

MAINE DEPARTMENT OF LABOR
Bureau of Unemployment Compensation

NOTICE – PROFESSIONAL EMPLOYER ORGANIZATIONS (PEOs) (Leasing Companies)

In Maine, Professional Employer Organizations (PEO) are employee leasing companies that must submit information about their client companies to the Bureau of Unemployment Compensation. The law and rules are cited below for your review and action. Certain sections of the citations below have been bolded for emphasis.

Chapter 25 of the Rules Governing the Administration of the Employment Security Law establishes the requirements and procedures for employee leasing companies and their *present and former client companies* in reporting requirements, record keeping, experience rating records, liability and appeals. An excerpt is included below:

§4. Records and reports

- A. In addition to records and reports required by the commissioner under section 1082(7) of the Employment Security Law, an employee leasing company shall provide the bureau with a list that identifies each client company with which it has a contract or arrangement. The list shall contain the following for each client company:
 1. Name
 2. Address
 3. Federal Identification Number
 4. The name of responsible individual with management authority for the client company.
- B. Each employee leasing company shall notify the bureau whenever a client company enters or terminates the contract or arrangement with the employee leasing company. Notification shall be made in writing **within 10 working days** of such change in the relationship.
- C. When an employee leasing company enters into a contract or arrangements with a client company, it will provide the bureau with an “Employer’s Status Report” on forms prescribed by the Bureau **within 10 working days of entering into such a contract or arrangement.**
- D. The employee leasing company shall provide each of its clients with a list that identifies all leased employees performing services for the client company. The list shall contain the following information:
 1. Employee names
 2. Employee social security numbers
 3. Wages paid to each employee in the preceding calendar quarter. These records shall be maintained by the client company as required by section 1082(7) for the period specified in subsection B of section 2 of Chapter 2 of these rules.

Penalties

Maine Revised Statute, Title 26, § 1221-A,(8) states, in part, “A person or an employee leasing company that violates this chapter is subject to a **forfeiture of \$100 per day for each violation.**”

Employer’s Status Reports (client registration forms) may be submitted by:

Mail: Bureau of Unemployment Compensation 47S State House Station Augusta, ME 04333-0047	Fax: (207) 287-3733	E-Mail: division.uctax@maine.gov
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QUESTIONS ABOUT THIS NOTICE?

Contact a Representative at (207) 621-5120, select option 3;
Fax (207) 287-3733; TTY (Deaf / Hard of Hearing): 1-800-794-1110; or E-mail: division.uctax@maine.gov

Avoid missed mailings and potential late fees by notifying MDOL of any changes to your account.