



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

Please note 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:** Fill out request in its entirety and e-mail to [winfo@vensure.com](mailto:winfo@vensure.com). 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 process.

**For Internal Use Only**

New Comp Code State: \_\_\_\_\_ New Comp Code Only: \_\_\_\_\_

\_\_\_ Approved by UW  
\_\_\_ Location Added  
\_\_\_ WC MOD State Added  
\_\_\_ Job Code Added

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\_\_\_ Job Code Added

Client Reporting SUTA: \_\_\_ Yes \_\_\_ No  
\_\_\_ EIN Added  
\_\_\_ Rate Added