

## Employee Leasing Checklist

Send complete packet to:

Attention: Debbie Field  
Department of Labor  
95 Pleasant Street  
Concord, NH 03301

**When filing the Employee Leasing Application, please include the following:**

- Completed and signed application form
- A description of the business conducted
- Criminal Record Release Authorization Forms for each individual in paragraph 2 of the application
  - The forms and fees must be included with the leasing application when submitted
  - You can download the form from the Department of Safety website at: <https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/index.html>
  - Person to receive the records: “Debbie Field”
  - Make checks payable to: “State of NH – Criminal Records”
- A document signed by the parent company agreeing and guaranteeing the direct payment of benefits if the applicant fails or defaults in its obligation to do so. (Subsidiaries only)
- A copy of the applicant’s workers’ compensation policy covering all leased employees of the applicant
- A list of clients with their name, business address, FEIN, number of employees in NH and name of workers’ compensation carrier
- Evidence satisfactory to the commissioner that any health insurance benefits covering leased employees are provided pursuant to provisions of RSA 277-B:11, II (Example: Letter stating where health insurance is provide and who the carrier is)
- An audited financial statement prepared by an independent Certified Public Accountant in accordance with generally accepted account principles within twelve (12) months prior to the date of application which statement shall show a minimum working capital of \$100,000 per RSA 277-B:6, I
- Quarterly Tax Certification from a Certified Public Accountant per RSA 277-B:6,III (Renewals only)
- A copy of the employee manual provided to the leased employee outlining the terms and conditions of employment with the leasing company per RSA 277-B:9, I(i)
- Confirmation from home state, if other than NH, that the leasing company is in good standing
- A copy of the applicant’s license issued by its State of domicile or a letter stating the state does not issue license, if the applicant is not a NH resident or domiciliary
- A letter signed by the principle on the application certifying that the applicant does not conduct a temporary help service through the same entity as the applicant’s employee leasing company
- Letter of Good Standing from the NH Department of Employment Security
- Letter of Good Standing from the NH Department of Revenue regarding Business Profit Tax
- A Surety bond in the sum of \$100,000
- Any open or unpaid Civil Penalties or violations with Coverage Unit or Inspections

**Fees:**

Payments shall be made payable to: "Treasurer, State of New Hampshire"

- Fee applicable to initial and renewal applications
- Fees are non-refundable
- \$100 Filing Fee**
- License Fee**
  - One year License Fee
    - ↪ If domiciled in New Hampshire: \$500
    - ↪ If not domiciled in New Hampshire: \$500 or the amount required by the domiciliary state, whichever is greater
  - Two year Licenses Fee
    - ↪ Only available for renewal applications after five years or more of being licensed in NH
    - ↪ If domiciled in New Hampshire: \$1,000
    - ↪ If not domiciled in New Hampshire: \$1,000 or the amount required by the domiciliary state, whichever is greater

<b>For Department of Labor Use</b>	
Date Received Application	_____
Date Reviewed Application	_____
Date Approved	_____
License Number	_____