



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

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Location:  
Financial Conditions  
900 Pennsylvania Avenue  
Charleston, WV 25302

**Professional Employer Organization (PEO)  
Certificates of Authority that expire June 30, 2016**

- PEOs whose fiscal year ends December 31, must reapply for renewal of their license in West Virginia in time for their Certificate of Authority to be issued before the June 30, 2016 expiration date.
- The application (PEO-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 applications be submitted sometime during June so that we may process them in time to issue the Certificate of Authority before the expiration date.
- A check for the application fee must accompany the application. The fees are:
  - \$300.00 for a regular license application;
  - \$300.00 per entity for a group license application; or,
  - \$200.00 for a limited license application.
- 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 application and appropriate fee to:

WV Offices of the Insurance Commissioner  
Financial Conditions Division  
900 Pennsylvania Avenue  
Charleston, WV 25302

Questions can be addressed through email to [rebecca.a.adams@wv.gov](mailto:rebecca.a.adams@wv.gov)