

## WEST VIRGINIA

**Countersignature Requirements** apply to all insurers, insurance and surety bonds covering life, property or operations resident to or located or to be performed in West Virginia.

**Exceptions are:** credit insurance; property insurance on railroad rolling stock, vessels, aircraft or motor carriers used in or any property in interstate or foreign commerce or liability insurance or incidental to the ownership, maintenance or operation thereof; risk retention group policies; reinsurance; policies issued to risk purchasing groups and property in interstate or foreign commerce.

**Bid bonds** and insurance on **property in intrastate transit** with common carriers are **not exempt** from the countersignature requirement.

**THE Countersignature Agent** must be a licensed resident agent who is appointed to the issuing insurance company. (Excess lines insurance must be countersigned by a licensed excess lines broker.) Salaried employees of the insurer cannot countersign unless they are also licensed resident agents.

The Cleveland Regional Office has appointed a resident agent to countersign the policies issued by:

Audubon Insurance Company  
AIU Insurance Company  
American Home Assurance Company  
American International Pacific Insurance Company  
American International South Insurance Company  
Birmingham Fire Insurance Company of Pennsylvania  
Commerce and Industry Insurance Company  
Granite State Insurance Company  
Illinois National Insurance Company  
Insurance Company of the State of Pennsylvania  
National Union Fire Insurance Company of Pittsburgh, Pa.  
New Hampshire Indemnity Company, Inc.  
New Hampshire Insurance Company

### **COUNTERSIGNATURE AGENT:**

Send countersignature requests to Jack C Grimm, CityInsurance Professionals, P.O. Box 1126, Charleston, West Virginia 25324. Telephone: (304) 346-3024

### **General Information:**

Use Countersignature Request Form 2809 and send the original policy to the agent for countersignature.

Multiple insurers issuing one policy need only one countersignature.

The countersigning agent for property, casualty, and surety must be paid directly the entire commission on all policies countersigned, and must retain as countersigning fee at least the lesser of 10% of the premium or 50% of the commission. Remainder may be paid to a license nonresident agent. Rebating of commission is not allowed.

In the event of multi-state exposures, the percentage of premium or commission should be based on the West Virginia Exposure only. Underwriting must allocate the correct percentage of West Virginia premium when submitting the countersignature request.

**The countersignature agent will hold the countersignature request until payment is received. Please advise the agent or broker that the request will be expedited if the check for the countersignature fee is enclosed with the request.**

**You can not advise the countersignature agent to bill the broker for the countersignature fee.**

**Commissions may not be paid to an unlicensed resident or nonresident agents under any circumstances.**