



## WORKERS' COMPENSATION TRUST FUND

# Agenda

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## WHAT DO WE DO?

"The Government Insurance Fund" was established primarily to safeguard working men and women in the Virgin Islands against accidents linked to their jobs.

We underwriters are the ones who write policies and collect the required premium payments.

# HOW TO APPLY?

## New Business

- (1) Employer's Report to the Commissioner of Finance (Estimate)
- (2) Federal Employer's Identification Number (E.I.N.) or Social Security number of the employer
- (3) Business License, articles of incorporation or Certificate of Good Standing.

\* Employer's Report to the Commissioner of Finance forms must be completed in its entirety\*

## Renewals

- (1) Employer's Report to the Commissioner of Finance (Estimate)
- (2) Employer's Report to the Commissioner of Finance (Actual)
- (3) Federal Employer's Identification Number (E.I.N.) or Social Security number of the employer
- (4) If the business name changes submit a Business License or Certificate of Name Change.

\* Employer's Report to the Commissioner of Finance forms must be completed in its entirety\*

# WHERE TO APPLY?

We offer several application options, including email, in person, via the portal, or by mail.

## Applying via Email

1. Visit <http://dof.vi.gov>
2. Go to forms and Policies.
3. Click on Government Insurance
4. Navigate to forms
5. Select Employer's Report to the Commissioner of Finance (Estimate) and or (Actual).
6. Complete forms (Employer's Report to the Commissioner of Finance) with the number of employees and their classification (we will do the calculations)
7. Sign the forms and email back to us [governmentinsurance@dof.vi.gov](mailto:governmentinsurance@dof.vi.gov)

## Applying in Person

1. Visit our office to get assistance in selecting the appropriate classification for your business.
2. Fill out the Estimated Report to the Commissioner of Finance.
3. Provide a copy of your business license or articles of incorporation.
4. Make payment using a credit card, paper check, certified check, or money order.
5. For policy renewals, submit the Estimated Current Year and Actual Previous Year Report along with payment.

# WHERE TO APPLY?

## Applying via the Portal

- 1. Initial Filing: Register with our office in person. You will not be able to access the portal until registration is complete.
- 2. Renewing a Policy: Once registered, access the portal and complete the renewal process by logging in with your username and password.

## Applying via Mail

1. Access our website at [dof.vi.gov](http://dof.vi.gov), select "Forms and Policies," then choose "Government Insurance."
2. Review the online handbook to retrieve your classification codes and rates.
3. Fill out the Estimated Report to the Commissioner of Finance.
4. Complete the Credit Card Authorization Form (if applicable) or make a check/money order payable to the Government Insurance Fund.
5. Mail all documents to:  
  
Department of Finance, Government Insurance Fund, 23140 Kronprindsens Gade, St. Thomas, USVI 00802
6. Renewals are required to fill both Actual and Estimated reports.

# REQUIRED DOCUMENTS

## Required Documents

- Current year Estimated Report to the Commissioner of Finance
- Previous year Actual Report to the Commissioner of Finance
- Credit Card Authorization Form (if applicable)
- Signed checks or money orders payable to the Government Insurance Fund
- Business license (initial filing)
- Articles of incorporation (initial filing)
- Four Quarterly Statements signed and stamped from the V.I. Unemployment Security Agency (for audit purposes)
- W2 signed and stamped from the Internal Revenue Bureau (for audit purposes)

## PROCESS COMPLETION

Once your application is reviewed and payment is processed, you will receive a receipt of payment and a copy of your Certificate of Coverage. This will be sent either in person, via email, or by mail, depending on the method you selected.



**THE GOVERNMENT INSURANCE FUND (GIF)  
AS OF 10/1/2024, WILL NOW BE CALLED:  
WORKERS' COMPENSATION TRUST FUND**

New name, same mission:

- Protect the solvency of the fund by doing actuarial studies; determine premium rates in keeping with costs of administration and payment of claims under this chapter;
- Pay claims issued by the WCA;
- Plan and improve by electronic means, the speedy payment of claims as provided under this chapter;
- Maintain accounts of income, expenditures and balances;
- Manage a staff of employees of the Fund in both districts;
- Prepare budgets of the Workers' Compensation Trust Fund;
- Certify documents;
- Perform such other duties related to the management of the Workers' Compensation Trust Fund as provided by this chapter.