

# 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.