



STATE OF WEST VIRGINIA  
Offices of the Insurance Commissioner

JOE MANCHIN III  
Governor

JANE L. CLINE  
Insurance Commissioner



### Self-Insured Employers Important Dates to Remember

January 1, 2010

	January 2010	Feb 2010	Mar 2010	April 2010	May 2010	June 2010	July 2010
<b>Quarterly Gross Wages Payroll Report</b>							
Payroll Dates	10/1/09 - 12/31/09			1/1/2010 - 3/31/2010			4/1/2010 - 6/30/2010
Invoice Date	January 4, 2010			April 1, 2010			July 1, 2010
Due Date	January 29, 2010			April 30, 2010			August 2, 2010
<b>Guaranty Pool Invoice</b>							
Invoice Period	10/1/09 - 12/31/09			1/1/2010 - 3/31/2010			4/1/2010 - 6/30/2010
Invoice Date	December 15, 2009			March 15, 2010			June 15, 2010
Due Date	January 15, 2010			April 15, 2010			July 15, 2010
<b>Certificates of Renewal Issued</b>	December 15, 2009			March 15, 2010			June 15, 2010

\* All payments are to be made payable to the **WV Insurance Commissioner** and submitted to the following address:

Offices of the Insurance Commissioner  
Self-Insurance  
TREAS/RPD  
Post Office Box 40231  
Charleston, WV 25364

\*\* REMINDER: Please include the Policy Number on the check.