

PEO DOMICILE AND CONTACT INFORMATION

Name of PEO:	
Address of PEO:	
Name of PEO Contact:	Title of PEO Contact:
Contact Phone:	Contact Fax:
Contact E-mail:	

Employee Leasing Company (PEO) Insurance Certification / Instruction Sheet

Line of Insurance: Complete a certification form for each line of insurance. Identify whether the policy is medical, dental, vision or life insurance. If it is a voluntary product, such as cancer protection, short-term disability, long-term disability, etc., it is not necessary to complete a certification form.

Policy #: The Employer Group Policy number.

Form #: The form number of the policy. This number is typically found on the lower left hand corner of the policy and will be compared to the Nevada Division of Insurance's database to ensure the Division has approved the form. An application cannot be approved without a valid form number.

Licensed Nevada Insurance Company: The insurance company providing the policy must have a Nevada Certificate of Authority to sell insurance products to Nevada residents.

Insurer's NAIC ID#: The insurer's National Association of Insurance Commissioner's identification number.

FEIN: The Federal employer's identification number.

NV ID#: The identification number provided on the insurer's Nevada Certificate of Authority.

Contact information for the "Licensed Sales Person/Producer" that marketed the above referenced policy to the Employee Leasing Company (PEO): This section must be completed by the person that actually marketed the insurance product to the PEO. This person is responsible for the completion of the application and will be contacted by the Nevada Division of Insurance to answer questions concerning the accuracy of the information provided.

Insurance Company Certification: An authorized representative of the insurance company and the leasing company must confirm that the insurance product is fully-insured. Fully-insured is a plan where the employer contracts with another licensed organization to assume financial responsibility for the enrollees' claims and for all incurred administrative costs. The plan cannot include stop-loss coverage or any other out-of-pocket expenses to the employer.

Employee Leasing Company's Certification: The sole proprietor, partner or corporate officer of the employee leasing company must certify that the Company shall not offer its employees any self-funded insurance program or be a member of an association of self-insured public or private employers.