MEMORANDUM OF UNDERSTANDING

The Purpose of this Memorandum of Understanding (M.O.U.) between Vermont Department of Labor (VDOL) and _____ is to define the conditions and restrictions under which VDOL will provide to Recipient the experience rate and account information of Recipient clients.

A. Duties

Under this M.O.U., Recipient will provide to VDOL information relevant for each of Recipient clients for which Recipient is seeking experience rate and account information. Under this M.O.U., VDOL will provide to Recipient the experience rate and account information assigned to each of its clients.

B. Confidentiality

Recipient agrees to restrict access to the experience rate and account information to specifically authorized personnel and to use the experience rate and account information only to produce accurate and timely employment tax reports for each employer. Recipient agrees to instruct authorized personnel who have access to the experience rate and account information data regarding the confidentiality requirements for protecting the data.

C. Security

Recipient will assume responsibility for the experience rate and account information and will maintain computer system security measures that will restrict access to systems files, records, and databases to authorized persons. Recipient will permit VDOL to make onsite inspections at reasonable times and upon reasonable notice to ensure that the requirements of this M.O.U. are being met.

D. Termination

VDOL may terminate this M.O.U. by giving written notice to Recipient at least twenty (20) calendar days prior to the effective date of termination. In the event of an emergency, VDOL may terminate the M.O.U. at any time by providing written notice stating the grounds for such termination to Recipient. Such notice shall be effective upon receipt.

E. Amendments

No amendment to this M.O.U. shall be effective unless it is in writing and signed by authorized representatives of both parties.

F. Project Coordinators

Maria Beede will act as VDOL Coordinator for this M.O.U. _____ will act as Recipient Coordinator for this M.O.U.

By executing the M.O.U., Recipient certifies that it has on file Power of Attorney from its clients authorizing VDOL to release the requested information, and Recipient agrees to provide photocopies of such Power of Attorney to VDOL upon request.

_____ _____

Maria Beede
Employer Accounts Supervisor
Vermont Department of Labor

Date _____ Date _____