



Instructions

- Use this form to notify BWC of a new client, change of relationship with a current client or termination of a client.
- BWC must receive new contract and termination notifications within 30 days of the effective date of the contract or termination.
- **Notice:** Pursuant to Ohio Administrative Code 4123-17-15.1, if BWC is not notified within the required time frame, BWC will recognize the date the UA-3 is received as the effective date. For each occurrence that BWC is not notified timely, a late fee will be assessed.

Submit the form to BWC in one of the following ways.

Email: 120c239@bwc.ohio.gov

Fax: 614-719-5925

Mail: BWC Mail Processing Center
Attn: Employer Services
30 W. Spring St.
Columbus, OH 43215-2256

Important: If you fax or mail the form to BWC, be sure to sign and date the form. BWC cannot process it without a signature.

Professional employer organization (PEO) information	
Company name	Policy number
Contact person name	Telephone number

PEO lease information	
Check only one <input type="checkbox"/> New lease <input type="checkbox"/> Change existing policy number reporting client payroll/claims <input type="checkbox"/> Lease termination	Effective date of lease, termination or change in Ohio

Client company information		
Client company name	Client policy/quote number	
DBA	Federal ID number	
Mailing address (P.O. Box if applicable)	Client phone number	
City	State	Nine-digit ZIP code

Employee reporting (payroll and claims)	List class codes reportable by PEO	List class codes reportable by client
<input type="checkbox"/> All under the PEO policy <input type="checkbox"/> All under the client policy <input type="checkbox"/> A portion under the PEO policy <ul style="list-style-type: none"> ○ Partial wages reported to BWC under the client policy must be reported under the FEIN of the client employer. ○ Splitting of employees within a manual classification is not permitted. 	PEO _____ _____ _____	Client _____ _____ _____

Signatures are required by both parties	Title	Date
Print client signatory		
Client signature		
Print PEO signatory		
PEO signature		

Note: Signing this form is an acknowledgement that all the information is complete and true to the best of your knowledge. Omission of any of the items required or misrepresentation of any of the above information on this form may lead to registration revocation as outlined in Ohio Revised Code Section 4125.