

This form must be completed in its entirety.

Precise Personnel Client:

Name: _____

New Client Location/Address: _____

City: _____ State: _____ Zip: _____

Class Code Requested (if known): _____

Number of Employees for New Code: _____

Estimated Annual Gross Payroll: _____

Class Code Requested Begin Date: _____

Detailed description of employee work duties to be performed:

Instructions: Please be sure to provide as much detail as possible in the description of employee work duties to ensure employees are classified accurately.

Note: Please allow 24-48 hours for approval.

Fill out request in its entirety and email to wcinfo@ppstaffs.com.

For Internal Use Only

New Comp Code State: _____	New Comp Code Only: _____
<input type="checkbox"/> Approved by UW	<input type="checkbox"/> Approved by UW
<input type="checkbox"/> Location Added	<input type="checkbox"/> Job Code Added
<input type="checkbox"/> WC MOD State Added	
<input type="checkbox"/> Job Code Added	
Client Reporting SUTA: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> EIN Added	
<input type="checkbox"/> Rate Added	