



Instructions

- Use this form to notify BWC of a new client, change of relationship with a current client or termination of a client.
Mail this form to BWC, PEO Unit, 22nd Floor, 30 W. Spring St., Columbus, OH 43215-2256, or send a fax to 614-719-5925.
BWC must receive new contract and termination notifications within 30 days of the effective date of the contract or termination.
Notice: Pursuant to Ohio Administrative Code 4123-17-15.1, if BWC is not notified within the required time frame, BWC will recognize the date the UA-3 is received as the effective date. For each occurrence that BWC is not notified timely, a late fee will be assessed.

Professional employer organization (PEO) information
Company name Policy number
Contact person name Telephone number

PEO lease information
Check only one
New lease Change existing policy number reporting client payroll/claims Effective date of lease, termination or change in Ohio
Lease termination Change to portion of client's employees assumed by PEO

Client company information
Client company name Client policy/quote number
DBA Federal ID number
Mailing address (P.O. Box if applicable) Client phone number
City State Nine-digit ZIP code

Employee reporting (payroll and claims) List class codes reportable by PEO List class codes reportable by client
All under the PEO policy
All under the client policy
A portion under the PEO policy
Partial wages reported to BWC under the client policy must be reported under the FEIN of the client employer.
Splitting of employees within a manual classification is not permitted.

Signatures are required by both parties Title Date
Print client signatory
Client signature
Print PEO signatory
PEO signature

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