title 114, Series 85 Rule (or CSR 114-85), govern Professional Employer Organizations in West Virginia. These laws and regulations can be accessed from our website under Resources, Policy & Legislation or by visiting:

  http://www.wvinsurance.gov/policylegislation.aspx

Please send your completed renewal application and appropriate fee to:

WV Offices of the Insurance Commissioner
Financial Conditions Division/Self-lnsurance Unit
900 Pennsylvania Avenue
Charleston, WV 25302

Questions can be addressed through email to rebecca.a.adams@wv.gov and carol.l.shelhammer@wv.gov