



Accident Insurance Company Temporary Employment
Agency Program –
Memorandum of Agreement

1. Employees will not be placed for work at a client's site until AIC and this temporary service agency have agreed in writing on the placement and on the classification of the occupations involved as well as the suitability of the work to be done.
2. Changes to a client's use of temporary employees or the addition of new classifications for a current client will not occur until AIC and this temporary service agency have agreed in writing on the occupations and classifications for the workers involved as well as the suitability of the work to be done. AIC will respond promptly to agency requests.
3. State unemployment tax forms, employee lists, and basic information about clients and their use of temporaries will be forwarded quarterly if requested by AIC.
4. Information kept for insurance audits will include payrolls for each classification for each client.

Owner / Manager _____ Date _____