

SURETY BOND
CREDIT SERVICES ORGANIZATION
Form CSO-2
Rev. 01/2023

West Virginia Secretary of State
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

FEE: N/A

(WV CODE CHAPTER 46A, ARTICLE 6C)

Bond Number _____

KNOW ALL PERSONS BY THESE PRESENTS

That _____ as PRINCIPAL,
a credit service organization, and whose address for service of process is _____
and _____, a corporation authorized to transact a general surety business in
the State of West Virginia, as surety, whose address is _____,
are held and firmly bound to the State of West Virginia in the sum of fifteen thousand dollars (\$15,000), for
the payment of which, we bind ourselves, our heirs, executors, successors and assigns, jointly and
severally, firmly by these presents.

WHEREAS, The principal is engaged in the business of selling the services of a credit services
organization within the meaning of Section 46A-6C-2 of the West Virginia Code and is required by the
provisions of Section 46A-6C-3(1) and 46A-6C-4 of the West Virginia Code to furnish a bond conditioned
as herein set forth, and this bond is executed and tendered in accordance therewith.

NOW, THEREFORE, The conditions of this obligation are that if the principal complies with the
provisions of Chapter 46A, Article 6C of the West Virginia Code and does not damage any person by any
violation of said article then this obligation is to be void, otherwise it is to remain in full force and effect.

Any person damaged by any violation by the principal of Chapter 46A, Article 6C of the West
Virginia Code may bring an action of law against the principal and surety on this bond in his or her own
name to recover such damages.

The liability of surety for any claim arising under this bond shall not exceed the actual damages
arising from the principal's violation of said code provisions and surety shall not be liable for the punitive
damages permitted under Section 46A-6C-9 of the West Virginia Code.

The aggregate liability of the surety on all claims whatsoever shall not exceed the penal sum of the
bond.

This bond shall be effective from the _____ day of _____, 20____, and continue for
two years after the date that the credit service organization ceases operations, unless new security is
provided in the form of a surety trust account as permitted by West Virginia Code 46A-6C-4.

IN WITNESS WHEREOF, the principal and surety have executed this instrument the _____ day
of _____, 20____.

{Raised Seal}

{Raised Seal}

Name of Business

Name of Business

Signature

Signature

Title

Title

Countersigned By

**Attach Power of Attorney with raised
seal, current as of execution date.**

WV Resident Agent

Acknowledgement by Principal if Individual or Partner

STATE OF _____, SS

County of _____, to-wit

I, _____, a Notary Public in and for the county and state
foresaid, do hereby certify that _____ whose name is signed to the
Name of individual or partner
foregoing writing has this day acknowledged the same before me in my said county. Given under
my hand this _____ day of _____, 20____.

(Notary Seal)

Signature of Notary Public

My commission expires on the _____ day of _____, 20____.

Acknowledgement by Principal if Corporation

STATE OF _____, SS

County of _____, to-wit

I, _____, a Notary Public in and for the county and state
foresaid, do hereby certify that _____, who as
Name of Corporate Officer
_____, signed the foregoing writing for _____,
Title/Office

A corporation, has this day, in my said county, before me, acknowledged the said writing to be the
act and deed of the said corporation.

Given under my hand this _____ day of _____, 20____.

(Notary Seal)

Signature of Notary Public

My commission expires on the _____ day of _____, 20____.

Acknowledgement by Surety

STATE OF _____, SS

County of _____, to-wit

I, _____, a Notary Public in and for the county and state
foresaid, do hereby certify that _____
Name of corporate officer with Power of Attorney (see instructions below)

who as _____, signed the foregoing writing for
Title/Office

_____, a corporation, has
Name of Corporation

this day, in my said county, before me, acknowledged the said writing.

Given under my hand this _____ day of _____, 20_____.

(Notary Seal)

Signature of Notary Public

My commission expires on the _____ day of _____, 20_____.

Approved as to Form and Sufficiency of Execution by the Attorney General

Dated this _____ day of _____, 20_____. By _____
Assistant Attorney General

POWER OF ATTORNEY INSTRUCTIONS FOR SURETY

Certificate of Power of Attorney for Surety must be attached to this form and it must show that it was in full force and effect on bearing date (execution) indicated on the face of the bond. The raised corporate seal must also be affixed to the Power of Attorney.

1. Name of attorney in fact must be listed. If attorney is a non-resident, West Virginia resident agent must countersign bond.
2. Power of Attorney may not exceed imposed limitations.
3. Certificate date, preferably the bearing date of bond, but not earlier than bearing date, must be entered.
4. Signature of authorizing official must be affixed to power of attorney. (Signature may be facsimile)
5. Raised seal must be affixed to power of attorney.

NOTICE:

THIS BOND MUST BE MAINTAINED UNTIL TWO YEARS AFTER THE DATE THAT THE CREDIT SERVICES ORGANIZATION CEASES OPERATIONS UNLESS NEW SECURITY IS PROVIDED IN THE FORM OF A SURETY TRUST ACCOUNT AS PERMITTED BY WEST VIRGINIA STATE CODE, 46A-6C-4.

Filing Submission Instructions - Business Division

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORMS.

Please follow the instructions included with the application. Failure to include any of the required information on the form may cause the filing to be rejected.

All forms may be downloaded from our web site www.wvsos.gov.

SUBMIT THE COMPLETED APPLICATION WITH THE [CUSTOMER ORDER REQUEST](#) FORM TO ONE OF THE OFFICES BELOW. CHOOSE EXPEDITED OR STANDARD PROCESSING SERVICE. IF NOT USING THE CUSTOMER ORDER REQUEST FORM AND YOU ARE REQUESTING EXPEDITED SERVICE, YOU MUST INCLUDE THE WORD "EXPEDITE" AND THE LEVEL OF EXPEDITED SERVICE BEING REQUESTED (24-HOUR, 2-HOUR OR 1-HOUR) IN YOUR CORRESPONDENCE. BE SURE TO INCLUDE THE CORRECT ADDITIONAL EXPEDITED FEE. THIS FEE IS IN ADDITION TO THE REGULAR FILING FEE (*SEE FEES BELOW*).

CHOOSE ONE OF THE FOLLOWING PROCESSING SERVICES:

① **EXPEDITED SERVICE (24-hour, 2-hour and 1-hour; *Requires standard filing fee plus additional expedite fee, see below)**

Expedite Service	*Fee	EXPEDITED SERVICE requests may be submitted by:
24-Hour	\$ 25.00	- E-mail to efilings@wvsos.com
2-Hour	\$250.00	- Fax
1-Hour	\$500.00	- Walk in delivery

② **STANDARD PROCESSING (5-10 business days)**

Standard filing fees apply. STANDARD PROCESSING requests may be submitted by:
- E-mail to CorpFilings@wvsos.com
- Fax
- Walk in delivery (drop off service only filed within 5-10 business days)

INCLUDE PAYMENT:

Be sure to enclose the correct filing fee with your filing. If paying by credit card, be sure to include the [e-Payment Authorization](#) form with your filing. **Your filing will be rejected if the payment is not included or if the e-Payment Authorization form is not included if paying by credit card.**

SUBMIT COMPLETED FILING TO ONE OF THE BUSINESS CENTERS BELOW:

BUSINESS SERVICE CENTERS
Standard and Expedited Filings

Charleston Office
One-Stop Business Center
13 Kanawha Blvd. West
Suite 201
Charleston, WV 25302
Phone: (304) 558-8000
Fax: (304) 558-8381
Hours: Mon. - Fri. 8:30a - 5:00p EST

Clarksburg Office
North Central WV Business Center
153 West Main Street
Suite G- Third Floor
Clarksburg, WV 26301
Phone: (304) 367-2775
Fax: (304) 627-2243
Hours: Mon. -Fri. 9:00a - 5:00p EST

Martinsburg Office
Eastern Panhandle Business Center
229 E. Martin Street
Martinsburg, WV 25401
Phone: (304) 356-2654
Fax: (304) 260-4360
Hours: Mon. - Fri. 9:00a - 5:00p EST

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Customer Order Request

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.

READ CAREFULLY BEFORE SUBMITTING - Expedite service is **NOT AVAILABLE** for the following filings:

- >> Tax Department filings including Sole Proprietorships, General Partnerships, and Associations
- >> Dissolution or Withdrawal of Corporation, Voluntary Association or Business Trust

Order Processing Requested*:

***** Expedite Processing Requires Additional Fees *****

Standard Processing**
(Avg. processing turnaround
5-10 business days)

24-HOUR Expedite***
(additional \$25.00 fee included)

2-HOUR Expedite
(additional \$250.00 fee included)

1-HOUR Expedite
(additional \$500.00 fee included)

Email to: CorpFilings@wvsos.com

Email to: eFilings@wvsos.com

ALL Requests for Copies of documents email to: Copies@wvsos.gov

*"Processing" indicates the filing will be completed and registered in the Secretary of State registration database.

**Standard Processing applications received by E-MAIL or FAX must include the e-Payment Authorization form with credit card information.

***NOTE: Orders filed in person through any Secretary of State office location requesting the filing be processed will be assessed a 24-HOUR Expedite fee of \$25.00 per order.

Name of Entity: _____

Return filing to:
(Return Address) _____

Contact Name: _____

Phone: _____

Return Delivery Options: Email or Fax options do not receive a copy via mail; must be ordered separately.

Email to: _____ Fax to: _____

Hold for Pick Up Mail to Return Address above FedEx: Acct # _____

Other (explain below): _____ UPS: Acct # _____

Order Description (include items being ordered and fee breakdown):

* PLEASE NOTE: Original paperwork is kept by this office. Include a copy of the original filing if you want a file stamped copy returned to you at no extra charge. **Certified copy requests are an additional \$15 per certified copy being requested.**

Total Amount: _____

Payment Method:

Check/Money Order

Credit Card (Must attach [e-Payment Authorization](#) request form including payment information.)

Cash (*Do Not mail cash*)

Pre-paid Acct #: _____ Attach signed pre-paid slip.

24-hour, 2-hour and 1-hour Expedite Service Guidelines

IMPORTANT: To ensure expedited service, please mark “EXPEDITE” in a conspicuous place at the top of the service request. Please indicate method of delivery.

24-HOUR EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your “**24-HOUR EXPEDITE**” request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

Time Constraints: Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-Hour and 2-Hour Time Constraints: Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.

