

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Most business entity and Uniform Commercial Code (UCC) documents may be viewed and printed from the online Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/>. All business entity and Uniform Commercial Code documents are available during regular workdays from 8:15 a.m. until 5 p.m. at the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Copies of forms and documents may also be obtained free of charge by writing the Clerk's Office at P.O. Box 1197, Richmond, VA 23218-1197 or by contacting the Clerk's Office by telephone (804) 371-9733 or toll-free (866) 722-2551.

Most of the forms may be downloaded from the Clerk's Office section on the State Corporation Commission's website. Find business entity forms at <https://scc.virginia.gov/pages/Forms-and-Fees>. Find UCC forms at <https://scc.virginia.gov/pages/UCC-Forms-Fees>.

Questions regarding interpretation or implementation of the forms and documents may be directed to Bernard J. Logan, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9733 or toll-free (866) 722-2551. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Division of Public Utility Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Division of Public Utility Regulation, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Kelli Gravely at the same address, telephone (804) 371-9611, FAX (804) 371-9350, or email kelli.gravely@scc.virginia.gov . Questions regarding interpretation or implementation of these documents may also be directed to Kelli Gravely. Additional information regarding the Division of Public Utility Regulation may be obtained at <http://www.scc.virginia.gov/pur>.

Communications Related Guidance Documents:

Letter, Division of Public Utility Regulation, dated December 12, 2019, Concerning Annual Payphone Service Provider Registration for 2020 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Letter, Division of Public Utility Regulation, dated December 9, 2019, Concerning Annual Operator Service Provider Registration for 2020 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Application for Registration as an Operator Service Provider, Revised December 2016, 20VAC5-407, [https://www.scc.virginia.gov/getdoc/b5396994-2267-406b-ae7f-abc36b860db6/osp-\(1\).doc](https://www.scc.virginia.gov/getdoc/b5396994-2267-406b-ae7f-abc36b860db6/osp-(1).doc), or <https://www.scc.virginia.gov/getdoc/101c5495-c9d2-4b71-aa1a-3b58528963c1/osp.pdf>

Application for Registration as a Payphone Service Provider, Revised December 2016, 20VAC5-407, <https://www.scc.virginia.gov/getdoc/dc2cd230-868e-4303-86ff-708bc0eb6f01/psp.pdf>, or [https://www.scc.virginia.gov/getdoc/0cdab58b-b623-4cff-8088-f3ba05459429/psp-\(1\).doc](https://www.scc.virginia.gov/getdoc/0cdab58b-b623-4cff-8088-f3ba05459429/psp-(1).doc)

Instructions and Form for Competitive Local Exchange Carrier Performance or Surety Bond, [https://www.scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-\(1\).doc](https://www.scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-(1).doc)

Energy Related Guidance Documents:

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, <https://scc.virginia.gov/getattachment/bf4f4ccb-7564-456e-ab72-1fd48da25a9c/tree.pdf>

Guidelines regarding application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, § 56-265.1 et seq., <https://scc.virginia.gov/getattachment/f8583d9c-e270-4b67-ba66-00040ebcfb98/ws.pdf>

Letter to All Electric and Gas Utilities regarding collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1, [https://scc.virginia.gov/getdoc/9005ead0-2f30-4041-8112-d15c87c152f4/cold-\(1\).pdf](https://scc.virginia.gov/getdoc/9005ead0-2f30-4041-8112-d15c87c152f4/cold-(1).pdf)

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, revised March 1, 2020, 20VAC5-315, <https://scc.virginia.gov/getattachment/27638978-b63f-4440-b8d4-c910c091f9b7/formnmin.pdf>

Form PPAR, Self-Certification for Registration as a Third-Party Partial Requirements Power Purchase Agreement Registered Provider, 20VAC5-315-77, revised March 1, 2020, <https://scc.virginia.gov/getattachment/778c31a4-99e6-4c91-8fb7-e24e3084e3e7/ppar.pdf>

PPAR Bond Form, Performance or Surety Bond Form, 20VAC5-315-77 H, revised March 1, 2020, [https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-\(1\).doc](https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-(1).doc)

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599, <https://scc.virginia.gov/getattachment/2cd5741c-51d9-4003-b43f-85a6680a3608/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised August 2016, § 56-248.1, <https://scc.virginia.gov/getattachment/cfebaae9-45ea-4b58-a0e7-333eba38c7b9/forecast.pdf>

Guidelines Regarding Notice Information for a Third Party Renewable Power Purchase Agreement, December 2013, Chapter 382 of the 2013 Acts of Assembly, and Chapter 803 of the 2017 Acts of Assembly, <https://scc.virginia.gov/pages/Renewable-Energy-Pilot-Program>

Guidelines of Minimum Requirements for Transmission Line Applications Filed Under Title 56 of the Code of Virginia, effective January 1, 2018, <https://scc.virginia.gov/getattachment/921b6b42-4e06-4ab5-b296-e73fdcd60cac/Trans.pdf>

Staff Guidance on Ordinary versus Non-Ordinary Extension Projects, effective January 1, 2018, <https://scc.virginia.gov/getattachment/e71dc224-567c-4a4a-9787-df1909168818/StaffGuidanceOrdvsNonOrd.pdf>

Guidelines Regarding Electric Power Storage Battery Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00060. <https://scc.virginia.gov/docketsearch#caseDocs/138487>

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00061. <https://scc.virginia.gov/docketsearch#caseDocs/138488>

Guidelines for Municipal Excess Renewable Generation Pilot Programs, effective December 1, 2019. See Commission Order, Docket No. PUR-2019-00182. <https://scc.virginia.gov/docketsearch#caseDocs/140283>

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting the bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E.J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information (including items such as annual reports, annual summary of

operations, newsletters, bulletins and forms) are available online at the bureau's website at <https://www.scc.virginia.gov/bfi/>.

The Administrative Letters listed below can be found at <https://scc.virginia.gov/pages/BFI-Laws-Regulations> or contact the Bureau of Financial Institutions at telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov .

Banks

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0202, Investment by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-1187 of the Code of Virginia

BFI-AL-0204, Investment in Community Development Corporations, revised and reissued April 20, 2016, § 6.2-874 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, revised and reissued February 26, 2014, § 6.2-875 of the Code of Virginia

BFI-AL-0206, Loans in Violation of § 6.2-875, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0207, Obligations Subject to the Limits Specified, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, revised and reissued June 1, 2011, §§ 6.2-875 and 6.2-890 of the Code of Virginia

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued June 1, 2011, §§ 6.2-878 and 6.2-879 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, revised and reissued June 1, 2011, § 6.2-875 H of the Code of Virginia

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued June 1, 2011, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

BFI-AL-0216, Payment of Dividends, issued March 27, 2012, §§ 6.2-869 and 6.2-708 of the Code of Virginia

Savings Institutions

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-0187 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., revised and reissued June 1, 2011, §§ 6.2-1110 and 6.2-1186 A 22 of the Code of Virginia

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, revised and reissued June 1, 2011, § 6.2-1186 A 21 of the Code of Virginia

Credit Unions

BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued February 22, 2017, § 6.2-1376 of the Code of Virginia

BFI-AL-0402, Third Parties that Provide Data Processing Services to Credit Unions, issued February 13, 2018, Chapter 13 (§ 6.2-1300 et seq.) of Title 6.2 of the Code of Virginia

Interest and Usury

BFI-AL-0701, Judgment Rate of Interest, revised and reissued June 1, 2011, § 6.2-302 of the Code of Virginia

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued June 1, 2011, § 6.2-327 of the Code of Virginia

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, revised and reissued June 1, 2011, §§ 6.2-401, 6.2-403, 6.2-423 and 6.2-1409 of the Code of Virginia

Mortgage Lenders and Brokers

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1625 of the Code of Virginia

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued June 1, 2011, § 6.2-326 of the Code of Virginia

BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1616 B 4 of the Code of Virginia

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, revised and reissued June 1, 2011, §§ 6.2-422 and 6.2-423 of the Code of Virginia

BFI-AL-1611, Nontraditional Mortgage Products, revised and reissued June 1, 2011

Payday Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 6.2-1816

Publications listed below without a link may be found at: <https://www.scc.virginia.gov/pages/Reports-Publications> or contact the Bureau of Financial Institutions at telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov .

"Bank Director Responsibilities," revised October 2010

"The Compliance Connection," regulatory news for Virginia mortgage lender, mortgage broker, and mortgage loan originator licensees

"Annual Report of the Bureau of Financial Institutions - Banks, Credit Unions, Savings Institutions, and Trust Companies," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Mortgage Lender and Broker Licensees, Industrial Loan Associations, Money Transmitters, and Credit Counseling Agencies," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Consumer Finance Licensees," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Payday Lender Licensees, Check Cashers and Motor Vehicle Title Lender Licensees," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Summary of Operations of the Bureau of Financial Institutions," published annually to provide information regarding the bureau's regulatory activities, <https://www.scc.virginia.gov/bfi/sumops.aspx>

"Weekly Bulletin," information regarding the status of applications of various entities regulated by the bureau, published weekly, <https://scc.virginia.gov/typedfiles/Weekly-Bulletin>

"Consumer Guide to Payday Lending,"

"Consumer Guide to an Extended Payment Plan for Repaying a Payday Loan,"

"Consumer Guide to an Extended Term Loan,"

Consumer Alerts and Information:

"Online Personal Loans,"

"Notice to Virginia Residents Regarding Virtual Currency,"

"Motor Vehicle Title Lending in the Commonwealth of Virginia Borrower Rights and Responsibilities,"

"If You Have a Complaint," <https://www.scc.virginia.gov/bfi/complain.aspx>

Bureau of Insurance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance at telephone (804) 371-9741 or toll free in Virginia (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Policy Advisor and Administrative Supervisor. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at P.O. Box 1157, Richmond, VA 23218, telephone (804) 371-9694, or FAX (804) 371-9873. Many of these documents are available online at the State Corporation Commission's website at <https://scc.virginia.gov/pages/Insurance> .

Administrative Letters:

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977, <https://www.scc.virginia.gov/getattachment/0f9398b0-a0f0-4b41-beca-a0e733b04b16/77-4.pdf>

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1), <https://www.scc.virginia.gov/getattachment/01aa3dea-65b8-4b09-88f3-53aa0071c97b/77-5.pdf>

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1), <https://www.scc.virginia.gov/getattachment/5ed161a8-263e-468f-9cfd-e9b4e643c64b/77-6.pdf>

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33), <https://www.scc.virginia.gov/getattachment/fe399f3f-a28d-49c6-a14f-64a4b52aa4c4/77-7.pdf>

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781), <https://www.scc.virginia.gov/getattachment/55c6c37c-4007-4e1b-b8dd-bd9c7088b46d/77-8.pdf>

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6), <https://www.scc.virginia.gov/getattachment/9d485634-69df-44e8-baf3-62e90cb55375/77-9.pdf>

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7), <https://www.scc.virginia.gov/getattachment/053543cb-2956-4cd7-aed0-46d7d53e3f27/77-11.pdf>

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56), <https://www.scc.virginia.gov/getattachment/2f39c876-37d1-4aa7-ae7-0ff8991ee06e/77-14.pdf>

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978, <https://www.scc.virginia.gov/getattachment/0b35a466-d62c-4270-b074-9aca58fe8e8f/78-2.pdf>

Administrative Letter 1978-5, (1) Amendment of §§ 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2)

Enactment of § 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of § 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10), <https://www.scc.virginia.gov/getattachment/177f0155-29dc-4788-b365-6c9564af73b4/78-5.pdf>

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978, <https://www.scc.virginia.gov/getattachment/24790ebf-b8c3-4a4f-818e-b191c15f5fe6/78-7.pdf>

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76), <https://www.scc.virginia.gov/getattachment/55e94892-4643-4269-be90-5b1d3282427e/78-8.pdf>

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5), <https://www.scc.virginia.gov/getattachment/a14d6849-7449-4ec6-af33-b322e9060759/78-10.pdf>

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978, <https://www.scc.virginia.gov/getattachment/11e0e917-4079-4ace-826f-7f4b06ea0c24/78-12.pdf>

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978, <https://www.scc.virginia.gov/getattachment/180eebd5-4924-4c3b-9989-64c91cef6e53/78-13.pdf>

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33), <https://www.scc.virginia.gov/getattachment/9bce8ef5-082c-48a3-aa50-2a7614b0ec72/79-9.pdf>

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979, <https://www.scc.virginia.gov/getattachment/c0a93523-2806-46d5-9df8-b7350864b268/79-12.pdf>

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident and Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (7) (c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348-7) and 38.2-3541 (formerly

§ 38.1-348-11), <https://www.scc.virginia.gov/getattachment/ef6c67cb-2233-4542-a616-5a47e7f6e8b2/79-14.pdf>

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400), <https://www.scc.virginia.gov/getattachment/61998893-528b-4c7e-b517-8f26559c938a/79-15.pdf>

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979, <https://www.scc.virginia.gov/getattachment/eac663a7-3f2f-4dcc-8600-adf1881cce41/79-17.pdf>

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)), <https://www.scc.virginia.gov/getattachment/791925d5-e3be-45b6-8402-8113d27133e5/79-20.pdf>

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)), <https://www.scc.virginia.gov/getattachment/f71b8564-eb90-496d-8e41-6636a901cbe4/79-21.pdf>

Administrative Letter 1979-22, The Arson Reporting Immunity Act, issued August 30, 1979, <https://www.scc.virginia.gov/getattachment/7e39c527-f2e3-4d3d-b1c3-21356cb358bb/79-22.pdf>

Administrative Letter 1979-23, Readability of All Insurance (Property and Casualty) Policies in Virginia, issued September 27, 1979, <https://www.scc.virginia.gov/getattachment/c61baf94-24e2-4221-9ed9-4ab4bce6c40f/79-23.pdf>

Administrative Letter 1979-24, Readability of All Insurance (Life and Health) Policies in Virginia, issued September 27, 1979, <https://www.scc.virginia.gov/getattachment/05408af1-8223-4b92-ae56-80a00123657f/79-24.pdf>

Administrative Letter 1979-25, Single Interest, issued October 2, 1979, <https://www.scc.virginia.gov/getattachment/5e38acd1-a7f5-4c7e-9521-29b127457dfb/79-25.pdf>

Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980,

14VAC5-320 (formerly Insurance Regulation No. 15), <https://www.scc.virginia.gov/getattachment/9737857d-8772-4edb-a869-2c35660f9cf5/80-1.pdf>

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980, <https://www.scc.virginia.gov/getattachment/cc71b4ef-a968-4571-966a-f841bd48a331/80-5.pdf>

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980, <https://www.scc.virginia.gov/getattachment/fc103f6f-75a5-4065-93e2-4ddf0c36dec4/80-6.pdf>

Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4), <https://www.scc.virginia.gov/getattachment/38e02e70-d65c-40e1-9d8f-28d847fc934b/80-8.pdf>

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Administrative Letter 2020-04, Licensure Requirements and Certain Prohibited Conduct, Issued July 28, 2020, <https://scc.virginia.gov/getattachment/ec1b02f8-8483-454f-8c8e-a98e151e01dc/2020-04.pdf>

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Financial Regulation Unit Guidance Documents:

Future Year-End Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling (804) 371-9589).

Future Year-End Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, September 2002, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling (804) 371-9589).

Future Year-End Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, November 2005, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling (804) 371-9589).

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer is to Provide to the Bureau of Insurance Staff, revised December 2014, (This letter is available upon request from the Financial Examination Section of the Financial Regulation Division by calling (804) 371-9123).

Annual renewal letters for all entities licensed, approved, registered, authorized, accredited, or certified by the Virginia Bureau of Insurance, December 2020, (This letter is available upon request from the Financial Analysis Section of the Financial Regulation Division by calling (804) 371-9869).

The following documents are available at <https://www.scc.virginia.gov/pages/Company-Financial-Reporting>:

Notice of Certified Reinsurer Applications

List of Approved Certified Reinsurers

Qualified Jurisdictions

[Form CR-F](#) (Instructions for Form CR-F)

[Form CR-S](#) (Instructions for Form CR-S)

The following documents are available at <https://www.scc.virginia.gov/pages/Company-Licensing-and-Registration-Procedures>:

Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012,
§ 38.2-6102

Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, § 38.2-1348

Requirements for Surplus Lines Approval in Virginia for an Alien Insurer, revised January 2020, § 38.2-4805.1

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised January 2020, § 38.2-4805.1

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised July 2011, § 38.2-5800

Home Protection Company Requirements for Organizing and Licensing in Virginia, revised August 2012, §§ 38.2-1024 and 38.2-2603

Captive Insurers Requirements for Organizing and Licensing in Virginia, revised April 2012, §§ 38.2-1024 and 38.2-1102

Health Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4200

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Virginia Legal Services Organization Requirements for Organizing and Licensing in Virginia, revised August 2020, § 38.2-4413

Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

Insurance Premium Finance Company Requirements for Organizing and Licensing in Virginia, revised August 2015, § 38.2-4701

Community-Based Continuing Care Providers Registration and Disclosure Filing Guidelines, August 2012, § 38.2-4919

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised August 2012, § 38.2-4901

Viatical Settlement Providers Requirements for Operating in Virginia, revised October 2020, § 38.2-6002

Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised October 2020, Article 3 of Chapter 34 of Title 38.2

Requirements for Accredited Substantially Similar, and Trusteed Reinsurers, May 2018, § 38.2-1316.2

Requirements for Certified Reinsurers, May 2018, § 38.2-1316.2 B

Requirements for Organizing and Licensing of a Group Self-Insurance Association, § 65.2-802

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions and Application), revised October 2005, § 38.2-1359

Information Concerning Purchasing Group Registration, November 2017, § 38.2-5108

Information Concerning Risk Retention Group Registration, January 2019, §§ 38.2-5102 and 38.2-5103

Application for License as an Insurance Rating Organization, Advisory Organization, and/or Statistical Agent, July 2011, § 38.2-1914

The following document is available at https://www.naic.org/industry_ucaa.htm:

Uniform Certificate of Authority Application, revised August 2014, §§ 38.2-1024 and 38.2-1206,

The following documents are available at [https://www.scc.virginia.gov/pages/Insurance-Holding-Companies-Forms-\(14-VAC-5-260\)](https://www.scc.virginia.gov/pages/Insurance-Holding-Companies-Forms-(14-VAC-5-260)):

Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260

Form C, Instructions for Summary of Changes to Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260

Form D, Instructions for Prior Notice and Application for Approval of Certain Transactions Pursuant to § 38.2-1330 B, revised January 2015, 14VAC5-260

Form E, Instructions for Pre-Acquisition Notification Form Regarding the Potential Competitive Impact of a Proposed Merger or Acquisition by a Nondomiciliary Insurer Doing Business in this Commonwealth or by a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

Form F, Instructions for Enterprise Risk Report Pursuant to § 38.2-1329 L, May 2015, 14VAC5-260

Form G, Instructions for Notice of Dividends and Distributions to Shareholders Pursuant to §§ 38.2-1329 F and 38.2-1330.1, revised January 2015, 14VAC5-260

The following documents are available at <https://www.scc.virginia.gov/pages/Annual-License-Renewal-and-Financial-Filing-Submis>:

NAIC Financial Standard State Filing Checklists for filings due in 2021 for Fraternal Societies, Health Organizations, Life, Accident and Health Companies, Property and Casualty Companies, and Title Companies

Virginia Specific Financial and License Renewal Forms:

Form R01, [Analysis of Excess Capital and Surplus Investments Report](#)

Form R2A, [Application for Renewal of License](#)

Form R2B, [Application for Renewal of License - Fraternal Benefit Society](#)

Form R03, [Audited Financial Statements Exemption Affidavit](#)

Form R05, [Certificate of Assuming Insurer](#)

Form R05Q, [Certificate of Assuming Insurer Quarterly Update](#)

Form R06, [Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements](#)

Form R08, [Producer-Controlled Insurer Report](#)

Form R09, [Report of Assessable Ocean and Inland Marine Premium](#)

Form R10, [Report of Assets Pledged, Hypothecated or Encumbered](#)

Form R12, [Request for Information Regarding Reinsurance Intermediaries \(RIS\)](#)

Form R13, [Statement of Material Changes](#)

Form R14, [Supplementary Statement of Covered and Uncovered Expenses](#)

Form R15, [Certificate of Certified Reinsurer](#)

Form R16, [Surplus Lines Annual Filing Information](#)

Form R19, [Multiple Employer Welfare Arrangement Policy Verification](#)

Form R20, [CBCC and CCRC Demographic Information Form](#)

Multiple Employer Welfare Arrangement Renewal

[Purchasing Group Annual Renewal](#)

Premium Finance Annual Statement Form

Reinsurance Intermediary License Renewal Application

Market Regulation Unit Guidance Documents:

Assigned Risk Workers' Compensation Rates, <https://www.scc.virginia.gov/pages/Workers-Compensation>

Common Problems Found during Agent Investigations, revised August 1, 2015, <https://www.scc.virginia.gov/getattachment/7dabf3ed-ad83-4854-8da7-4eec9a452c3f/comprob.pdf>

Common Problems Found during Life and Health Market Conduct Examinations, revised April 2015, https://www.scc.virginia.gov/getattachment/3a829497-4921-4493-a620-5ef4f604daf0/lh_prob.pdf

Common Problems for Real Estate Settlement Agents (RESA), updated periodically, § 55.1-1000 and 14VAC5-395, <https://www.scc.virginia.gov/getattachment/99dde81e-fb9b-461c-be1b-7cc893ccab36/agentresa.pdf>

Credit Insurance Experience Exhibits Questionnaire, revised January 10, 2020, https://www.scc.virginia.gov/getattachment/f4a7404e-abaa-4ee3-9fb5-8d8bb81934a8/ci_ques.pdf

Forms/Reports for Insurers: Long-Term Care (14VAC5-200), Medicare Supplement (14VAC5-170), and Mandated Benefits (Form MB-1 and instructions) (14VAC5-190), <https://www.scc.virginia.gov/pages/Long-Term-Care-Forms> Reports, <https://www.scc.virginia.gov/pages/Medicare-Supplement-Forms>, and <https://www.scc.virginia.gov/pages/Mandated-Benefits-and-Mandated-Offers>

Market Issues Identified by the Market Conduct and Consumer Services Section, revised January 2017, https://www.scc.virginia.gov/getattachment/c98d3023-36cf-4d7a-929f-25a28e0ef322/pc_prob.pdf

NAIC Product Review Filing Checklists for Life and Health <https://www.scc.virginia.gov/pages/NAIC-Product-Checklists>

NAIC Product Review Filing Checklists for Property and Casualty, https://www.scc.virginia.gov/getattachment/75cbd846-24bb-4895-8b5d-3b0ccc09cd22/pc_ins_index.pdf

Virginia Bureau of Insurance Rates and Policy Forms Search Engine, Life and Health, and Property and Casualty, <https://www.scc.virginia.gov/boi/SERFFInquiry/default.aspx>

Statistical Report Form (VA SRF-2), revised 2016, https://www.scc.virginia.gov/getattachment/83c31e87-af27-4868-96fd-2afe422da476/stat_rept.pdf

Virginia Property and Casualty Product Requirements Locator, <https://eapps.naic.org/prl/do/search/home>

Virginia Property and Casualty Filing Guidelines Handbook, revised March 2019, https://www.scc.virginia.gov/getattachment/4e4d6de6-2b13-4bd7-9bfd-d5e5ed7f07ca/pc_handbook.pdf

Workers' Compensation Voluntary Market Loss Costs Multipliers, revised August 2018, https://www.scc.virginia.gov/getattachment/c4ef0b6d-0ed5-45da-b89b-fa19285d803d/wclc_mult.pdf

Administration and Assessment Unit Guidance Documents:

Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, issued January 28, 2014, <https://www.scc.virginia.gov/getattachment/d49538bc-3fa3-40a7-b887-52a9147c301e/14-02.pdf>

Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces Administrative Letter 2015-11, Issued October 1, 2018, <https://www.scc.virginia.gov/getattachment/16199393-1201-4ea9-ab54-ad8631292f9c/18-05.pdf>

Consumer Assistance and Outreach Services Guide, revised October 2020, <https://www.scc.virginia.gov/getattachment/d528a0b5-14f5-415b-9abf-76e3301bc1d2/outreach.pdf>

Life and Health Consumer Guides:

10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan, <https://www.scc.virginia.gov/pages/Ten-Tips-for-Managed-Care>

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Division of Securities and Retail Franchising

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission, Division of Securities and Retail Franchising, 9th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting Kathy O'Sullivan at the same address, telephone (804) 371-9784, or FAX (804) 371-9911.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone (804) 371-9088, or FAX (804) 371-9911.

Guidance Documents:

Capital Formation Alternatives for Small Business in Virginia, October 2013, <https://scc.virginia.gov/pages/Small-Business-Information>

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Investment Advisor's Surety Bond Form (Form IA-sure), July 1999.

Notice of Withdrawal from Registration as Investment Advisor (Form ADV-W), July 2017.

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Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009.

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Affidavit for Waiver of Examination (Form S.A. 3), July 1999.

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Uniform Notice of Federal Crowdfunding Offering Form (Form U-CF), December 2017.

Uniform Application to Register Securities (Form U-1), December 2017.

Uniform Consent to Service of Process (Form U-2), June 2016.

Uniform Form of Corporate Resolution (Form U-2a), July 1999.

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Uniform Franchise Registration Application (Form A), July 2008.

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Franchisor's Surety Bond (Form G), July 1999.

Notice of Claim of Exemption (Form H), March 2018.

Escrow Agreement (Form K), July 2007.

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Virginia Trademark Act Forms:

Application for Registration of a Trademark or Service Mark (Form TM1), November 2014.

Application for Renewal Registration of a Trademark or Service Mark (Form TM2), November 2014.

Certificate of Name Change of an Applicant or Registrant (Form TM3), November 2014.

Assignment of Trademark or Service Mark Registration (Sample TM4), November 2014.

Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the State Corporation Commission, Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$.50 per page. To obtain copies, contact Renee Salmon at the same address, telephone (804) 371-9947, FAX (804) 371-9734, or email renee.salmon@scc.virginia.gov. Some of the documents may be downloaded from the division website at <http://www.scc.virginia.gov/urs/mutility/pubs.aspx>.

Questions regarding interpretation or implementation of these documents may be directed to Lauren Govoni, Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9750, FAX (804) 371-9734, or email lauren.govoni@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Outreach Documents:

Marking Color Code Card, 2 pages,

<http://www.scc.virginia.gov/urs/colorcode.pdf>

Virginia Professional Excavator's Manual, revised May 2019, 86 pages,

<https://scc.virginia.gov/urs/excavatormanual.pdf>

Homeowner's Brochure, March 2015, 2 pages, <https://scc.virginia.gov/urs/mutility/doc/hobroch.pdf>

Virginia Underground Utility Marking Standards, February 2020, 24 pages,

https://scc.virginia.gov/mutility/docs/va_uums.pdf

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages,

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Impact Mole Requirements and Best Practices, January 2011, 14 pages,

https://scc.virginia.gov/urs/mutility/docs/imole_bp.pdf

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages,

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Liquefied Petroleum Gas: A Guide to Understanding Regulatory Requirements in Virginia, May 2016,

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Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages,

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Coloring Book for Children: Wally's Digging Adventure, 20 pages,

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Procedural Guidelines for Enforcement of Pipeline Safety Standards, June 2020, 4 pages,

<https://scc.virginia.gov/urs/pipe/enfpps.pdf>

For copies of the following DVDs, email vadamageprevention@scc.virginia.gov:

Dig with C.A.R.E. Keep Virginia Safe, Training DVD, English and Spanish versions, August 2008

Dig with C.A.R.E. Keep Virginia Safe, Requirements and Best Practices for Trenchless Excavation, Training DVD, English and Spanish versions, January 2011

Wally's Digging Adventure DVD, July 2010. A children's DVD for use in conjunction with the Wally's Digging Adventure Coloring Book for Children.

Advisory Committee Information:

Damage Prevention Advisory Committee Bylaws, December 2017, § 56-265.31 et seq., 5 pages,
<https://scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La información en Español:

CARE Folleto: Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages,
<https://scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Tarjeta de Codigo de Colores, 2 pages, <https://scc.virginia.gov/urs/mutility/docs/colores.pdf>

Division of Utility Accounting and Finance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission, Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Contact Yolanda Suitte at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$.50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Kimberly Pate, Director, or Patrick Carr, Scott Armstrong, or Carol Myers, Deputy Directors, Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9950, or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Some of the listed documents may be downloaded from the Division of Utility Accounting and Finance Section on the State Corporation Commission's website at <http://www.scc.virginia.gov>. Hard copies for certain documents are available. Contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at accounting@scc.virginia.gov.

Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2020 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2019, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2019, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2020, § 56-249

Forms for Annual Reports:

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company, <https://scc.virginia.gov/pages/Telephone-Utilities>

Annual Financial and Operating Report for Class A Water or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Class C Water or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company, <https://scc.virginia.gov/pages/Water-and-Sewer-Companies>

Guidelines:

Guidelines for Filing Affiliate or Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act), <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Supplemental Guidelines for Filing Chapter 5 Applications under Streamlined Review, 1 page, §§ 56-88 through 56-92, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 5 - Transaction Summary - Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, updated December 5, 2019, 20VAC5-10-20, updated annually, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the State Corporation Commission, Office of the Public Service Taxation Division, Tyler Building, 9th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting Dee Deskins at the same address, telephone (804) 371-9855, FAX (804) 371-9797, or email dee.deskins@scc.virginia.gov. Many of these forms are available on the website at <http://www.scc.virginia.gov/pst>.

Questions regarding interpretation or implementation of these documents may be directed to Dee Deskins, Manager, Public Service Taxation Division, State Corporation Commission, Tyler Building, 9th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, (FAX) 804 371-9797, or email dee.deskins@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

Copies may be obtained free of charge by contacting Dee Deskins at P.O. Box 1197, Richmond, VA 23218-1197, telephone (804) 371-9855, FAX (804) 371-9797, or email dee.deskins@scc.virginia.gov. Many of these forms are available on the website at <http://www.scc.virginia.gov/pst>.

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1

CCTD-3, Tax Report, Electric Companies, revised December 2019, § 58.1-2628.

CCTD-6, Tax Report, Telecommunications Companies, revised December 2019, § 58.1-2628.

CCTD-7, Tax Report, Gas Companies, revised January 2020, § 58.1-2628.

CCTD-8, Tax Report, Water Companies, revised January 2020, § 58.1-2628.

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised January 2020, § 58.1-2654.

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised January 2020, § 58.1-2663.

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised January 2020, § 58.1-2663.

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised January 2020, § 58.1-2663.

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised August 2019, §§ 58.1-2901 and 58.1-2902.

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised August 2020, §§ 58.1-2905 and 58.1-2906.

Real Estate Transaction Form Purchase or Conveyance, 2013, § 58.1-2628.

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660,

Application for Registration as a Payphone Service Provider, revised December 2016.

Application for Registration as an Operator Service Provider, revised December 2016.

State Corporation Commission Annual Reports:

The State Corporation Commission issues an annual report each year that contains the leading matters disposed of by formal orders that year. The annual reports of the commission may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Annual Reports for the years 2002 through 2019 are available on the commission website at http://scc.virginia.gov/comm/an_rept.aspx.

Questions regarding interpretation of the annual reports may be directed to Bernard J. Logan, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9733 or toll-free (866) 722-2551. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.