

SI.12.22.01

**Date:** January 3, 2023  
**Bulletin:** All Self-Insurance Certificate Participants  
**From:** Self-Insurance Certificate Manager  
**RE:** Self-Insurance Certificate period Feb 1, 2022 to Jan 31, 2023 – EXTENSION REQUEST

**SELF-INSURANCE CERTIFICATE – PERIOD 2-01-22 TO 1-31-23 – EXTENSION REQUEST:**

A link to request an extension to the current self-insurance certificate is available until January 10, 2023. If you have any questions regarding the online self-insurance certificate renewal application process for the period 2-1-2023 to 1-31-24, contact Ned Kodeck, Esq. at [nkodeck@mdot.maryland.gov](mailto:nkodeck@mdot.maryland.gov) or voice mail at 410-424-3030.

**SELF-INSURANCE CERTIFICATE APPLICATION NON-REFUNDABLE FEE:**

In order to comply with Chapter 650 of the Laws of Maryland 2011, it is the requirement of each self-insurer to submit \$750 non-refundable fee to complete their Self-Insurance Certificate program application. Payment may be made by Credit Card, electronic check or ACH.

The e-check processing during the online renewal application is different than the typical ACH. The issuer of the check confirms with their bank that their check information is being processed as an e-check. To complete the online self-insurance renewal application the information from the check and from the bottom of the check are entered for payment. A notification receipt may be printed during the process and then entity watches their banking information for processing. Payment may be made by Credit Card, electronic check or ACH.

The customer has a few options for receipts. Customer enters their email on the third-party vendor, Govolution website which will then send them a receipt and when customers are on the confirmation screen of the renewal e-Services, they have a print option.

The online transaction receipt confirms the submission. We encourage you to review your financial institution's statement to confirm the transaction approval.

**CHANGE OF CONTACT:**

Currently, to change the contact's name, please submit a change of address form, VR-154, to be accompanied by supporting documentation.

**SELF-INSURANCE CERTIFICATE BULLETINS:**

We encourage you to sign-up for self-insurance certificate program bulletins to be automatically sent to you. Go to [www.mva.maryland.gov](http://www.mva.maryland.gov). then choose the Businesses link, then the Information Bulletins icon.