

# Guidance Document

*Pursuant to Neb. Rev. Stat. §84-901.03*

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

**NEBRASKA DEPARTMENT OF LABOR  
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**REGISTRATION FORM UNDER PROFESSIONAL EMPLOYER ORGANIZATION  
REGISTRATION ACT, *NEB. REV. STAT. 48-2704 (REISSUE 2010)*.**

**Non-Limited Initial Registration or Registration Renewal.** Please follow and fill out, as applicable, the information contained in Sections I through VIII.

**Limited Registration or Registration Renewal.** Please follow and fill out, as applicable, the information contained in Sections I, II, III, IV, VI and VIII.

**I: IDENTIFICATION**

Name of Professional Employer Organization ("PEO"), including any trade names.

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Address and phone number of principal place of business of PEO and of each office in Nebraska.

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PEO's Taxpayer or Employer Identification Number.

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**II: HISTORY**

List of Jurisdictions in which the PEO has operated in the five years preceding the date of application, if any.

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Names under which the PEO has operated in the five years preceding the date of application, including any alternative names and trade names, if any.

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If the PEO has acquired, purchased, transferred or sold any interest or has otherwise been preceded or succeeded by another business entity within the five years preceding the date of application, provide the names of predecessor and/or successor business entities, if known.

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**III: CONTROLLING INTEREST HOLDERS AND OFFICERS**

List names, and provide business experience of any person that owns or controls 25% or more of the equity interest of the PEO.

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List names, and provide business experience of any person any person serving as president, chief executive officer, or senior executive officer of the PEO.

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#### IV: FEES

Fees must be paid at time of registration. Each Professional Organization, or Professional Organization Group, that is registering under the Act shall pay the fees as indicated below. Please indicate which form of registration you are submitting:

- Initial **Registration**: Two Thousand Five Hundred dollars (\$2,500.00).
- Renewal of Registration**: One Thousand Five Hundred Dollars (\$1,500.00).
- Initial **Limited Registration**: One Thousand Dollars (\$1,000.00).
- Annual Renewal of Limited Registration**: One Thousand Dollars (\$1,000.00).

#### V: FINANCIAL STATEMENT

**For PEOs or PEO groups with at least 12 (twelve) months of operating history:** a financial statement, prepared in accordance with generally accepted accounting principles, audited by an independent certified public accountant licensed to practice in the jurisdiction in which the accountant is located, that has been issued less than thirteen (13) months from the date of the application.

**For PEOs or PEO groups with less than 12 (twelve) months of operating history:** financial statements for the period of operation, prepared in accordance with generally accepted accounting principles by an independent certified public accountant licensed to practice in the jurisdiction in which the accountant is located, that has been issued less than thirteen (13) months from the date of the application.

#### VI: LIMITED REGISTRATION.

If you are applying for limited registration under the Act, please answer the questions below. Please provide documentation in support of each statement that is checked.

The Professional Employer Organization or Group registering for limited registration under the Act herein:

- Is domiciled outside this state and is licensed or registered as a professional employer organization in another state.
- Does not maintain an office in this state or directly solicit clients located or domiciled within this state.

- Does not have more than fifty covered employees employed or domiciled in this state on any given day.

**VII: INTERIM OPERATING PERMIT.**

If you are applying for an interim operating permit under the Act, please answer the questions below. Please provide documentation in support of each statement that is checked.

The Professional Employer Organization or Group registering for an interim operating permit under the Act is currently registered or licensed in the following state(s):

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\_\_\_\_\_

Is it in the best interests of the employees that will be covered by professional employer organizations agreement(s) between the professional employer organization or group and the client(s), as defined by the Act, that the professional employer organization or group be issued an interim operating permit, for the following reasons:

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**VIII: ATTESTATION**

I hereby attest that, to the best of my knowledge, the information provided in this application is true and correct.

\_\_\_\_\_  
Signature of PEO Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of PEO Representative

\_\_\_\_\_  
Title of PEO Representative

Business Contact Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Website: \_\_\_\_\_