



DIVISIONS
ENERGY
GAS AND OIL
GEOLOGY AND
MINERAL RESOURCES
MINED LAND RECLAMATION
MINERAL MINING
MINES
ADMINISTRATION

COMMONWEALTH of VIRGINIA

Department of Mines, Minerals and Energy

Division Of Mineral Mining

900 Natural Resources Drive, Ste. 400

Charlottesville, Virginia 22903

(434) 951-6310 FAX (434) 951-6325

www.dmme.virginia.gov

COMMUNICATION MEMORANDUM - NO. 01 -16

TO: All Licensed Operators

FROM:

A handwritten signature in cursive script that reads "James P. Skorupa".

James P. Skorupa, Director

DATE: February 29, 2016

SUBJECT: Change of DMM Financial Processing System

Effective February 1, 2016, The Department of Mines, Minerals, and Energy's Division of Mineral Mining (DMM) has converted to a new method for processing all financial transactions which uses the Commonwealth of Virginia's Cardinal system. Under the Cardinal system, the Division of Mineral Mining cannot make a revenue refund to a mine operator resulting from the over payment of permit or license fees, duplicate payments, bond releases, or other returns of revenue without having a W-9 Form on file. In order to facilitate this process and not delay any refunds due, DMM is requesting each mine operator to complete and submit the attached W-9. Instructions for the form are included. Please return the completed form to The Division of Mineral Mining by March 31, 2016 using one of the following options:

1. E-mail a scanned copy (preferably as a PDF document) to Anne Grassler at Anne.Grassler@dmme.virginia.gov
2. Fax to the Division of Mineral Mining at (434) 951-6325
3. Mail the form to:
The Division of Mineral Mining
900 Natural Resources Drive Suite 400
Charlottesville, Virginia 22903

If you have any questions or need assistance, please contact our office at (434) 951-6311.