

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS



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Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

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For Immediate Release

March 17, 2020
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DEPARTMENT OF FINANCE IMPLEMENTS TEMPORARY CHANGES DUE TO COVID-19

US VIRGIN ISLANDS- At the Department of Finance (DOF), the health and safety of our customers and employees are our top priority and are at the heart of everything we do. Like many others we are closely following the guidelines and best practices from the Center for Disease Control and Prevention, the Office of the Governor and the Virgin Islands Department of Health. We believe it's critical that we do our part in reducing the risk of transmission of the COVID-19 Virus.

As a result of 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 immediately.

In an effort to limit the need for physical interaction with the DOF, we ask that all business be conducted electronically whenever possible.

• **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
- 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
(DROP BOX AT SECURITY)
- St. Croix: 4008 Estate Diamond Lot 7b Christiansted, USVI 00820
(DROP BOX AT WEST WINDOW BEFORE ENTRANCE)
- Please be reminded that March 31st is the due date for all payments.

- **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 or call 340-714-5049.
 - Inquiries for W2s can be directed to the Payroll Division: 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 or 340-774-4750 x 2262

- **Checks:**
 - Government Agencies picking up checks:
 - On St. Thomas-utilize the walk up window located inside the third door on the left when entering the complex
 - On St. Croix-utilize the receptionist window inside the main entrance to the building
 - Vendor check inquiries can be directed to the Treasury Division: 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 or 340-774-4750 x 2252

For more information and for DOF forms, policies & reports visit www.dof.vi.gov or call 340-774-4750 (STT) or 340-773-1105 (STX).

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 or text COVID19USVI to 888777.

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