*Payroll Processor & Payroll Processor LTD*

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|  | BUREAU OF CONSUMER CREDIT PROTECTION  35 STATE HOUSE STATION  AUGUSTA MAINE 04333-0035 | | | | |  |
| PAYROLL PROCESSOR LTD | | License # | | | **DUE: Jan 31, 2023** | |
| Name and Address: | | | **FOR OFFICE USE ONLY Do not write in this box.** | | | |
| CK # | CN | | |
| AMT | DATE | | |
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| **PAYMENT OPTIONS: 1) Check or Money Order Payable to “Treasurer, State of Maine.” Write license number on check;**  **or 2) Credit Card: MasterCard or VISA only. Complete the following: I authorize the State of Maine, Bureau of Consumer**  **Credit Protection to charge my MasterCard /VISA** \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_ **Exp Date \_\_\_\_\_\_/\_\_\_\_\_\_\_**  **in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of renewing my License.**  **Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |

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| In accordance with the provisions of 10 M.R.S.§1495 *et seq*., Payroll Processors, application is hereby made to renew a license as a Payroll Processor.  **1.** Do you have the ability to access, control, direct, transfer or disburse client funds? (Yes or No)? \_\_\_\_\_\_\_\_  If no, skip to Question 3.  **2.** Surety Bonding – Choose either 2a or 2b  **2a.** Bond amount or letter of credit from reverse side.  **2b.** Payroll Processor Recovery Fund. I have enclosed a $10,000 surety bond/letter of credit and the appropriate fee as calculated from the reverse side: $\_\_\_\_\_\_\_\_\_\_ \*Please send a separate check.  **3.** Renewal Fee # of Maine Employer Clients  \_\_\_\_\_\_\_ $200 . . . . . . . . . 1-24  \_\_\_\_\_\_\_ $500 . . . . . . . . . .25-500  \_\_\_\_\_\_\_ $800 . . . . . . . . .501 and above | **Please provide the following information:**  **1.** Any change in business structure or address;  **2.** A copy of a “policy declarations page” showing fidelity insurance coverage (fidelity bond, employee dishonesty bond, liability insurance w/crime coverage or third party liability coverage), in amount of two times the highest weekly payroll for 2022, or $5 million, whichever is less. (This coverage is required of licensees who prepare & issue payroll)  **3.** Please list current contact people for compliance examinations, legal notices (Resident Agent), and consumer complaints (name and address, email, telephone and fax numbers);  **4.** Renewed Surety Bond or Letter of Credit (if applicable) with effective dates of January 31, 2023 to January 31, 2024; and  **5.** A year end statement, showing by quarter, the total tax payments (state, federal, and unemployment comp premiums) made by your company on behalf of Maine employers and non-Maine employers with Maine employees. (For non-Maine employers with Maine employees, you need only to include the Maine taxes of the Maine employees.) |

I hereby certify that the statements in the foregoing report are true and correct to the best of my knowledge and belief.

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| Signature of Preparer | Name typed or printed legibly | Title | Date |

Use the information below to calculate the amounts to enter for items 2 and 3 on the reverse side. Your application must be received by January 31, 2023.

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| Bond or Letter of Credit Calculation:  Calculate the highest amount of state and federal withholding tax and unemployment insurance contributions, over which you had access or control in any quarter in the most recently ended calendar year. This calculation should include only amounts attributable to entities or individuals which have Maine employees. Do not include taxes or unemployment premiums paid on behalf on individuals who are not Maine residents.  That amount is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is the amount of the surety bond or letter of credit that must accompany your application, and which by law should not be less than $50,000, nor more than $500,000 | Payroll Processor Recovery Fund:  Please provide a $10,000 surety bond or irrevocable letter of credit. Assessments into the fund must be in amounts equal to 1% of the balance of bond coverage required, $50,000 minimum, or the amount from above calculation, whichever is greater but not to exceed $500,000. |