



PEO CLIENT ADDITION / DELETION

State Form 52099 (R6 / 9-23)
 INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
 10 N Senate Ave RM SE 202
 Indianapolis, IN 46204-2277
 CONFIDENTIAL RECORD PURSUANT TO IC 22-4-19-6, IC 4-1-6

*This agency is requesting disclosure of Social Security Numbers (SSNs) in accordance with IC 4-1-8-1; disclosure is mandatory and this record cannot be processed without it.

Submit completed forms to ProEmployerClearance@dwd.IN.gov or via fax to 317-233-2706, within fifteen (15) days of the event indicated to be considered timely and in compliance with IC 22-4-6.5.

Event (Check One)	<input type="checkbox"/> Client Level Add	<input type="checkbox"/> PEO Level Add	<input type="checkbox"/> Client Level Delete	<input type="checkbox"/> PEO Level Delete
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PEO Information	
Legal Name of PEO	PEO FEIN
Form Submitted by Name	Form Submitted by Telephone Number
Form Submitted by Email Address	Date (mm,dd,yyyy)

Client Information		
Legal Name of Client	Client FEIN	
Client Contact Name	Client SUTA Number (if applicable)	
Client Street Address	APT or STE	
Client City	Client State	Client ZIP code
Client Email Address		
Client Entity Type (check one)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> 501 (C)(3) (Church) <input type="checkbox"/> 501 (C)(3) (non-Church)	
	<input type="checkbox"/> SMLLC <input type="checkbox"/> LLC Partnership <input type="checkbox"/> LLC Corporation <input type="checkbox"/> Other:	
Client State of Organization	Client Date of Organization	Client Telephone Number
Client Responsible Party Name	Client Responsible Party SSN*	
Date of First Payroll Distributed by PEO (If Client Add, use actual or anticipated)	Date of Last Payroll Distributed by PEO (If Client Add, leave blank)	
Client Business Activity / NAICS		
Client Indiana Worksite Address (Provide, if client level)		

PEO	
Taxable Indiana Wages for this Client in the final quarter to be reported	
Taxable Indiana Wages for all Clients in the same quarter as above	
To the best of your knowledge, does the client anticipate continuing payroll in Indiana?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gross Indiana Wages for this Client in the last two (2) quarters	