

# INSTRUCTIONS FOR COMPLETION OF VWC FORM 61A

## CONTRACTOR'S CERTIFICATION

### **Item 1 – To be completed by the official issuing the business license.**

1. *Circle one. City, Town or County.  
Provide the name of locality issuing the license.  
Provide business license number including any prefix or suffix.*

### **Item 2 –7 – To be completed by the contractor.**

2. *The name of the contractor must be the same as the name insured on the workers' compensation insurance policy.*

*Sole-proprietors and partners should include the name of the sole-proprietor and all partners as well as the trade name under which the business operates.*

*Provide the complete address used to receive mail by the U.S. Postal Service.*

3. *Provide the federal identification number or social security number. This information should also match the information on the workers' compensation policy.*

4. *Check or mark the legal status of the business.*

5. *Provide the complete name of the insurance company or self-insured group that insures the workers' compensation liability. If you are a client of a licensed Professional Employer Organization (PEO) and are insured under its master policy, provide the name of the PEO.*

*Do not use the name of an insurance agency.*

*If the name of the insurance company is unknown, contact the agent for this information.*

*The complete policy number or self-insured member number, including any prefix or suffix, must be shown.*

*If a question arises regarding whether workers' compensation coverage is required, consult one or more of the following resources: (1) the brochure provided, (2) an insurance agent, (3) an attorney familiar with workers' compensation, or (4) the Insurance Department at the Workers' Compensation Commission at (804) 367-2075.*

6. *Sign and print the name of the person signing the form.*

7. *Date the form and present it to the licensing authority.*

**Note:** *The state funds of West Virginia and Maryland are not authorized to write workers' compensation insurance in Virginia.*

**DO NOT ATTACH ANY DOCUMENTS TO THE CONTRACTOR'S CERTIFICATE.**