

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS

PO Box 526 • Richmond, VA 23218-0526
(804) 371-0511 • Fax: (804) 225-2666 • www.vdacs.virginia.gov

Revised 07/17

REMITTANCE FORM
EXTENDED SERVICE CONTRACTS

Annual Registration Fee	_____ \$300 _____	(960-02200)
Late Fees*	_____	(960-02799)
Total Fees Submitted	_____	
Check Number	_____	

***Make check payable to the Treasurer of Virginia
Mail to: VDACS, PO Box 526, Richmond VA 23218-0526***

Company Name and Address:

**Federal Employer Identification
Number:**

PLEASE NOTE: Registration forms that are not properly completed, signed and notarized will be considered deficient and registration will be withheld until the filing is complete.

LATE FILING FEES

***Late Fees: Initial registration** - Any obligor who fails to register prior to the sale of an extended service contract shall pay a late fee of \$100 for each 30 day period, or portion thereof, that the registration is late.

***Late Fees: Renewal registration** – renewal registrations not postmarked before or on July 1st shall include a late annual registration fee in the amount of \$50 for each 30 day period, or portion thereof, that the annual renewal filing is late.

8. If you are the third-party obligor, you must supply one of the following (**Please mark as Exhibit A**):
- A. Either your most current Form 10-K or Form 20-F, as filed with the Securities and Exchange Commission,
 - B. Show a net worth of at least \$100 million by providing a copy of the third party obligor's most recent annual audited financial statement, or
 - C. A copy of a contractual liability insurance policy (CLIP) issued by an insurer authorized to do business in the Commonwealth of Virginia which covers 100% of the obligor's service contract liabilities, including the administration and the cost of administration of those claims, and states the policy cannot be cancelled by either the third party obligor or the issuing insurer without providing 60 days' notice to the Commissioner of the Virginia Department of Agriculture and Consumer Services.
9. Total gross dollar amount of all unexpired extended service contracts: \$ _____
This is **the total amount paid by the consumer** for the extended service contract for all contracts still in effect.

You must submit the appropriate surety bond, irrevocable letter of credit or cash surety for the dollar amount of all unexpired extended service contracts stated in question 9 (see schedule for amount of surety required below). There is no need to submit copies of bonds or letters of credit that are currently on file with the Commissioner.

BOND OR LETTER OF CREDIT REQUIREMENT

Total amount of unexpired Extended service contracts	Amount of bond or letter of credit
\$0.00 to \$50,000	\$10,000
\$50,001 to \$300,000	\$40,000
\$300,001 to \$750,000	\$65,000
\$750,001 or more	\$90,000

10. Type of surety filed with the Commissioner:

Surety Bond Irrevocable Letter of Credit Cash Deposit

11. If a surety bond or irrevocable letter of credit is on file, provide the following information:

Identifying number: _____

Name of issuer: _____

Contact person: _____

Contact telephone: _____

*****Use additional paper if necessary to fully disclose.*****

12. Attach a copy of all extended service contract(s), maintenance, service agreements, service contracts which create the legally binding obligation for the obligor. The copies may be filed using a CD instead of paper copies. If all contracts have been filed with this office previously, you may provide a list of all contracts on file instead of providing another copy of the contract.

*****Please mark as Exhibit B*****

I certify that all the information contained in this registration application is true and correct.

Date: _____

Signature: _____

Name: _____
Please print

Title: _____

Sworn and subscribed to before me, a notary public, in and for _____
State, city and/or county
on this _____ day of _____, 20____.

My commission expires: _____

Notary Public

NOTE:

- The owner, authorized officer or agent must sign this registration application. Registration forms that are not complete and properly filled out, signed and notarized will be considered deficient and registration will be withheld until the filing is complete.
- All bonds must be on forms supplied by the Office of Charitable and Regulatory Programs, without modification of, or additions and/or deletions for any reason. Failure to comply with this requirement will delay registration and registration will be withheld until this requirement is met.

BOND OR LETTER OF CREDIT REQUIREMENT

Total amount of unexpired Extended service contracts	Amount of bond or letter of credit
\$0.00 to \$50,000	\$10,000
\$50,001 to \$300,000	\$40,000
\$300,001 to \$750,000	\$65,000
\$750,001 or more	\$90,000

The total amount of unexpired extended service contracts represents the **total gross charge to the consumer** for the purchase of the extended service contract for every contract still in force at the date of registration application.

REGISTRATION APPLICATION CHECKLIST

Have you enclosed the following items in this filing?

- \$300 registration fee payable to the **Treasurer of Virginia** and attached to the enclosed remittance form.
- **Third party obligors only:** most recent 10-K or Form 20-F as filed with the Securities and Exchange Commission (**Mark as Exhibit A**),
or
- Show a net worth of at least \$100 million by providing obligor's most recent annual audited financial statement (**Mark as Exhibit A**),
or
- An insurance policy issued by an insurer authorized to transact business in the Commonwealth of Virginia which covers 100% of the obligor's service contract liabilities including the administration and the cost of administration of claims (**Mark as Exhibit A**).
- Copies of all extended service contract proposed for use in the Commonwealth of Virginia (or a list of contracts if a copy was previously filed (**Mark as Exhibit B**).