



DecisionHR

WHAT WE NEED FROM YOU

Date: _____ Referral Source: _____

Company Name: _____

DBA: _____

Contact: _____ Phone #: _____

Alt. Phone: _____ Fax #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ @ _____

Federal Tax I.D. Number: _____

In order for DecisionHR to provide you with an accurate cost analysis, we will need the following:

Are you currently processing with a P.E.O?

Yes:

1. Last 2 P.E.O. invoices including the payroll register reports
2. Last 3-5 years of Workers' Compensation Loss Runs reports

No:

1. Last 2 payroll register reports
2. Quarterly State Unemployment Tax Report (UTC-6)
3. Copy of the first 3 pages of Workers' Compensation Insurance
4. Last 3-5 years of Workers' Compensation Loss Runs reports

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