

JACQUELINE K. CUNNINGHAM  
COMMISSIONER OF INSURANCE  
STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE



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**Letter  
Replaced  
by Administrative  
Letter 2015-11**

January 28, 2014

**Administrative Letter 2014-01**

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

**Re: Assessment Practices and Procedures  
Replacement of Administrative Letter 2010-10**

This letter replaces Administrative Letter 2010-10. Pursuant to § 38.2-406 of the Code of Virginia, the State Corporation Commission Bureau of Insurance has developed and **requires** the Virginia Assessment Payments Voucher (Payment Voucher) to be filed as part of the annual 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 Assessment Packet (all 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/boi/co/assess/filings.aspx](http://www.scc.virginia.gov/boi/co/assess/filings.aspx). If you do not have access to the website, please call the Administrative Assessment Unit at (804) 371-9096 to request the Payment Voucher.

Questions regarding this letter may be directed to:

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

Sincerely,

A handwritten signature in cursive script that reads 'Jacqueline K. Cunningham'.

Jacqueline K. Cunningham  
Commissioner of Insurance