

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF FINANCE  
Office of the Government Insurance Fund

December 1, 2019

Dear Policyholder:

Enclosed are the necessary forms for filing the calendar year 2019 ACTUAL and 2020 ESTIMATED EMPLOYER'S REPORT TO THE COMMISSIONER OF FINANCE.

The information submitted will be used to determine the amount of premium due for Worker's Compensation Insurance as mandated under Title 24, Chapter 11, and Section 273 of the Virgin Islands Code. Both reports **MUST** be filed with the office of the Government Insurance Fund on or before February 28, 2020

**KINDLY OBSERVE THE FOLLOWING CHANGES REQUESTED ON YOUR REPORTS:**

- **INSTRUCTIONS FOR COMPLETING THE REPORT CAN BE FOUND IN THE "HANDBOOK ON WORKER'S COMPENSATION INSURANCE" PAGES 40-42 OR AT THE FOLLOWING WEBSITES [dof.vi.gov](http://dof.vi.gov)**
- **ESTIMATED PREMIUMS SHALL BE CALCULATED BASED ON Wages of \$ 8,424.00 FOR EACH EMPLOYEE.**
- **THE ACTUAL REPORT WILL REFLECT EACH EMPLOYEE SALARY NOT TO EXCEED \$ 8,424.00 FOR THE PREVIOUS YEAR.**
- **A FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (E.I.N.) AND OR SOCIAL SECURITY NUMBER OF THE EMPLOYER MUST BE ON EACH REPORT.**
- **GOVERNMENT AGENCIES MUST CALL THE OFFICE OF GOVERNMENT INSURANCE FOR CLASSIFICATION CODES, WHEN ISSUING PREMIUM PAYMENT.**
- **FAILURE TO COMPLY WITH GOVERNMENT INSURANCE FUND POLICIES WILL RESULT IN BEING LEVIED UPON.**
- **COMPLETED REPORTS CAN BE MAILED TO:**

**On St. Croix**  
Department of Finance  
Government Insurance Fund  
4008 Estate Diamond, Lot 7B  
Christiansted, USVI 00820

**On St. Thomas**  
Department of Finance  
Government Insurance Fund  
2314 Kronprindsens Gade  
Charlotte Amalie, USVI 00802

- **A CONTRACTOR SHALL BE DEEMED THE EMPLOYER OF A SUB-CONTRACTOR'S EMPLOYEES IF THE SUB-CONTRACTOR FAILS TO OBTAIN GOVERNMENT INSURANCE FUND INSURANCE, AND MUST FILE A 1099 WITH THE INTERNAL REVENUE BUREAU. AS MANDATED UNDER TITLE 24, CHAPTER 11, SECTION 284 OF THE VIRGIN ISLANDS CODE.**
- **ALL POLICY HOLDERS DOING BUSINESS IN THE ST. THOMAS/ST. JOHN DISTRICT SHOULD FILE IN THAT DISTRICT; AND POLICY HOLDERS DOING BUSINESS IN THE ST. CROIX DISTRICT SHOULD FILE IN THAT DISTRICT.**
- **IF THE BUSINESS CLOSED DURING 2019, PLEASE INDICATE "FINAL ACTUAL REPORT" ON THE REPORT.**
- **PREMIUM PAYMENTS MUST ACCOMPANY REPORTS BASED ON ESTIMATED PROJECTIONS. ALL ADJUSTMENTS TO THE PREMIUMS (IF NECESSARY) WILL BE MADE BY THE GOVERNMENT INSURANCE FUND AND COMMUTED TO YOU. ALL PREMIUMS DUE MUST BE PAID BY MARCH 31, 2020.**
- **NO CERTIFICATES OF INSURANCE WILL BE ISSUED WITHOUT PAYMENT.**

If any additional information or assistance in the preparation and submission of these reports are required, please feel free to contact THE GOVERNMENT INSURANCE FUND offices on St. Thomas at (340) 774-4750 and on St. Croix at (340) 773-1105 or via email at [governmentinsurance@dof.vi.gov](mailto:governmentinsurance@dof.vi.gov)

*Sincerely,*



Director of Government Insurance Fund