



Licensing & Education Division

Resident/Nonresident business entities: corporations, partnerships, limited liability companies, limited liability partnerships

Every business entity must designate at least one individual principal insurance producer who holds a West Virginia insurance producer license and who will be responsible for the business entity's compliance with the insurance laws, rules and regulations in this state.

If a business entity files the WV Annual Surplus Lines Tax Return for surplus lines licensees that works for the business, policies must be filed under the licensee that wrote the policy and cannot be reported under one designated licensee. In accordance with W. Va. Code §33-12C-7(a), every person licensed pursuant to section eight (§33-12C-8) of the Code shall collect and pay to the commissioner a sum equal to four and fifty-five one-hundredths percent of the gross premiums and gross fees charged, less any return premiums, for surplus lines insurance provided by the licensee pursuant to the license. If policies are reported under a different licensee, the entity can be assessed a penalty of up to \$10,000 in accordance with W. Va. Code §33-3-11 (b).

In West Virginia, business entities are not licensed according to lines of authority.

Click to view the [FAQs](#) for business entity licensure.

The business entity should also contact the [West Virginia Secretary of State \(304-558-6000\)](#) to ensure compliance with West Virginia corporate law.

Regardless of when issued, a West Virginia resident business entity license renews annually on June 30th.

Any changes to the officers, director, or address change must be reported within 10 days.

The fee for an initial application and for each renewal \$200.

You may [Submit your application](#) for a business entity license electronically. To submit a paper application, use the link at the bottom of this page to print the Uniform Application for Business Entity Insurance License/Registration. Send the completed, signed and dated application form along with the \$200 fee to:

West Virginia Offices of the Insurance Commissioner
P.O. Box 50541
Charleston, WV 25305-0541

Business Entity Application ([resident paper](#) / [nonresident paper](#))