

Staffing and PEO Insurance **Application**

14241 Dallas Parkway, Suite 850 | Dallas, Texas 75254

SUBMISSION REQUIREMENTS
Completed, signed and dated application Copy of PEO/ASO/VMS/MSP/VOP/EOR Staffing Agreements Copy of most recent version of Employee Handbook or Employee Manual 941s for last consecutive four (4) quarters for Staffing operations Most recent year-end 1096 Report, or 1099s, if independent contractors are used for staffing operations Audited financials for PEO Loss Runs—Currently valued from prior carrier five (5) years Resumes of principals and/or managers—new in business less than three (3) years WC Dec pages showing all class codes and payroll applicable used for General Liability rating ACORD application for owned auto ACORD application for property/inland marine/umbrella
REQUESTED EFFECTIVE DATE:
I. APPLICANT INFORMATION
Applicant Name:
ADDITIONAL SUBSIDIARIES: Please use a separate sheet to list additional subsidiaries to be included for coverage.
Physical Address of Insured's Primary Location:
Mailing Address:
Owner/Risk Manager Name:
Email Address: Phone No.: Fax No.:
Website:
Number of years in business: Federal Employer ID Number:
Applicant is: Sole Proprietor Partnership LLC Corporation Joint Venture Other:





1. General Information	Projected Next 12 Months	Prior Year Actual
a. Corporate Employee Payroll (In-house)	\$	\$
b. Number of Corporate Employees (In-house)		
c. Temporary (W-2) Employee Payroll	\$	\$
d. Number of Temporary (W-2) Employees		
e. Independent Contractor Payroll	\$	\$
f. Number of Independent Contractors		
g. Managed Services Provider payroll	\$	\$
h. PEO and ASO Worksite Payroll	\$	\$
i. Number of PEO Worksite Employees		
j. Number of ASO Worksite Employees		
k. Percentage of Direct Hire Revenue to Gross Revenue	%	%
I. Total Gross Revenues	\$	\$

2. Total square footage of all locations you occupy:	occupy:	
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3. Percentage distribution of your Temp Staffing (W-2) Temporary Employee/Independent Contract Placements (1099) payroll projected for your current full fiscal year (total must equal 100%):

Healthcare		White and Gray Collar		Specialty Placements	:S		
Doctors/ Dentists	%	Office/Clerical %		Aerospace	%		
Correctional Facilities/Detention Centers	%	Architects, Engineers %		Aviation	%		
Licensed Caregivers	%	Accountants, Lawyers	%	Nuclear	%		
Unlicensed Caregivers	%	Financial Services	%	Defense	%		
Biotechnology	%	Professional/Technical	%	Drivers	%		
Clinical Trials	%		·		%		
Life Sciences	%	Blue and Light Blue Collar		Oil & Gas–Onshore or Offshore Drilling	%		
Scientists	%	Light Industrial	%	Roofing	%		
		Heavy Industrial/Factory	%	Armed Security	%		
Information Technology		Skilled Construction/Trades	%	Unarmed Security/Crowd Management	%		
IT Professionals	%	Unskilled Construction/Labor	%	Daycare/Nanny Services	%		
Programmers	%	Hospitality/Food Service	%	Teachers/Teachers' Aides	%		
Cyber Security	%						





4. Please list your five largest Staffing clients:

Name	Payroll	Your client's industry	Services you provide	No. of employees you place
	\$			
	\$			
	\$			
	\$			
	\$			

II	. CO	DRPORATE OVERVIEW					
1.	Do	o your employees hold any Staffing or PEO industry certifications? Yes No If yes, please list:					
2.	Are there procedures in place for background checks/screening prospective employees that include:						
	a.	Personal interview by a member of your staff?	Yes No If no, please explain the current procedures on a separate sheet.				
	b.	Do the background checks include criminal acts? Child abuse? Yes No	Yes No Sexual related crimes? Yes No				
3.	Do	o your employment applications:					
	a.	Require that the applicant provide at least one ref	erence? Yes No				
	b.	Are applicant reference(s) checked and documen	tation maintained?				
	C.	c. Are signed and dated applications required of all prospective applicants? Yes No					
4.	a. b. c.	. Do you distribute and record receipt of manual to all employees?					
	d.	Does the Employee Manual include written proce Americans With Disability Act Employee Complaints Employment at Will Equal Opportunity	dures addressing any of the following? (Check all that are applicable.) Progressive Discipline Anti-Sexual Harassment Hiring and Firing of Employees Americans With Disability Act Family Medical Leave Act Workplace Violence				
	e.	Are employment issues relating to the following h	nandled by the Human Resource Department, Outside Counsel and/or Legal Department?				
		Terminations: Yes No	ther harassment/bullying:				
		Discrimination: Yes No	ayoffs: Yes No				
		Sexual harassment: Yes No	ransfers and/or promotions:				
		Workplace Violence: Yes No					







5.	a. Is documentation maintained on awareness training of staff regarding employee complaints of sexual harassment, harassment, abuse and workplace violence?							
6.	Th	ese questions apply to S						
	a.	a. Are written Staffing contracts always used to govern the services you provide? Yes No						
	b.	Are contracts provided	d to you by your customers rev	iewed by your legal counsel p	rior to execution? 🔲 Yes 🛘	No		
	C.	Do contracts make dir	ection and supervision of your	placed worker the responsibil	lity of your customer?	S No		
	d.	Is the hold harmless a	nd indemnification wording in	your favor or at least mutual?	Yes No			
	e.	Do you sign contracts	that assume liability for neglig	ence of another party?	es 🗌 No			
	f.	Are contract modificat	tions always agreed to in writin	ig? 🗌 Yes 🔲 No				
7.	Nu	mber of Staffing and/or	PEO worksite employees:					
State Number of Client Companies (W-2) Temporary Employee/Independent Contract Placements (1099) Full-Time Worksite Employees Employees						Part-Time Worksite Employees		
8.	a.	Total number of PEO o	client companies: Last year	Current year	Next year			
			ng client companies: Last year		•			
9.	Any temps or independent contractors operating the following? Cranes, Lifts, Booms?							
10.	lf y	Does the Applicant place temps as forklift operators?						
	C.	How does the Applica	nt verify training and certificati	on of forklift operators placed	?			
11.	Do	es the Applicant provid	e services or placements to cli	ents in the cannabis industry?	Yes No			
12.	ls t	he Applicant involved in	n franchise operations?	es 🗌 No				
13.	Do	es the Applicant make t	emporary placements to other	r owned businesses?	□ No			





14. Top 5 industries your PEO and/or ASO client companies are in:

Industry	Туре							
	☐ PEO ☐ ASO ☐ Both							
	☐ PEO ☐ ASO ☐ Both							
	☐ PEO ☐ ASO ☐ Both							
	☐ PEO ☐ ASO ☐ Both							
	☐ PEO ☐ ASO ☐ Both							
III. LIABILITY COVERAGES								
1. PROFESSIONAL LIABILITY/ERRORS & OM	IISSIONS COVERAGE Quote: Ves No							
Claims Made Coccurrence If Cla	ims Made selected, Current retroactive date:							
Limits of Liability: Each Claim/Aggregate	□ \$1,000,000/\$2,000,000 □ Other: \$ / \$							
Deductible Each Occurrence: \$								
Do you visit all sites before taking on a nev								
vendor(s) you use for background screenii	ng:							
2. GENERAL LIABILITY COVERAGE (Products/Completed Operations and Personal & Advertising Injury included) Quote: Ves No								
Coverage	Coverage Limits							
Each Occurrence/Aggregate Limit	S1,000,000/\$3,000,000							
Damage to Premises Rented To You	5500,000 Other: \$							
<u> </u>	55,000 Other: \$							
DEDUCTIBLES: Bodily Injury/Property Dara Separate Bodily Injury and Property Dama	mage combined: \$1,000 \$2,500 \$5,000 \$10,000 Other: \$ge Deductible available upon request.							
3. STOP GAP COVERAGE (General Liability re	equired) Quote: Yes No							
Coverage	Limits							
Bodily Injury by Accident—Each Accident/ Bodily Injury by Disease—Policy Limit/ Bodily Injury by Disease—Each Employee	Bodily Injury by Disease—Policy Limit/ Other: \$ / \$							
Total payroll in each monopolistic workers' compensation state: North Dakota: \$ Ohio: \$ Washington: \$ Wyoming: \$ Provide a location address for each monopolistic state with payroll:								







4.	EMPLOYEE BENEFITS LIABILITY (EBL) COVERAGE (General Liability required) Quote: Ves No
	Limits of Liability: Each Wrongful Act/Aggregate ☐ \$1,000,000/\$2,000,000 ☐ Other: \$/ \$/
	Deductible: S1,000 Other: \$
	Occurrence Basis (only available in New York): \$
5.	ABUSE OR MOLESTATION COVERAGE (General Liability required) Quote: Ves No
	Do you provide Child Day Care Services on your premise(s)?
	Do you place temp workers (W-2) and/or contract workers (1099) in situations involving the following: Health Care Child Care and/or Schools Senior Care Other Facilities where children are present
	Limits of Liability: Each Claim/Aggregate ☐ \$1,000,000/\$1,000,000 ☐ Other: \$ / \$
	Deductible Each Occurrence: \$
6.	EMPLOYMENT PRACTICES LIABILITY INSURANCE (EPLI) Quote: Ves No
	Limits of Liability: Each Claim/Aggregate ☐ \$1,000,000/\$2,000,000 ☐ Other: \$ / \$
	Deductible Each Occurrence: \$ Current retroactive date:
7.	EXCESS/UMBRELLA LIABILITY Quote: Yes No
	Limit of Liability Requested: \$
	Employer Liability (EL) Carrier: EL Limit:
۱۱	/. HIRED AND NON-OWNED AUTO (HNOA) LIABILITY
ΗN	IOA COVERAGE (General Liability required) Quote: Ves No If no, please continue to Section V.
Do	you place temp (W-2) or contract (1099) workers as drivers? Yes No
Do	you obtain an MVR on every worker that drives for your clients? Yes No
Do	you update MVRs every year for every driver?
Do	you provide driver training or evaluation? 🔲 Yes 🔲 No
Do	you require your placed drivers to be added to client's auto policy? 🔲 Yes 🔲 No
Do	es your client add you as an additional insured to their auto policy? 🔲 Yes 🔲 No
Do	you place any long-haul drivers? Yes No
Do	you place any hazardous materials drivers?
Hir	ed/Borrowed and Non-Owned Auto Liability 🔲 \$1,000,000 CSL If Owned Autos, please submit ACORD Commercial Auto application.







Does the Applicant provide group transportation of employees?	s No	
Does Applicant offer carpool incentives such as daily allowances or mile otherwise sponsor/direct or coordinate carpool and ridesharing services	-	
V. CRIME		
CRIME COVERAGE Quote: Yes No If no, please continue	to Section VI.	
Insuring Agreement	Limit of Insurance Per Occurrence	Deductible Per Occurrence
1. Employee Theft	\$150,000 Other: \$	\$1,000 Other: \$
2. Employee Theft of Client's Property	\$150,000 Other: \$	\$1,000 Other: \$
3. Employee Theft of Trade Secrets	\$150,000 Other: \$	\$1,000 Other: \$
4. Employee Theft of Client's Trade Secrets	\$150,000 Other: \$	\$1,000 Other: \$
 5. Fraudulent Impersonation of Employees Included? a. Verification required for all transfers — OR b. Verification required for all transfers in excess of: 	Yes Yes \$	□ No
 6. Fraudulent Impersonation of Customers and Vendors Included? a. Verification required for all transfers — OR b. Verification required for all transfers in excess of: 	Yes Yes \$	□ No
7. Forgery or Alteration	\$100,000 Other: \$	\$1,000 Dther: \$
8. Inside the Premises — Theft of Money and Securities	\$100,000 Other: \$	\$1,000 Other: \$
9. Inside the Premises — Robbery or Safe Burglary of Other Property	\$100,000 Other: \$	\$1,000 Other: \$
10. Outside the Premises	\$100,000 Other: \$	\$1,000 Other: \$
11. Computer and Funds Transfer Fraud	\$100,000 Other: \$	\$1,000 Other: \$
12. Money Orders and Counterfeit Money	\$100,000 Other: \$	\$1,000 Other: \$
Please answer all of the following questions. 13. How often are audits conducted?		
14. Who conducts the audite?		





15.	Are bank accounts reconciled by someone not authorized to deposit or withdraw?	
16.	Does supporting record accompany all checks to be signed?	
17.	Are payroll checks issued in accordance with time sheets?	
18.	Is record voided upon check issuance?	arate sheet.
	a. Do you have a written, enforced vendors process that requires verification of ownership and segregation of duties	? Yes No
	b. Are checks stamped "For Deposit Only" as received?	
	c. Are outbound checks required to be countersigned?	
19.	List the name of each employee health and welfare plan that is to be included as an insured:	
20.	Is prior employer history checked?	
21.	Are credit checks secured for employees with access to financial transactions? $\ \square$ Yes $\ \square$ No	
22.	Are Social Security numbers verified?	
23.	Is criminal history checked?	

VI. POLICY INFORMATION

Entire table must be completed. If none, please write "none."

Coverage	Insurance Carrier	Limits of Insurance	Deductible	Expiration Date	Retro Date	Annual Premium
Professional Liability/E&O		\$	\$			\$
General Liability		\$	\$			\$
Stop Gap		\$	\$			\$
Abuse Coverage		\$	\$			\$
EPLI		\$	\$			\$
Auto		\$	\$			\$
Crime		\$	\$			\$
Excess/Umbrella		\$	\$			\$
Property/ Inland Marine		\$	\$			\$





VII. LOSS HISTORY			
All questions in this section must be answered.			
1.	Has insurance ever been declined or cancelled?		
	☐ Professional Liability E&O: ☐ Yes ☐ No	Abusive Acts: Yes No	
	General Liability: Yes No	☐ EPLI: ☐ Yes ☐ No	
	Stop Gap: Yes No	☐ Hired/Non-owned Auto: ☐ Yes ☐ No	
	☐ EBL: ☐ Yes ☐ No	☐ Crime: ☐ Yes ☐ No	
	If yes, please provide an explanation on a separate sheet of paper.		
2.	. Do any of the directors, officers, employees or partners of the Applicant have knowledge or information of any occurrence or circumstance which can reasonably be expected to give rise to a claim? Yes No If yes, please provide an explanation on a separate sheet of paper.		
3 .	Has the Applicant or any director, officer, employee, or partner of the Applicant ever been the subject of disciplinary action as a result of professional activities? Yes No If yes, please provide an explanation on a separate sheet of paper.		
4.	During the past 5 years has any claim been made against the Applicant or any director, officer, employee or partner of the Applicant for:		
	Professional Liability Errors & Omissions:	Abusive Acts: Yes No	
	General Liability:	EPLI: Yes No	
	Stop Gap: Yes No	Hired and Non-Owned Auto: Yes No	
	Employee Benefits Liability: Yes No	Crime: Yes No	

STATEMENT FROM APPLICANT

I hereby represent and confirm that the above information, to the best of my knowledge, is true and correct and further certify that I have read all of the questions and answers on this application.

NOTICE TO APPLICANT — PLEASE READ CAREFULLY

If the applicant has concealed or misrepresented any material fact, circumstance or fraud concerning this insurance resulting in deception to us which existed at the time of damage and contributed to such damage, this policy will be rendered void as long as the deception was material; was made knowingly with the intent to deceive; was related and acted upon by the Insurer; and deceived the Insurer to the Insurer's injury.

Receipt and review of this application does not bind the Insurer to provide this insurance.

It is agreed by the applicant and the Insurer that the particulars and statements made in this application, together with all attachments to this application and any other materials submitted to the Insurer shall be the representations of the applicant and the prospective insureds. It is further agreed by the applicant and the prospective insureds that this policy, if issued, is issued in reliance upon the truth of such representations. After inquiry of all prospective insured that this policy, the undersigned Applicant represents that the statements set forth in this application and its attachments and other materials submitted to us are true and correct.





Signing of this application does not bind the applicant or the Insurer.

The undersigned further declares that any event taking place between the date this application was signed and the effective date of the insurance applied for which may render inaccurate, untrue, or incomplete any information in this application, will immediately be reported in writing to us and we may withdraw or modify any outstanding quotations and/or authorization or agreement to bind the insurance.

FAIR CREDIT REPORTING ACT NOTICE

Personal information about you, including information from a credit or other investigative report, may be collected from persons other than you in connection with this application for insurance and subsequent amendments and renewals. Such information as well as other personal and privileged information collected by us or our agents may in certain circumstances be disclosed to third parties without your authorization. Credit scoring information may be used to help determine either your eligibility for insurance or the premium you will be charged. We may use a third party in connection with the development of your score. You have the right to review your personal information in our files and can request correction of any inaccuracies. You may also have the right to request in writing that we consider extraordinary life circumstances in connection with the development of your credit score. These rights may be limited in some states. Please contact your agent or broker to learn how these rights may apply in your state or for instructions on how to submit a request to us for a more detailed description of your rights and our practices regarding personal information.

FRAUD NOTICE FOR ALL APPLICANTS

Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties. (Not applicable in AL, AR, CO, DC, FL, KS, KY, LA, MD, ME, NJ, NM, NY, OH, OK, OR, PA, RI, TN, VA, WA, and WV.)

FRAUD NOTICES FOR APPLICANTS OF SPECIFIC STATES

Notice to Alabama, Arkansas, District of Columbia, Louisiana, New Mexico, Rhode Island and West Virginia Applicants: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Colorado Applicants: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Notice to Florida Applicants: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Notice to Kansas Applicants: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Notice to Kentucky, Ohio and Pennsylvania Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.



Staffing and PEO Insurance Application



Notice to Maine Applicants: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, and denial of insurance benefits.

Notice to Maryland Applicants: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Nebraska Applicants: No misrepresentations or warranty made by the insured or on his behalf in the negotiation or application of this policy or contract of insurance shall defeat or void the policy or contract or negotiation or application of this policy or contract unless such misrepresentation or warranty was material, was made knowingly with the intent to deceive, was relied and acted upon by the company and deceived the company to its injury. The breach of warranty or condition in any contract or policy of insurance shall not void the policy or allow the company to avoid liability unless such breach exists at the time of the loss and contributes to the loss.

Notice to New Jersey Applicants: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Notice to New York Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties not to exceed five thousand dollars and the stated value of the claim for each such violation.

Notice to Oklahoma Applicants: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony.

Notice to Oregon Applicants: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Notice to Tennessee, Virginia and Washington Applicants: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

Signature	Date
Print name:	Title:
Agent Signature	Date
Print agent name:	Agent License Number:

