



Temporary Staffing / Employee Leasing Client Information Form

The following information is required by KEMI when a new client is taken on by a temporary staffing agency or employee leasing firm. An employee leasing firm should also submit a copy of the EL-2 for each client. Please submit to KEMI within 48 hours of contracting.

1. Temporary Staffing/Employee Leasing Company Name: _____

2. KEMI Policy Number: _____

3. Client's Name: _____

4. Client's Address: _____

5. Client's Physical Location: _____

6. Client's Website URL: _____

7. Client's NCCI Governing Class Code (if applicable): _____

8. Detailed description of client's operations: (325 character's max)

9. Detailed description of job duties employees will be performing for client: (325 character's max)

10. Provide a copy of contract or work order between the temporary staffing/employee leasing company and client.

11. Describe any unusual tasks or potential hazards employees might be exposed to: (150 character's max)

12. Does this client have operations in other states? Yes No

13. Will you be providing labor to the other states? Yes No
If yes, please provide proof of coverage for those states.

14. Number of employees working at client's locations: _____

15. Proposed classification(s) of employees working for client: _____

16. Payroll per classification(s) of employees working for client: _____

17. *Employee Leasing Only - NCCI Basic Manual Rule 3-D-2-a states the lessee (client) is required to purchase and maintain a standard workers compensation policy covering its non-leased, statutory and unknown exposures. A certificate of insurance is required to add the client.

Signature: _____ Date: _____

Return client information form to KEMI Underwriting or Brittany English (benglish@kemi.com).