ALFRED W. GROSS
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STATE CORPORATION COMMISSION
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Letter Replaced by Administrative Letter 2014-01

STATE CORPORATION COMMISSION
BUREAU OF INSURANCE

October 4, 2010

Administrative Letter 2010-10

To: **All Insurers Licensed and Recognized in Virginia**

Re: **Premium Tax and Assessment Practices and Procedures**
Replacement of Administrative Letter 2009-10

This letter replaces Administrative Letter 2009-10. Pursuant to §§ 58.1-2506 and 38.2-406 of the Code of Virginia, the State Corporation Commission Bureau of Insurance has developed and **requires** the Virginia Tax Packet Payment Voucher (Payment Voucher) to be filed as part of the annual tax and assessment forms due March 1 of each year. The purpose of the Payment Voucher is to provide companies the ability to pay all amounts due with one check. **Payments not submitted with the Payment Voucher cannot be processed by the bank.** The **entire** Tax Packet (all tax and assessment forms and payments) will be returned to the insurer for proper filing. Penalties and interest will apply to any payments and the Late Form Filing Fine will apply to forms re-submitted after the due date. Approved software companies DO NOT have the Payment Voucher in their software. Download the Payment Voucher from our website: www.scc.virginia.gov/division/boi/webpages/boiinstaxinsurancecoinfo.htm. If you do not have access to the website, please call the Administrative Tax Unit at (804) 371-9096 to request the Payment Voucher.

The State Corporation Commission Bureau of Insurance will no longer refund monies collected as a result of companies' failure to properly complete the Retaliatory Tax Report. Companies later determining that funds were paid in error will have to apply via formal petition for the correction of taxes pursuant to § 58.1-2030 of the Code of Virginia. The application shall be by written petition, in duplicate and verified by affidavit.

Questions regarding this letter may be directed to:

Keith D. Kelley
Administrative Tax Supervisor
State Corporation Commission
P.O. Box 1157
Richmond, VA 23218
(804) 371-9333

Cordially,

Alfred W. Gross
Commissioner of Insurance