

# **West Virginia Division of Labor**

## **Contractor Licensing**

**State Capitol Complex – Building 6, Room B-749 – Charleston, WV 25305**  
**(304) 558-7890** **(304) 558-5174**

### **Check Conversion Notice**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as an image transaction. For inquiries, please call 1-866-243-9010.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

***If you have any questions, please contact our office at (304) 558-7890.***