

# PENNSYLVANIA EMPLOYEE LEASING QUESTIONNAIRE

Client \_\_\_\_\_

Client's Pennsylvania UC Account Number \_\_\_\_\_

Client's Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Leasing Company \_\_\_\_\_

Leasing Company's Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Leasing Company's Pennsylvania UC Account Number (if applicable) \_\_\_\_\_

Leasing Company's Contact Person \_\_\_\_\_

Title \_\_\_\_\_

UC Tax Agent \_\_\_\_\_ Date \_\_\_\_\_

1. Did the client operate with employees prior to entering into the arrangement with the leasing company?  Yes  No
2. On what date did the client commence contracting with the leasing company? \_\_\_\_\_  
(Please attach copy of written agreement)
3. Is the client's business at the same location? .....  Yes  No
4. Is the present operation of the client's business the same as it was prior to becoming a client of the leasing company?  
 Yes  No If no, please explain.

5. Who provides the technical direction to the leased employees working at client's place of business?

\_\_\_\_\_

Who provides training for leased employees? \_\_\_\_\_

Who pays for the training? \_\_\_\_\_

6. Has there been any change in personnel since the agreement was made between the leasing company and the client?  
 Yes  No If yes, please explain.

7. If the change in question 6 was the result of hiring, how was the hiring accomplished?

8. Has the client accepted the leased employees hired by the leasing company? .....  Yes  No  
If yes, secure each worker's name, social security number and occupation.

Name	Social Security Number	Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Does the leasing company actually do the hiring?  Yes  No If yes, what are the methods for hiring personnel?

If yes, does the hiring require the approval of the client?  Yes  No If no, who does the hiring?

\_\_\_\_\_

10. Does the leasing company appoint a site supervisor?  Yes  No If yes, did the site supervisor work for the client before the agreement was made between the leasing company and the client?  Yes  No Provide the name of the site supervisor. \_\_\_\_\_

Is the site supervisor paid by the leasing company?  Yes  No If no, who pays the site supervisor?

\_\_\_\_\_

11. Who sets the salaries for new employees — the client or the leasing company? \_\_\_\_\_

12. Who decides if a leased employee is to receive a raise or bonus? \_\_\_\_\_

Must this be approved by the client? .....  Yes  No

Does a client ever advise the leasing company that it plans to raise an employee's salary? .....  Yes  No

What kind of benefits does a leased employee get (health, pension, sick, vacation, etc.)?

\_\_\_\_\_

Who determines which leased employees receive these benefits? \_\_\_\_\_

Are all leased employees entitled to the same benefits? .....  Yes  No

Do the benefits that the leased employees receive depend upon the client for whom they work? .....  Yes  No

Please explain.

13. How are leased employees dismissed? \_\_\_\_\_

If the client wants a leased employee dismissed, what is the procedure?

If the client wants to hire an employee previously dismissed by the leasing company, what would the leasing company do? \_\_\_\_\_

14. If a client no longer wants the services of a particular employee, will the employee be retained by the leasing company?  
 Yes  No Will the leasing company place the employee with another client?  Yes  No

Please explain.

15. What control does the leasing company have over the day-to-day operation of the client's business?
16. Is the leasing company's method of paying leased employees in any way related to when the client pays the leasing company?  Yes  No Please explain.
17. Describe how the leasing company receives their fees, reimbursement or remuneration from the client.
18. Does the leasing company provide salary checks for the leased employees prior to securing remuneration from the client?  Yes  No If no, when?
19. If the client refuses to pay the leasing company its fee, does the leasing company pay the employees leased to that client?  Yes  No
20. Does the leasing company pay the following for the employees who have been leased to the client?
- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Workers' Compensation . . . . .                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pennsylvania Unemployment Compensation. . . . . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Federal Unemployment Tax (FUTA). . . . .        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Social Security (FICA) . . . . .                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
21. Provide a description of the owners/partners/corporate officers' activities in the day-to-day operation of the client's business before and after the change to a leasing company.

Before

After

The following questions would be applicable to a client that is a corporate entity.

- 22. Do the corporate officers of the client receive remuneration from the client, the leasing company or both?
  
- 23. If the corporate officers of the client receive remuneration from the leasing company, who establishes the amount of such remuneration?
  
- 24. What control does the leasing company have over the corporate officers of the client, if they are leased?

To what extent can the officers act on their own?

**I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief. I understand that false statements made here are subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities, and 43 P.S. §802, relating to falsification to this Bureau.**

Client \_\_\_\_\_

Signature and Title \_\_\_\_\_

Date \_\_\_\_\_

Leasing Company \_\_\_\_\_

Signature and Title \_\_\_\_\_

Date \_\_\_\_\_

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program