

COMPANY NAME/PHYSICAL ADDRESS *(This is not the mailing address. This is the location where the verification queries will be performed.)*

| | | | |
|------------------|--|--|--|
| Company Name | | | |
| Physical Address | | | |
| Address 2 | | | |
| City, ST, Zip | | | |
| County/Parish | | | |

MAILING ADDRESS *(If different from physical location)*

| | | | |
|---------------|--|--|--|
| Address | | | |
| Address 2 | | | |
| City, ST, Zip | | | |
| County/Parish | | | |

ADDITIONAL COMPANY INFORMATION

| | |
|--|--|
| Total # of Employees <i>Please select range. Including full-time, part-time and seasonal employees of the site(s) being verified for.</i> | |
| Employer Identification # <i>Also known as Federal Tax ID Number</i> | |
| NAICS Code | |
| Corporate/Parent Company | |
| Which category best describes your organization? | |

FEDERAL CONTRACTORS ONLY

| | |
|---|--|
| Which Federal Contractor category best describes your organization? | |
| Which employees will you verify? | |
| <input type="checkbox"/> | All new hires and all existing employees assigned to a Federal Contract |
| <input type="checkbox"/> | Entire Workforce <i>(all new hires and all existing employees throughout the entire company)</i> |

* Please note there is a one time \$50.00 set up fee.

IF YOU HAVE MULTIPLE HIRING SITES, NAME EACH STATE AND HOW MANY SITES PER STATE

| State | Number of Hiring Sites |
|-------|------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

POINT OF CONTACT INFORMATION

| | | | |
|---------------|--|-------|--|
| Contact Name | | | |
| Phone # | | Fax # | |
| Email Address | | | |

| YES | NO | ADDITIONAL OPTIONS |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to force use of E-Verify for all locations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to force the upload of scanned documents for all locations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to force the pre-population of Section 2 with company address? |