

New

Timbering License Processing Info Sheet (July 1, 2010-June 30, 2011 Licensing Year)

In order to obtain a new timbering license you will need the following:

1. The attached application completely filled out, signed and dated (put N/A for any area that does not apply).
2. A current West Virginia Business Registration Number. This is an 8 digit number on a 8 ½ x 11 paper (**please provide copy of certificate sheet if recently received**). **You MUST list the number on application.** (Call Tax Department 304-558-3333 if you don't know your Business Registration Number)
3. Correct proof of coverage of Worker's Compensation.

If you have employees, a copy of your **Certificate of Insurance or Certificate of Liability** from a Worker's Compensation Insurance Company or Agent. (Coverage period must be current.)

FYI - For Timber Licenses with classification of Timbering Operation, sole ownerships your Certified Logger Certification must be current. For partnerships, LLC or Corporations at least one member must have a current WV Certified Logger Certification before your Timber License will be issued.

OR **If you have no employees or are from out of state**, contact WV Insurance Commission at **304-558-6279 ext 1247, 3200, 1229 or 1232** and request the necessary form to fill out so that you can "exempt out of coverage." They will provide you a letter indicating your status – send **original letter**.

4. An **original compliance letter** from West Virginia Unemployment Compensation (Workforce WV) that indicates you or your company is in good standing. The letter required is signed by **Wade Wolfingbarger or Beverly Morris**. (Must be dated 5/1/2010 or after.) **No other letter will be accepted.**

New Applications - Contact 304-558-2677 Status Determination unit to register with Unemployment Compensation. A Letter of Compliance will be sent after application has been processed.

5. A check or money order for \$50 made out to "WVDOP".

If you have questions regarding Timbering License application, call (304) 558-2788 ask for Robin.

PLEASE NOTE: ALL REQUESTED INFORMATION MUST BE ATTACHED. IF YOU FAIL TO PROVIDE ANY OF THE INFORMATION REQUESTED, YOUR APPLICATION WILL BE RETURNED WITHOUT BEING PROCESSED.

When you provide a check as payment, you authorize the West Virginia State Treasurer's Office (WVSTO) either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as an image transaction. For inquiries, please call the WVSTO at 1-866-243-9010.

When the WVSTO uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

Privacy Notice

The West Virginia Division of Forestry collects and processes certain personal information as needed for appropriate and customary business purposes. Personal information may be disclosed to other State agencies or third parties as necessary in the normal course of business or to comply with federal or state laws, including Freedom of Information Act requests. If you have questions about our use of personal information, please contact Robin Black at 304-558-2788.

PLEASE ALLOW TWO WEEKS FOR PROCESSING

APPLICATION FOR TIMBERING LICENSE

West Virginia Division of Forestry

(License Valid July 1 to June 30)

Company Name: _____
Please print or type (USE BLUE INK)

Contact Person*: _____ Soc. Sec. # _____
(*Must be owner, principal officeholder or other individual who has authority to operate under this license and must sign this form.)

Business Mailing Address: _____
Street or Route and Box Number

_____ Town or City State Zip

Telephone _____ Fax _____

Have you ever been licensed in any other name? _____ If "yes," list: _____
Name Year

Check the type(s) of operations
the company will be performing: Timbering operation _____ Timber Buying _____ Log Buying _____

List current West Virginia Business Registration Account Number _____ (8 digits)

Pursuant to Section 7 of the Privacy Act of 1974, your disclosure of your social security number is mandatory. Social security numbers are required by us for identity purposes. Failure to provide a SSN will result in your application being returned as incomplete. We have authority to solicit your social security number because of W.Va. Code §§19-1B-4,5 and/or 6.

List the names, addresses, social security numbers & telephone numbers of the owner(s), partners and/or officers of said company.

List the names, addresses, social security numbers & telephone numbers of all persons who serve as timber buyers and/or log buyers.

For DOF Use Only
Check No. _____
Date: _____
Amount: _____
Date Approved: _____

Authorized signature Date

Enclose a check for \$50 made payable to "WVDOF"
Mail check and top copy of application to:
West Virginia Division of Forestry
1900 Kanawha Boulevard, East
Charleston WV 25305-0181
304-558-2788

Copy distribution: **Top** - WVDOF / **Bottom** - Applicant