



John D. Doak
 Oklahoma Insurance Department
 Financial Division
 Five Corporate Plaza Ste. 100
 3525 N. W. 56th Street
 Oklahoma City, OK 73112

PROFESSIONAL EMPLOYER ORGANIZATION - FULL

Title 40 O.S. § 600.4

Initial ___ Renewal ___

Part 1 of 3

Print or type all information except that which requires a signature. If a corporation, the application must be signed by the chief executive officer of the corporation. If a partnership, proprietorship or limited liability company, the application must be signed by a partner, owner or manager authorized to bind the entity. Initial registration fee of \$500 and annual renewal fee of \$250 is due upon filing of initial application or renewal application. 40 O.S. § 600.5(B). *Make check payable to the Oklahoma Insurance Department.* An application for a group registration should use the PEO Group Application and an exempt registration should use the PEO Exempt Application.

1. Name of Professional Employer Organization: _____

Additional Names (if any) under which the PEO conducts business:

2. Type of Business Organization (Check One): ___ Individual ___ Corporation
 ___ Sole Proprietorship ___ Partnership ___ Limited Liability Co. ___ Other

3. PEO's Taxpayer or Employer Identification Number: Federal _____
 Oklahoma _____

4. Address of Principal Place of Business: Telephone: _____
 Street: _____ Fax: _____
 Suite or room: _____ E-mail: _____
 City: _____ State of Domicile _____
 State: _____ ZIP: _____ - _____

If the Principal Place of Business is not in the State of Oklahoma, indicate the designated principal office or contact in the State of Oklahoma

Name (if individual): _____ Telephone: _____
 Street: _____ Room: _____ Fax: _____
 City: _____ ZIP: _____ - _____

5. Provide the following information:

A. Please list all persons or entities that, individually or acting in concert with one or more other persons or entities, owns or controls, directly or indirectly, twenty-five percent or more of the equity interests of the PEO at the time of this application (use additional paper if necessary) (Attach a biographical affidavit for each person unless already on file with the Oklahoma Insurance Department):

	Person or entity	% ownership	Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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List all persons (not listed above) that have owned a twenty-five percent (25%) or greater interest in the PEO or its predecessors in the five (5) years preceding the date of this application:

	Person or entity	% ownership	Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

B. List all officers and directors of the PEO (Attach a biographical affidavit for each officer and director unless already on file with the Oklahoma Insurance Department. If so, please note).

	Person	% ownership	Title
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

6. *The applicant PEO shall notify the Department as to any material change in any information provided on this application within thirty days of awareness of such change by the applicant.*

Declaration	
<p>I, the undersigned, swear that I am an authorized officer, partner or proprietor of the above named PEO and am authorized to file this registration statement to operate as a PEO in the State of Oklahoma on its behalf. I further swear that the PEO has reviewed and will comply with all valid and legal requirements of the Oklahoma Professional Employer Organization Recognition and Registration Act and regulations of the Department of Insurance. I further swear that the information in this application (consisting of Parts One, Two and Three) is complete and accurate to the best of my knowledge and belief.</p>	
<p>Date: _____</p>	<p>_____ Signature of Chief Executive Officer, Partner, or Proprietor</p> <p>_____ Printed Name of above signatory</p>
<p>Subscribed and sworn to before me this ____ day of _____, 201__</p>	
<p>(Seal)</p>	<p>_____ NOTARY PUBLIC My Commission Expires: _____</p>



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Part 2 of 3
Initial _____ Renewal _____

1. Name of Professional Employer Organization: _____

2. List the address of each office or place of business that the PEO maintains in the State of Oklahoma (use additional paper if necessary) 40 O.S. § 600.4(B)(2):

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

3. List by jurisdiction (City, State, Street Address) each name under which the PEO has operated in the preceding five years, including any alternative names, names of predecessors and, if known, successor business entities (use additional paper if necessary) 40 O.S. § 600.4(B)(4):

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____



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PROFESSIONAL EMPLOYER ORGANIZATION - FULL

Part 3 of 3

Initial _____ Renewal _____

1. Name of Professional Employer Organization: _____

2. Attach to this Part either (check applicable submission)

A. _____ A financial statement of the PEO:

- Setting forth the financial condition of the PEO, as of a date not earlier than one hundred eighty (180) days prior to the date the initial or annual renewal application is submitted to the Commissioner;
- Prepared in accordance with generally accepted accounting principles, and audited or reviewed by an independent certified public accountant licensed to practice in the jurisdiction in which such accountant is located;
- Showing a minimum net worth of the applicant PEO of \$50,000; and
- Accompanied by a letter from the independent certified public accountant that the PEO has satisfied the requirements of the Oklahoma Professional Employer Organization Recognition and Registration Act, 40 O.S. § 600.1, et seq.

Indicate: Name of CPA: _____

Date of attached statement: _____

OR

B. _____ A financial statement of the PEO:

- Setting forth the financial condition of the PEO, as of a date not earlier than one hundred eighty (180) days prior to the date the initial or annual renewal application is submitted to the Commissioner;
- Prepared in accordance with generally accepted accounting principles, and audited or reviewed by an independent certified public accountant licensed to practice in the jurisdiction in which such accountant is located;
- Accompanied by documentary proof acceptable to the Insurance Commissioner that
 - o a bond with a minimum market value of \$50,000.00 names the Oklahoma Insurance Commissioner as beneficiary, or
 - o a security deposit of \$50,000 in the name of the Insurance Commissioner and the applicant is being held by the Oklahoma Insurance Department;and
- Accompanied by a letter from an independent certified public accountant that the PEO has satisfied the requirements of the Oklahoma Professional Employer Organization Recognition and Registration Act, 40 O.S. § 600.1, et seq.

Indicate: Name of CPA: _____

Date of attached statement: _____

3. Attach to this application or renewal, the most recent CPA quarterly statement of timely payment of applicable federal and state payroll taxes by the PEO. 40 O.S. § 600.6(B).

Indicate: Name of CPA: _____

Date of Attached Statement: _____

All records shall be kept confidential