

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF LABOR COMMISSIONER

[www.labor.nv.gov](http://www.labor.nv.gov)

1818 COLLEGE PARKWAY, SUITE 102  
CARSON CITY, NEVADA 89706  
775-684-1890

3340 WEST SAHARA AVENUE,  
LAS VEGAS, NEVADA 89102  
702-486-2650

**PROFESSIONAL EMPLOYER ORGANIZATION (PEO)  
CLIENT INITIATION OR TERMINATION FORM**

*"A PROFESSIONAL EMPLOYER ORGANIZATION (PEO) SHALL WITHIN 30 DAYS IN INITIATION OR TERMINATION, NOTIFY THE DEPARTMENT OF BUSINESS AND INDUSTRY OF BOTH THE INITIATION AND TERMINATION OF THE COMPANY'S RELATIONSHIP WITH ANY COMPANY".*

Submit this completed form to the following:

State of Nevada, Office of the Labor Commissioner  
1818 College Parkway, Suite 102  
Carson City, NV 89706  
[PEL@labor.nv.gov](mailto:PEL@labor.nv.gov)

**Professional Employer Organization – License Number: OLC-**

Name of Company:

Address of Company:

City, State, Zip Code:

Contact Person:

Client Company Information:

Initiation

Termination

Name of Company:

Address of Company:

City, State, Zip Code:

Contact Person:

Federal Tax ID:

Contact number:

Date Leasing Arrangement Entered Into:

Date Terminated:

1<sup>st</sup> Employee within the state hired:

Last Employee within the state terminated:

Client still active with PEO? Yes: No:

Date form completed:

ATTACHED ARE THE REQUIRED DOCUMENTS FOR EACH **NEW** CLIENT:

Certificate of Insurance

Proof of a DETR report (State of Nevada Dept of Employment Security)