



**PROFESSIONAL EMPLOYER ORGANIZATION
LICENSE RENEWAL APPLICATION**
SECRETARY OF STATE
SFN 58947 (07-2009)

FOR OFFICE USE ONLY

ID/License Number	
WO Number	
Renewed	By
Expiration Date	

RENEWAL FEE: \$500.00

REQUIREMENTS:

LICENSE PERIOD: 1 YEAR

- Surety Bond in the minimum amount of \$100,000 (see instructions)
- Copy of quarterly contribution and wage report filed with Job Service North Dakota

SEE REVERSE SIDE FOR MAILING INSTRUCTIONS

For reference, see North Dakota Century Code Chapter 43-55

TYPE OR PRINT LEGIBLY

"The undersigned natural person provides the following information on behalf of the applicant for renewal of a professional employer organization license."

1. Name of Professional Employer Organization		2. Federal ID Number	
3. Any other business names under which the professional employer organization conducts business, or intends to conduct business in North Dakota			
4. Business type and jurisdiction of origin (check one)			
<input type="checkbox"/> Sole Proprietorship		<input type="checkbox"/> Partnership organized in the state of _____ (check partnership type)	
<input type="checkbox"/> Corporation incorporated in the state of _____		<input type="checkbox"/> General Partnership	
<input type="checkbox"/> Limited Liability Company organized in the state of _____		<input type="checkbox"/> Limited Liability Partnership	
<input type="checkbox"/> Other - Define, _____ state of _____		<input type="checkbox"/> Limited Liability Limited Partnership	
5. Date on which professional employer was created in jurisdiction of origin (month, day and year)		6. Fiscal Year End	
7. Complete address of principal office of the professional employer organization (Street/RR, PO Box if applicable, city, state, zip+4)		8. Telephone Number	
9. Complete address(es) of each office the professional employer organization maintains in North Dakota (Street/RR, PO Box if applicable, city, state, zip+4)			
10. List the jurisdictions where the professional employer organization has operated in the preceding 5 years, including the business name used and any alternative names, previous names of predecessors, and, if known, successor business entities.			
YEAR	JURISDICTION	BUSINESS NAME	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

continued

PROFESSIONAL EMPLOYER ORGANIZATION LICENSE RENEWAL APPLICATION - CONTINUED

11. Names of individuals who manage the professional employer organization or otherwise have the authority to act as a senior executive officer of the professional employer organization

TITLE	NAME	<u>COMPLETE MAILING ADDRESS</u>
PRESIDENT		
VICE PRES.		
SECRETARY		
TREASURER		

12. Names and complete addresses of persons owning or controlling 25% or more of the equity interests of the professional employer organization

NAME	<u>COMPLETE MAILING ADDRESS</u>

13. "The undersigned, a person authorized by the applicant to sign this application, knows the contents thereof and believes the statements to be true.

Signature _____	/ Date _____
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14. Name of person to contact if questions about this document	E-mail Address	Daytime Telephone Number
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MAILING INSTRUCTIONS: Send documents and filing fees to:

Secretary of State
 State of North Dakota
 600 E Boulevard Ave Dept 108
 Bismarck ND 58505-0500

Telephone: 701-328-4284 Toll Free: 800-352-0867 (8-4284) Fax: 701-328-2992 Home Page: www.nd.gov/sos

PROFESSIONAL EMPLOYER ORGANIZATION (PEO) LICENSE RENEWAL APPLICATION INSTRUCTIONS

A PEO license must be renewed before the expiration date. The application for renewal may be submitted to the Secretary of State within 60 days prior to the expiration.

A PEO must continuously have its business entity properly registered with the Secretary of State to renew a license. A corporation, a limited liability company, a limited partnership, a limited liability partnership, or limited liability limited partnership organized under laws other than those of North Dakota must continuously maintain a Certificate of Authority from the Secretary of State to transact business in North Dakota. A sole proprietor using a trade name must maintain a Trade Name Registration with the Secretary of State. A general partnership using a fictitious name must maintain a Partnership Fictitious Name Certificate with the Secretary of State. For forms, contact the Secretary of State's Office.

RENEWAL FEE: \$500

ATTACHMENTS:

Surety Bond: A professional employer organization must submit a bond payable to the State of North Dakota with a minimum value of the greater amount of \$100,000 or five percent of the total wages reported on the employer's quarterly contribution and wage report to Job Service North Dakota for the quarter ending immediately before the date submitted to the Secretary of State. A professional employer organization that has not filed an employer's quarterly contribution and wage report with Job Service North Dakota shall submit a bond in the amount of \$100,000.

The bond must be held by the Secretary of State and secure payment by the professional employer organization of any tax, wage, benefit, or other entitlement due to or respect to a covered employee if the professional employer organization does not make the payment when due.

Notice of cancellation or nonrenewal of the surety bond must be provided to the Secretary of State at least 45 days before cancellation or nonrenewal.

Quarterly Contribution & Wage Report: A copy of the quarterly contribution and wage report filed with Job Service North Dakota must accompany the application or an attached statement that a contribution and wage report has not yet been filed with Job Service North Dakota.

1. Provide the applicant's correct organization name as organized in the state or country of organization. Punctuation and abbreviations must be consistent with those in the name as the organization registered with the Secretary of State.
2. Provide the applicant's Federal ID number.

Privacy: In compliance with the North Dakota laws governing business entities, Federal ID numbers are not disclosed to the public. They are used by the Secretary of State to maintain accurate records.

3. Provide any other business names under which the professional employer organization conducts business or intends to conduct business in North Dakota. All assumed names must be properly registered with the Secretary of State before the application may be approved.
4. Select the organizational structure which best defines the applicant. If the applicant is a sole proprietor using a trade name, a Trade Name Registration must be filed with the Secretary of State. If the applicant is a corporation or limited liability company, include the state of origin. **A domestic corporation or limited liability company must have articles on file and be in existence with the Secretary of State before a license will be granted. A foreign corporation, a foreign limited liability company, a foreign limited partnership, a foreign limited liability partnership, or a foreign limited liability limited partnership must secure a certificate of authority before transacting business or obtaining any license or permit in North Dakota. A general partnership using a fictitious name must file a Partnership Fictitious Name Certificate with the Secretary of State.** If the applicant is an organizational structure defined as "other" and not mentioned above, the acceptance of an application will be assessed on a case-by-case basis. Clearly define any business structure classified as "other".
5. Provide the EXACT date (month, day AND year) when the applicant organization was created in the jurisdiction of origin.
6. Provide the date of the applicant's fiscal year end.
7. A complete address of the applicant's principal executive office, wherever located, is required.
8. Provide the telephone number at the applicant's principal executive office.
9. Provide the complete addresses of each office the employer organization maintains in North Dakota.

