

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS



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DEPARTMENT OF FINANCE

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**For Immediate Release**

August 14, 2020

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**DEPARTMENT OF FINANCE IMPLEMENTS TEMPORARY CHANGES DUE TO COVID-19**

**US VIRGIN ISLANDS-** As a result of the Territory's "Stay at Home" status and recommended precautionary measures to avoid the spread of COVID-19, Commissioner Kirk Callwood would like to inform the public of the following changes at the Department of Finance which are effective Monday, August 17, 2020.

**All business with the Department of Finance (DOF) should be conducted electronically whenever possible. A customer drop box is also available at both offices: on St. Thomas at the Security station and on St. Croix at the west window before the main entrance.**

**Any physical customer transaction will be conducted via the walk up window, located inside the third door on the left when entering the St. Thomas complex and inside the main entrance on the left hand side of the St Croix building. Walk up window schedule: Wednesday, Thursday & Friday: 8am-2pm**

• **Government Insurance Fund Workers' Compensation Insurance:**

- All public & private entities should utilize the forms located on the DOF website: <https://dof.vi.gov/forms-and-policies/government-insurance> and email them to [governmentinsurance@dof.vi.gov](mailto:governmentinsurance@dof.vi.gov)
- Once your application is received, our office will then contact you and inform you of the amount due. Recommended payment options are as follows:
  - Credit card-via the form on the website
  - Drop off at one of our convenient drop boxes at each office
  - Mail to our office
    - St. Thomas: 2314 Kronprindsens Gade Charlotte Amalie, USVI 00802
    - St. Croix: 4008 Estate Diamond Lot 7b Christiansted, USVI 00820

- **W2 & 1099 forms:**

- GVI employees should utilize the Employee Self Service (ESS) for copies of W2's and paycheck advices by logging on to <https://usvi.munisselfservice.com>. For ESS password resets, contact [dophelpdesk@dop.vi.gov](mailto:dophelpdesk@dop.vi.gov) or call 340-714-5049.
- Inquiries for W2s can be directed to the Payroll Division: [grace.fahie@dof.vi.gov](mailto:grace.fahie@dof.vi.gov) or 340-774-4750 x 2252
- Inquiries for 1099s can be directed to the Accounting Division: [vanessa.williams@dof.vi.gov](mailto:vanessa.williams@dof.vi.gov) or 340-774-4750 x 2262

- **Checks:**

- Vendor check inquiries can be directed to the Treasury Division: [terry.bridges@dof.vi.gov](mailto:terry.bridges@dof.vi.gov) or 340-774-4750 x 2192
- Payroll check inquiries can be directed to the Payroll Division: [grace.fahie@dof.vi.gov](mailto:grace.fahie@dof.vi.gov) or 340-774-4750 x 2252

For more information and for DOF forms, policies & reports visit [www.dof.vi.gov](http://www.dof.vi.gov).

The Department apologizes for any inconvenience these changes may cause. However, we stand ready to continue serving you via telephone and electronic means. We thank you for your patience and understanding as we do our best to avoid the spread of COVID-19 in the Territory.

For more information on COVID-19, the new strain of Coronavirus, please visit the USVI Department of Health's website, [doh.vi.gov/coronavirus](http://doh.vi.gov/coronavirus) or text COVID19USVI to 888777.

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