Renewal

Timbering License Processing Info Sheet
Valid for 2 years starting July 1, 2020

PLEASE ALLOW TWO WEEKS FOR PROCESSING

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

1. The attached application completely filled out, signed and dated.

2. A current West Virginia Business Registration Number. An 8-digit number. **You MUST list the number on application.** (Call Tax Department 304-558-3333 for questions)

3. Worker’s Compensation coverage is required for those with employees.

   **If you have employees**, a copy of your **Certificate of Insurance or Certificate of Liability** from a Worker’s Compensation Insurance Company or Agent licensed in WV.

   **If you are from out of state**, and have permanent nonresident employees working in West Virginia temporarily working more than thirty (30) nonconsecutive days within a 365-day period or employees who live in West Virginia will need to obtain Workers’ Compensation Insurance coverage from an insurer licensed in WV. If you have any questions regarding this, you can contact the WV Insurance Commission at 304-558-6279 ext. 1247.

4. **Letter of compliance** - **REQUIRED** from West Virginia Unemployment Compensation (Workforce WV). The letter is signed by Kathleen Phillips. (Must be dated 4/1/2020 or after.) If you have questions or need a questionnaire contact 304-558-2677. Please make a copy of the original letter it will not be returned.

   **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** contact 304-558-2451 to request compliance letter.

5. A check or money order for **$150** 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 Robin Black (304) 558-2788 Option 3.

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.

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

Revised 4-15-20
APPLICATION FOR RENEWAL OF TIMBERING LICENSE
West Virginia Division of Forestry
(License Valid 2 years starting July 1)

Company Name: __________________________ Current Timber License No. __________

Contact Person*: __________________________ Soc. Sec. # __________________
(*Must be owner, principal officer holder 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 __________________________ Email __________________________

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 buyer:

__________________________________________________________
__________________________________________________________
__________________________________________________________

__________________________________________________________

Authorized signature __________________________ Date __________

For DOF Use Only

Check No. __________________________
Date: __________________________
Amount: __________________________
Date Approved: __________________________

Enclose a check for $150 made payable to "WVDOF"
Mail check and top copy of application to:
West Virginia Division of Forestry
Logging Program
7 Players Club Dr.
Charleston WV 25311
304-558-2788 Option 3