

Employee Leasing Company Licensure & Registration Application

Registration information:

Company Name _____ Fed ID: _____
Mailing Address: _____
Street Address: _____
City _____ State _____ Zip Code _____
Email Address: _____
Telephone #: _____ Fax #: _____

Address of Vermont office or Name and Address of Vermont Agent (If different from above.)

Email Address: _____
Telephone #: _____ Fax #: _____

Contact person for Unemployment Insurance Matters

Name: _____ Telephone #: _____

Please list all individuals who are authorized to enter into contracts on behalf of the employee leasing company. (Each individual indicated below is required to sign a "Authorizing Individual Affidavit", EL-5 form.)

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____

Account information:

Please answer the following questions:

1. Do you have your own employees in the State of Vermont?
 Yes (proceed to item 2) No (proceed to Certification and Requirements section)
2. Are you registered as an employer for Unemployment Compensation purposes in Vermont?
 Yes (proceed to item 3) No (proceed to item 4)
3. Indicate your Vermont Department of Labor employer number here: _____. Proceed to Certification and Requirements section.
4. If you have not already been assigned a Vermont Department of Labor employer number, you must complete and return an Employer Registration "Status Report", form C-1.

Certification and Requirements

- u The company certifies that we do not conduct a temporary help business through the same entity as the employee leasing business.
- u The company agrees to maintain separate records for each client company and file reports as required by law for each of our client companies as required under 1033(4)(B) of Title 21.
- u The company agrees to pay unemployment contributions and workers' compensation premiums based on the experience rating of each client company as required under 1033(4)(C) of Title 21.
- u The company acknowledges our joint and several liability with each client company to protect the health, safety or welfare of an individual leased to a client company.
- u The company will attach an audited financial statement and evidence that it has deposited securities or posted a bond in an amount not less than \$100,000.00 or 5 percent of liabilities, whichever is greater as required under 1033(7) of Title 21. The financial statement shall have been prepared within six months of the date of application by an independent certified public accountant licensed in this state pursuant to 21 V.S.A 1035 (a).
- u The company agrees that the commissioner may liquidate any securities or bond provided upon our default in paying wages, benefits, workers' compensation premiums or awards of unemployment compensation premiums.
- u The company agrees to adhere to "Unemployment Insurance Requirements" as indicated on enclosed form EL-5.

By signature below, I certify that the foregoing information is true and accurate.

Applicant or authorized agent

Date