

## INSTRUCTIONS FOR APPLYING FOR EMPLOYEE LEASING COMPANY REGISTRATION EXEMPTION CERTIFICATE

To obtain the Exemption from the Employee Leasing Company Registration, pursuant to Minnesota Statutes 79.255, Subd. 9, the following must be done:

1. Pursuant to Minnesota Statutes 79.255, Subd. 10, a **\$100 exemption certificate fee** shall be paid. The fee shall be in the form of a check payable to the Minnesota Department of Commerce.
2. Prepare letter on company letterhead.
3. The letter must include the following:
  - For your convenience, we have put the required language into a form letter. Please use this format and do not change the language.
  - Applicant should state that they are in the business of providing personnel supply arrangements or agreements for the purpose of temporarily supporting or supplementing a client's work force in work situations, such as employee absences, temporary skill shortages, seasonal workloads, and specific functions and projects.
  - Applicant should state that the arrangements or agreements do not involve the lease-back of the client's employees.
  - The letter should be signed by an officer, partner or sole proprietor of the company, as is appropriate. The letter should state the title of the person that is signing the letter and that the person has been authorized to make the representation on behalf of the company.
4. Refer to existing ELR # (if previously registered and now qualify for exemption).
5. Mail or fax to:

Marie Douglas  
Administrative Assistant  
Insurance Division  
85 7<sup>th</sup> Place East, Suite 280  
St. Paul, MN 55101-2198  
(651) 539-1743  
Fax: (651) 539-1550

## **SAMPLE LETTER**

### **ABC TEMPORARY SERVICES**

1234 Main Street  
St. Paul, MN 55111

Phone: (612) 234-5678

Fax: (612) 234-8765

Date:

Marie Douglas  
Administrative Assistant  
Minnesota Department of Commerce  
85 7<sup>th</sup> Place East, Suite 280  
St. Paul, MN 55101-3165

Dear Ms. Douglas:

ABC Temporary Services is applying for an employee leasing company registration exemption certificate. ABC Temporary Services is in the business of providing personnel supply arrangements or agreements for the purpose of temporarily supporting or supplementing a client's work force in work situations, such as employee absences, temporary skill shortages, seasonal workloads, and specific functions and projects.

These arrangements or agreements do not involve the lease-back of the client's employees.

I have been authorized to make this representation on behalf of ABC Temporary Services.

Sincerely yours,

John H. Smith  
President

*(Please note that this letter must be signed by an officer, partner or sole proprietor)*