

## **GENERAL INFORMATION & INSTRUCTIONS – RENEWING YOUR PEO REGISTRATION**

The enclosed application form is for the renewal of your registration for the biennial period July 1 ,2016 through June 30, 2018.

The information and instructions in the sections below correspond to the sections on the renewal application form.

### **REGISTRANT DATA**

The first section includes information from your registration files.

*Check for accuracy of the information. Instructions for making corrections are on the renewal application.*

### **FEES**

The second section provides the total amounts due for payments made “on-time” or are “late”.

*If you are renewing before the License Expiration Date (June 30, 2016), pay the “on-time” amount printed. If you are renewing after the License Expiration Date, pay the “late” amount printed.*

***Make check payable to: STATE OF HAWAII DIRECTOR OF FINANCE***

*Write your registration number on the check. (The registration number appears on the top right corner of your current certification; e.g. PEO #XXX).*

**Note:** *One of the numerous legal requirements that you must meet in order for your new registration to be issued is the payment of fees as set forth in this application. You may be sent a registration certificate before the payment you sent us for your required fee is honored by your bank. If your payment is dishonored, you will have failed to pay the required registration fee and your registration will not be valid, and you may not do business under that registration. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.*

### **REQUIREMENTS**

The “Requirements” section provides special information, instructions or requirements applicable to your PEO registration.

***FOLLOW THE SPECIAL INSTRUCTIONS ON YOUR RENEWAL APPLICATION.***

1. Attach a copy of the State of Hawaii Certificate of Vendor Compliance that shows a current compliant status. To obtain this certificate apply online with the Hawaii Compliance Express at: <https://vendors.ehawaii.gov>
2. Attach a copy of the Internal Revenue Services (“IRS”) Form W-3 that was most recently filed with the federal government.

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3. Attach a list of the name of each client company that is a party to your professional employer agreement. Use Professional Employer Organization – Client Companies (enclosed) (Form PEO-3).

4. Verification of a current surety bond or irrevocable letter of credit equivalent to the required bond amount which is based on the previous year's payroll of the professional employer organization based on the IRS Form W-3.

a. For PEOs with a total payroll up to and including \$25,000,000, a bond or irrevocable letter of credit equivalent to \$25,000.

b. For PEOs with a total payroll of \$25,000,001 to \$150,000,000, a bond or irrevocable letter of credit equivalent to \$75,000.

c. For PEOs with a total payroll of \$150,000,001 and higher, a bond or irrevocable letter of credit equivalent to \$250,000.

Name Change: Name changes may be permitted on certain renewal applications. Changes of legal entity names must be supported by a "file stamped" copy of the appropriate document filed with the Business Registration Division, Department of Commerce and Consumer Affairs (e.g. Articles of Amendment, Statement or Certificate of Amendment, Partnership Change of Name Statement, etc.)

**ATTACH** the legal name change document with your completed renewal APPLICATION.

Address Change: Provide new mailing address on the renewal form.

#### **TO BE COMPLETED BY REGISTRANT**

For any changes to the Statement of Ownership; Statement of Management; Financial Institution, provide information on the "PEO Amendment Form" and attach to your renewal application.

Mail or deliver the completed renewal application, proper fee amount, and other required documents to:

Department of Labor and Industrial Relations  
PEO Program  
830 Punchbowl St., Room 320  
Honolulu, Hawaii 96813

Please remember to:

Answer all questions on renewal form.  
Complete, sign and date the renewal application.  
Attach the proper payment.  
Write your PEO registration number on the check.  
Attach the other required documents

Renewal application (including application, fee and other required documents) are due by June 30, 2016.

**Please Remember to RENEW BY THE REGISTRATION EXPIRATION DATE. A REGISTRANT WHO HAS NOT RENEWED BY THE REGISTRATION EXPIRATION DATE IS NOT REGISTERED AND MAY NOT OPERATE.**

Form PEO-5A (7/17)