



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL
REGULATION

Offices Located at:
Gardiner Annex
76 Northern Avenue
Gardiner, Maine 04345

BUREAU OF INSURANCE
34 State House Station
Augusta, Maine 04333-0034

Telephone (207) 624-8475
Fax (207) 624-8599
TTY 1-888-577-6690

EMPLOYEE LEASING REGISTRATION
INSTRUCTIONS & INFORMATION

Employee Leasing Companies (also known as PEO's) are required to register with the Bureau of Insurance to do business in Maine pursuant to Title 32 M.R.S.A. Chapter 125 §14052. Please refer to this statute to determine if you qualify as an Employee Leasing Company and to view requirements. The statute is available on the internet at: <http://www.maine.gov/legis/>

Initial applications and renewals will **not** be approved if the company fails to provide a current Certificate of Liability for Workers' Compensation, a completed application, and the appropriate fee. The application is available online at:
http://www.maine.gov/pfr/insurance/producer/licforms.htm#Employee_Leasing

Fees: The initial fee is \$500, and the renewal fee is \$100. Renewal notices will be sent automatically on or around October 1 each year.

Payment: Make check payable to: **Treasurer, State of Maine.**

Note: It is important that you **read and answer all** questions. Check with your insurance producer (agent) and agency to verify that they are licensed in Maine to do insurance business. Requests for registration will be denied if the producer and agency are not licensed in Maine. It is helpful if they will provide you with their license number. In addition, you can verify the name and license numbers of the insurance companies, agencies and producers by conducting a licensee search on our website at www.maine.gov/pfr/insurance

Business Address: It is the obligation of the registrant to notify the superintendent of changes in business address within 30 days (**in writing**). Please notify the Bureau of an address change by completing our **Company Address** change form available at:
<http://www.maine.gov/pfr/insurance/forms/index.htm>
Go to Company Reporting Requirements, Address Change Form.

A Certificate of Liability for Workers' Compensation is to be forwarded to the Bureau, please reference the Maine Registration Number, whenever there is **any** change.

Contact Jane G. Lee, Financial Analysis Division, at 207-624-8492, by fax at 207-624-8599, or by email at jane.g.lee@maine.gov should you have any questions or requests for material.

SELF-INSURED PLANS

Please refer to 24-A MRSA Chapter 81, which regulates Multiple Employer Welfare Arrangements. Applications for approval should be sent to the attention of Kendra Godbout, Director. Questions on application format and financial requirements may be directed to the Alternative Risk Unit at 207-624-8475.



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**EMPLOYEE LEASING COMPANY
REGISTRATION INFORMATION**

The information below must be included with the registration application for Employee Leasing Companies in the State of Maine pursuant to Title 32, M.R.S.A. Chapter 125.

Please complete and submit this checklist with the application.

- Employee Leasing Company Registration Application Form
- Payment of \$500(new) / \$100(renewal) registration fee
(check payable to: Treasurer, State of Maine)
- List of all workers' compensation insurance policies issued to the registrant.
- Name, address, and Maine license # of the workers' compensation insurer.
- Copy of the current workers' compensation certificate of liability
- Name, address, and Maine license # of the producer handling the sale of w/c coverage.
- Name, address, and Maine license # of the agency handling the sale of w/c coverage.

If applicable:

- Name, address, and Maine license # of the health insurer.
- Name, address, and Maine license # of the producer handling the sale of health coverage.
- Name, address, and Maine license # of the agency handling the sale of health coverage.