

January 11, 2017

Dear Contractor,

Effective for 2017, the Virginia Worker's Compensation Commission (VWC) has implemented an online filing process for Contractor Certification (Form 61-A). The VWC hopes to go completely online by 2018, but for this year you still have the option to file by paper.

We understand this may come as a surprise, and have partnered with the Library to provide assistance and minimize inconvenience.

If you choose to file online:

- The process is faster, as you will be able to immediately print or download your certificate of compliance. You may find it handy to store a copy on your mobile device, such as a smart phone or tablet.
- If at any time, you need another certificate, you may file it again online without causing any issues.
- The online form is the same as a paper version of Form 61-A, except that the online version will ask for the specific insurance code stated on your policy.

If you choose to file by paper for 2017:

- As a courtesy, our office will gladly forward your Form 61-A to the VWC, although we are no longer officially responsible for doing so.
- The renewal process may take about two weeks before you receive your certificate in the mail.
- Our office will not be able to issue your local business license until you provide us with a copy of the new certificate. You may provide this by mail, email, fax or in person.

Online Filing Assistance is available through the Handley Regional Library System

Visit your local library at any time during normal working hours. Library staff are prepared to assist with any level of service you request, including computer usage, navigating to the website, completing the filing and printing the certificate all in one stop.

- **Handley Library:** 100 W Piccadilly St, Winchester | Phone (540) 662-9041
- **Bowman Library:** 871 Tasker Road, Stephens City | Phone (540) 869-9000
- **Clarke County Library:** 101 Chalmers Court, Berryville | Phone (540) 955-5144

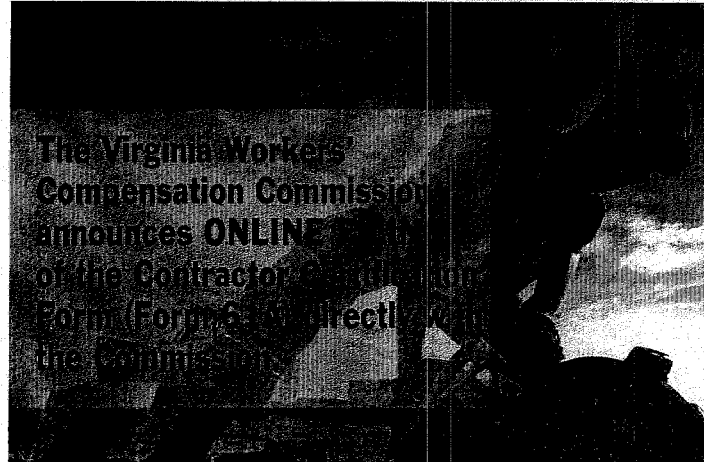
Enclosed for your reference are a flyer from the Commission and a sample of the new certificate. With any questions, you are welcome to contact our office, your local library or the VWC. We'll help you get back to work quickly!

Kind regards,



Ann T Burkholder, Commissioner of the Revenue

ATTENTION CONTRACTORS!



FOLLOW THESE EASY STEPS

- Go to www.workcomp.virginia.gov
- Locate and complete the Online Contractor Certification Form (Form 61A)
- Submit the form and print, save, or download your acknowledgment of compliance
- Submit a copy or enter the acknowledgment number as evidence of compliance to the business licensing authority when applying for, or renewing your business license

Paper filings will still be accepted. These are manually processed and your acknowledgment returned by mail.

You must have your acknowledgment in order to secure your business license or renewal.

TAKE ADVANTAGE OF THIS NEW EASY FILING PROCESS!



QUESTIONS?

Contact the VWC Insurance Department
vwinsurance@workcomp.virginia.gov
(804) 205-3586



COMMONWEALTH OF VIRGINIA
VIRGINIA WORKERS' COMPENSATION COMMISSION
1000 DMV DRIVE, RICHMOND VA 23220
1-804-205-3586
FAX: 1-804-367-2239
www.workcomp.virginia.gov

**Contractor's Certificate of
Workers' Compensation
Insurance Acknowledgement**

Date of notice:

Employer's Name:

Employer Name

Employer's Federal Identifier:

Employer EIN

The Workers' Compensation Commission has received your [insert year] Contractor's Certificate of Workers' Compensation Insurance submission. Please take this acknowledgement to the governing body that issues business licenses in the city, town or county in which you do business.

Best regards,

A handwritten signature in black ink, appearing to be "A. Chigwada".

Aubrey Chigwada
Insurance Manager
1000 DMV Drive
Richmond, VA 23220