



**WEST VIRGINIA
MUNICIPAL BOND COMMISSION**

DALE STEAGER
State Tax Commissioner
Chairman

JOHN D. PERDUE
State Treasurer

JOHN B. McCUSKEY
State Auditor

Suite 1117
900 Pennsylvania Avenue
Charleston, West Virginia 25302
(304) 558-3971
FAX (304) 558-1280

LINDA K. EPLNG
Member

STEPHEN T. WILLIAMS
Member

SARA L. ROGERS
Executive Director

In order for the Commission to serve your bond issue(s)/account(s) properly, please complete to insure we have the latest information concerning **you, the issuer**:

Issuer: _____

Mailing address: _____

Contact Person: _____

Title: _____

Main Contact E-Mail: _____

Phone Number: _____

Fax: _____

Alternative Contact Person: _____

Title: _____

Alternative Contact E-Mail: _____

Phone Number: _____

Please complete this form, and return it to the Commission.

Statements are available on the Municipal Bond Commission's website at: <http://mbc.wv.gov>. You will receive a monthly email notifying you when the statements are ready. If you would prefer to opt out of the notification, please contact us and we will remove your email address for our files. Opting out will also include the monthly deposit emails. If your office is not equipped to handle electronic retrieval of statements, please let our office know. The annual statements will be the only statements we will continue to mail per your written request. You may fax your request to 304-558-1280.

Issuers have been successfully paying their monthly requirements electronically, FREE, through our website. Issuers still control when the payments are sent and the amount of each transaction. Electronic payment applications can be retrieved on-line through our website under the forms tabs on the left side. Advantages of using the electronic payment system (e-Pay):

- *Easier processing
- *Cost savings
- *Better reports
- *Additional interest
- *Convenience
- *Security.