West Virginia Department of Revenue

Telemarketer Registration

Guidelines for Surety Bonds

Please ensure that the following conditions are met on your bond:

- Principal’s complete address (including zip code).
- Surety’s complete address (including zip code).
- Principal’s corporate seal must be near the Principal’s signature on the bond. (If principal has not adopted a seal, one may be drawn by printing the name of the company and the word “Seal” and circling them).
- Surety’s embossed (raised) corporate seal must be near Surety’s signature on the bond.
- Bond must show that the person signing for principal is the President or Vice President of corporation, Manager or Managing Member of an LLC, owner or general partner of company.
- The acknowledgement of Principal’s signature must be completed by a notary. It must be completed in its entirety.
- The acknowledgement of Surety’s signature must be completed by a notary. It must be completed in its entirety.
- The “Given under my hand this . . .” date line in the notary acknowledgements for both the Principal and Surety must be on or after the execution (signature) date of the bond.
- In both the Surety and Principal’s Acknowledgement, the notary must affix stamp or seal next to his/her signature.
- Make sure the notaries’ commissions have not expired. If correction is made, please have notary initial correction.
- Have you included a Power of Attorney?
- The Attorney-in-fact signing for Surety must be listed on the Power of Attorney, and amount of bond must not exceed their authority.
- The Power of Attorney should be dated on or after the execution date of the bond. This date is usually at the end of the Power of Attorney and it is hand-written or typed in by the Surety.
- The Power of Attorney must have the Surety’s embossed seal.

NOTE: If a bond has been altered or has too many corrections, you will be asked to execute a new bond.