

Organization Profile

Organization Name						
Physical Address		City		State		Zip
Contact		Title		Website		
Telephone		Fax		Email		

Operations Profile

Type of Entity 501c3 Government Date Est. When is your fiscal year?

Description of Applicant's Operation

Current UI Funding Method: Paying State Unemployment Tax Reimbursing (self-insured) State Acct. No. FEIN

If taxpaying: Have you paid unemployment taxes for at least two years? Yes No Are you currently in good standing with the state? Yes No

If reimbursing: Check current management method: Internal Staff Third Part Administrator Group Program Current administrator/program (if applicable):

Employment Profile

Please attach an additional sheet of paper, as needed, to more fully answer the following questions:

Number of Full-time Employees Number of Part-time Employees Number of W-2s from Prior Years

- Do you anticipate any loss or reduction in overall revenue within your organization that will result in layoffs, and/or reduction in employees' hours or wages within the next 12 months? Yes No
If yes, please explain and include estimated number of affected employees and date(s) of action.
- Do you anticipate any elimination or reduction of any revenue source(s) within your organization that will result in layoffs, and/or reduction in employees' hours or wages within the next 12 months? Yes No
If yes, what source and provide explanation (include number of affected employees and date(s) of action).
- Do you anticipate any restructuring within your organization that will result in layoffs, and/or reduction in employees' hours or wages within the next 12 months? Yes No
If yes, please explain and include estimated number of affected employees and date(s) of action.
- Have you experienced any layoffs/staff reductions, other than regular seasonal during the last 12 months? Yes No
If yes, please explain. Include number of affected employees and the dates on which layoffs or staff reductions took place.
- Do you anticipate an increase in the hiring of employees who will be affected by seasonal layoffs over the next 12 months? Yes No
If yes, please explain. Include number of employees and date(s) of action.

Employment Profile *cont'd*

6. Are you currently or have you, in the past 12 months, had employees whose wages are exempt from unemployment?

Yes

No

If yes, please explain. Include number of exempt employees and their term of employment.

7. How many of your employees are seasonal and when is their seasonal term?

8. How many of your employees are employed in a Head Start program and when is their term of employment?

9. Please enter the following estimates:

10. Approximately how many claims do you have annually?

Year	Gross payroll	UI Benefit Charges (claims paid)	UI Tax Rate (if applicable)	Annual Budget	
2010					
2011					11. Approximately how many of those claims are protested?
2012					
2013 (est.)					

All employers: Please submit copies of your four most recent UCT-6 wage report forms (summary page only)

Tax paying employers: Please submit copies of the following along with this application:

- Four most recent UCT-1 ("Notice of Benefits Paid") forms
- 2013 UCT-20 ("Unemployment Compensation Tax Rate Notice") form

Reimbursing employers: Please submit copies of your 12 Most Recent UCT-29 ("Reimbursement Invoice Charge Statements") forms

Funding Profile

1. What percentage of your annual payroll is attributable to the following funding sources:

2. Are there any upcoming funding issues, not previously mentioned on this application, specific to your organization or your sector that might affect your employment levels?

Federal		Fundraising or Operations	
State		Grants/Other (Please specify.)	
City/County			

How did you hear about us?

Nonprofit Association - FANO

Website/Search Engine

Advertisement Event

Other

Please specify (such as Google, Webinar, etc.):

Signature

The information provided on this application form has been confirmed by all necessary parties within this organization to be true, accurate, and complete to the best of our knowledge. We acknowledge that any misrepresentation will result in immediate cancellation of any service or coverage pursuant to the terms of this product for which this application is submitted.

Signature (No electronic signatures, please.)

Name

Date

Title

**TEMPORARY AUTHORIZATION FOR
UNEMPLOYMENT EVALUATION**

To Whom It May Concern:

We have requested that First Nonprofit Companies obtain a record of our unemployment compensation profile. We hereby authorize First Nonprofit Companies to review our

2010, 2011, 2012 and 2013 Benefit Charges, Wages and Taxable Wages and to discuss this data with proper officials of the state unemployment agency. Please release all pertinent information to them pursuant to this matter.

**THIS FORM SHOULD NOT BE USED TO CHANGE
THE CURRENT ADDRESS OF RECORD**

Your cooperation is appreciated.

Organization: _____

Address: _____

State Account No: _____

FEIN: _____

Authorized by: _____

Title: _____

Date: _____