

Renewal

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

In order to renew a Timbering License, you will need the following:

**PLEASE ALLOW TWO WEEKS FOR PROCESSING**

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 **Insurance Certificate of Insurance or Certificate of Liability** from a Worker's Compensation Insurance Company or Agent. (Coverage period must be current.)

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**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.

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**OR** **If you have no employees or are from out of state**, and did not have a Timber License during the 2009-2010 year contact WV Insurance Commission at 304- 558-6279 extension 1247, 3200, 1232 or 1229 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**.

**OR** **If you had a Timber License during the 2009-2010 year** check your exemption letter it may still be valid. **Letter is good for one year from date of issue or date listed in letter on renewals.** The Insurance Commission will send renewal applications about 30 to 45 days prior to expiring.

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.** If you have questions contact 304-558-2677.

**Renewal - Without Employees** - Complete the Questionnaire received from the Unemployment Compensation Division(Workforce WV), return it, and a Letter of Compliance will be sent once reviewed. It is not necessary to call to request this paperwork.

**Renewal - With Employees** letter will be sent after May 1.

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

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

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

**Due to concerns with identity theft and since we require Social Security numbers on Timber License as verification, we are going to allow those individuals who are currently listed on the last Timber License just to list last four digits as verification. Any new individuals added to your Timber License all 9 numbers must be listed.**

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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

# APPLICATION FOR RENEWAL OF TIMBERING LICENSE

## West Virginia Division of Forestry

(License Valid July 1 to June 30)

Company Name: \_\_\_\_\_ Current Timber License No. \_\_\_\_\_  
Please print or type

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