

# New Class Code/Location Request Non-Temporary Staffing Clients



**This form must be completed in its entirety.**

## Vensure 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 [riskmgmt@vensure.com](mailto:riskmgmt@vensure.com)**

## For Internal Use Only

New Comp Code State:

Approved by UW

Location Added

WC MOD State Added

Job Code Added

Client Reporting SUTA:  Yes  No

EIN Added

Rate Added

New Comp Code Only:

Approved by UW

Job Code Added