

# Officer/Manager Revocation of Prior Rejection of Coverage



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**PLEASE COMPLETE FULLY AND LEGIBLY  
OR FORM CANNOT BE PROCESSED**

Virginia Workers' Compensation Commission  
1000 DMV Drive Richmond Virginia 23220  
**1-877-664-2566**

**FILING INSTRUCTIONS ON REVERSE SIDE**

**All Information Requested is Required**

Corporation /LLC Name: _____  Address: _____  Suite/Bldg: _____  City: _____ State: _____ Zip: _____  Corporation: <input type="checkbox"/> LLC: <input type="checkbox"/>  Business FEIN: (Federal ID Number) _____  VA State Corporation Identification Number: _____	Last Name: _____  First Name: _____ MI: _____  Address: _____  City: _____ State: _____ Zip: _____  SSN: _____ <div style="text-align: center; font-size: small;">Last Four Digits Required</div>
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**This is notice that the undersigned hereby revokes a prior rejection of workers' compensation coverage and now accepts coverage under the Act, as provided in Section 65.2-300, and hereby accepts the provisions of the Workers' Compensation Act.**

<b>Signature of Officer/Manager</b>	<b>Date</b>
<b>Signature of Employer (By)</b>	<b>Date</b>
<b>Signature of Witness</b>	<b>Date</b>

**Insurance Agent Information (Optional)**

Agency Name: _____  Address: _____  City: _____ State: _____ Zip: _____	Agency Name: _____  Agent Telephone: _____  Agent E-mail: _____
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**A copy of this notice must be handed to the employer or sent by registered mail. An additional copy must be filed with the Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220.**

# INSTRUCTIONS

## **OFFICER/MANAGER REVOCATION OF PRIOR REJECTION OF COVERAGE (FORM 17A)**

**FILE A SINGLE COPY OF THIS FORM WITH THE VIRGINIA WORKERS' COMPENSATION COMMISSION.**

***READ THESE INSTRUCTIONS CAREFULLY PRIOR TO COMPLETING THIS FORM.***

1. Fill out this form whenever an officer of a corporation or the managers of an LLC elects to terminate a prior rejection of coverage for an injury or accident under the Virginia Workers' Compensation Act.
2. The name of the corporation/LLC should be the same as the Charter by which the corporation or LLC is licensed, and the same name used on the Form 16A when coverage was rejected. Use the mailing address used by the corporation or LLC to receive mail by the U.S. Postal Service.
3. Identify the entity by checking corporation or LLC. Provide the employer's Federal Identification Number and the State Corporation Commission Identification Number, if applicable.
4. Provide all requested information for the officer/manager rejecting coverage.
5. Signatures of the employer, officer/manager and the witness are required.

You may print copies of this form by accessing our website [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov) or request copies by writing to the Commission.