



PEO Membership Application



Please use this application if your company is a professional employer organization (PEO) or is in the process of starting a PEO. If your company provides products or services to the PEO industry and is not engaged in the business of providing PEO services, please apply as an Associate Member.

Internationally based PEOs and Service Providers: NAPEO is a national trade association and PEO (or regular) membership is restricted to PEOs domiciled in the United States. If your company is a non-U.S. company based outside of the United States and wishes to apply for NAPEO membership, you must do so as an International Associate Member using the associate membership application online at www.napeo.org. NAPEO International Associate Membership includes both service providers and companies who operate as PEOs outside the confines of the United States.

NOTE: International Associate Membership does not include domestically chartered companies (including domestically chartered subsidiaries of foreign companies) even though they may have some overseas operations.

I. COMPANY INFORMATION (Signature Required)

The main contact receives all communications from NAPEO, unless otherwise noted.

COMPANY NAME:

MAIN CONTACT:

TITLE:

ADDRESS

CITY:

STATE:

ZIP:

PHONE:

TOLL-FREE:

FAX:

EMAIL ADDRESS:

WEBSITE:

Subscription Authorization

\$150 of each member's NAPEO dues pays for its company personnel's subscriptions to *PEO Insider*.[®] By signing, I authorize each of the persons listed in this application to receive an annual subscription to *PEO Insider*.[®] My company's dues payment entitles these recipients to receive these subscriptions at no additional charge.

SIGNATURE OF CEO OR MAIN CONTACT (REQUIRED):

DATE:

Additional Contacts

Please list up to four additional members of your senior management team. Also indicate which electronic communications these individuals should receive. *NAPEO E-Source* is an email communication on government affairs and Leadership Council related news. *NAPEO E-News* is a weekly email clipping service that provides links to press articles on the PEO industry. *NAPEO Healthcare Round-Up* is a weekly email containing the top news stories on healthcare and links to healthcare reports that are relevant to the PEO industry.

NAME:

TITLE:

ADDRESS (IF DIFFERENT FROM ABOVE):

PHONE:

FAX:

EMAIL ADDRESS:

NAPEO E-Source/State Government Affairs Advisories NAPEO E-News NAPEO Healthcare Round-Up

NAME:

TITLE:

ADDRESS (IF DIFFERENT FROM ABOVE):

PHONE:

FAX:

EMAIL ADDRESS:

NAPEO E-Source/State Government Affairs Advisories NAPEO E-News NAPEO Healthcare Round-Up

NAME:

TITLE:

ADDRESS (IF DIFFERENT FROM ABOVE):

PHONE:

FAX:

EMAIL ADDRESS:

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ADDRESS (IF DIFFERENT FROM ABOVE):

PHONE:

FAX:

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NAPEO E-Source/State Government Affairs Advisories NAPEO E-News NAPEO Healthcare Round-Up

II. DUES CALCULATION (Signature Required)

Membership dues for NAPEO are based on the company's annual payroll. You must indicate wages for the entire business entity, **including wages of internal staff of the PEO**, affiliates, and regional offices offering professional employer services. A franchisor applying for membership who intends to confer any NAPEO membership benefit on franchises must include those franchises in calculating membership requirements unless the franchisee is independently a member of NAPEO.

Minimum NAPEO dues per company are \$1,700 (no maximum dues).

A. To calculate annual payroll, please use the formula below, or use the online calculator at www.napeo.org/membership/dues-calculator and print completed online form and submit with application:

Most Recent 3rd Quarter 941 Wages = _____ x 4 = _____ Total Annual Wage Base
 minus _____ Annual Wages for Temporary Staffing Arrangements (if applicable)
 = _____ **Net Annual Wage Base for NAPEO Dues Calculation**

Please round Net Annual Wage Base to the nearest million: _____ ***

Check here if your company is a new business that has not yet reported wages.** The minimum dues amount of \$1,700 will apply.

Use the following formula to calculate your company's membership dues. Dues are calculated at the following rates based on annual PEO wages.*** (NOTE: minimum dues are \$1,700.)

Please list your Net Annual Wage Base to the nearest million***:					\$
1. At the rate of \$170/million for each million of annual wages up to \$100 million:	\$170	x	=	\$	
2. At a rate of \$150/million for each million of annual wages from \$101 million up to \$150 million:	+ \$150	x	=	\$	
3. At the rate of \$125/million for each million of annual wages from \$151 million up to \$500 million:	+ \$125	x	=	\$	
4. At the rate of \$15/million for each million of annual wages from \$501 million up to \$1 billion:	+ \$15	x	=	\$	
5. At the rate of \$5/million for each million of annual wages over \$1 billion:	+ \$5	x	=	\$	
TOTAL NAPEO Dues (add lines 1-5 together):					\$

***If the company in this application is the result of a purchase, acquisition, merger, or consolidation of a PEO of or with an existing PEO that is not a NAPEO member, you may not apply as a "new business that has not yet reported wages." Please calculate your company's dues amount based on the most recent 3rd Quarter 941 Wages of the purchased, acquired, merged, or consolidated PEO(s). If the company in this application is the result of a purchase, acquisition, merger, or consolidation of or with an existing PEO that is a NAPEO member, you may only apply as a successor to that member and must meet and fulfill any existing obligations of the predecessor to NAPEO as well as comply with all other prerequisites of membership.*

B. Wage Verification—Please attach a copy of 3rd Quarter 941s for all related business entities. To ensure the accuracy of member dues, NAPEO may ask members to verify the dues calculation by providing supporting information. If chosen for dues verification, NAPEO will notify your company's main contact in writing. All information provided will be kept strictly confidential.

By my signature, I attest that the figure above fairly and accurately represents the total wages of this PEO and any affiliated entity(ies) providing PEO services based upon the 3rd Quarter Form 941 federal tax filing of this PEO and any affiliated entity(ies) providing PEO services that is under common control or ownership.

SIGNATURE OF CEO OR MAIN CONTACT FOR WAGE VERIFICATION (REQUIRED) : _____ DATE: _____

C. Audited Financials—(please skip this section if your PEO does not have audited financials)

NAPEO recognizes audited PEO companies in the online member directory. If your PEO is audited, and would like to be recognized as audited in NAPEO’s online member directory, please complete the following:

By my signature, I attest that the PEO named in this application has audited financial statements prepared and audited during the last 12 months by an independent CPA resulting in an independent opinion the financial statements are accurate, complete and fairly presented in accordance with generally accepted accounting principles (GAAP). I further agree that if this PEO is selected for verification by NAPEO of the presence of audited financials to provide certification by the independent auditor that this PEO has audited financial statements. I further authorize NAPEO to publish in its printed and online, public directories a notation that this PEO has audited financial statements. Both I and the PEO making this application agree to indemnify and hold harmless NAPEO, its officers, directors, employees and agents from and against any liabilities resulting from or occasioned by such publication.

SIGNATURE OF CEO OR MAIN CONTACT FOR AUDITED FINANCIALS: _____ DATE: _____

III. CLIENTS AND SHARED EMPLOYEES BY STATE

Please list the number of your PEO’s clients and shared employees by state. This information will be used in NAPEO grassroots lobbying and government relations efforts. *This data will be aggregated* to help estimate the size of the PEO industry in a state, and when appropriate, shared with legislators and regulators. None of this information will be given to any individual, PEO, or other organization in a manner that could allow anyone to identify the data you provide to NAPEO with your PEO. **Also, the states where your PEO has clients determines the states where your PEO will be listed in the Find A PEO directory online.**

STATE	NUMBER OF CLIENTS	NUMBER OF SHARED EMPLOYEES	STATE	NUMBER OF CLIENTS	NUMBER OF SHARED EMPLOYEES
Alabama			Montana		
Alaska			Nebraska		
Arizona			Nevada		
Arkansas			New Hampshire		
California			New Jersey		
Colorado			New Mexico		
Connecticut			New York		
Delaware			North Carolina		
District of Columbia			North Dakota		
Florida			Ohio		
Georgia			Oklahoma		
Hawaii			Oregon		
Idaho			Pennsylvania		
Illinois			Rhode Island		
Indiana			South Carolina		
Iowa			South Dakota		
Kansas			Tennessee		
Kentucky			Texas		
Louisiana			Utah		
Maine			Vermont		
Maryland			Virginia		
Massachusetts			Washington		
Michigan			West Virginia		
Minnesota			Wisconsin		
Mississippi			Wyoming		
Missouri					

IV. NAPEO's CODE OF ETHICS (Signature Required)

The purpose of NAPEO's Code of Ethics is to establish ethical standards and minimum levels of conduct for members of the National Association of Professional Employer Organizations. We ask that all members read the following and sign that they support the Code of Ethics:

ONE: Members shall recognize that they must serve the public and their clients with the utmost professional conduct. In this respect, a member shall be honest and trustworthy, competent and ethical when managing the affairs of a PEO, and endeavor to pursue the public interest above its own.

TWO: Members shall comply with all applicable federal, state, and local laws and regulation. No member's business shall allow unlawful discrimination among its employees or clients on grounds of race, sex, national origin, religion, disability, or any other unlawful basis.

THREE: Members shall remain informed on issues essential to the conduct of their business and seek the expertise of competent professionals when handling difficult questions or situations. Members shall pursue continuing education.

FOUR: Members shall assist and serve the best interests of their employees. Members are encouraged to cooperate with each other for the assistance of their clients and employees.

FIVE: Members shall assist improving the public understanding of professional employer services. Toward that end, members shall neither disparage nor engage in conduct that could jeopardize the welfare of NAPEO or its members.

SIX: Members shall use the fact of membership in NAPEO in a professional manner that is consistent with the Code of Ethics.

As a member of NAPEO, I agree to support NAPEO's Code of Ethics.

SIGNATURE OF CEO/PRESIDENT OR AUTHORIZED REP (REQUIRED): _____

DATE: _____

V. PAYMENT INFORMATION/CHECKLIST

A. Total from Section II. Total NAPEO Dues: \$ _____

All NAPEO memberships expire on December 31st. Dues are prorated 25% for new members joining in second quarter and 50% for those joining in third quarter. New members joining in fourth quarter receive membership privileges through the following calendar year.

B. Please complete the following payment information:

CHECK#: _____

ENCLOSED FOR \$: _____

FORM COMPLETED BY: _____

PHONE: _____

NAPEO's Tax Identification Number (TIN) is 74-3117195. Please make check payable to NAPEO.

C. Please ensure that the following items are included with your completed membership application:

Completed Application (signature required in Sections I, II, and IV)

NAPEO Dues Payment

Copy of 3rd Quarter 941(s) for all related business entities

D. Please forward your completed membership application and dues to:

National Association of Professional Employer Organizations (NAPEO), 707 N. St. Asaph Street, Alexandria, VA 22314

Questions? Please call NAPEO at (703) 836-0466, or contact us via email at info@napeo.org.

TAX DEDUCTIONS. Contributions or gifts to NAPEO are not tax deductible as charitable contributions for income tax purposes. However, they may be tax deductible as ordinary business expenses subject to restrictions imposed as a result of the association lobbying activities.

ELIGIBILITY. Regular (PEO) membership in NAPEO is available to all businesses actively engaged in the professional employer services industry, and to businesses planning to form professional employer organizations. A franchisor applying for membership who intends to confer any NAPEO membership benefit on franchisees must include those franchisees in calculating membership requirements unless the franchisee is independently a member of NAPEO.

CANCELLATION POLICY. NAPEO membership dues are non-refundable. Requests to terminate membership must be submitted in writing.

Join online at www.napeo.org.