



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

*This form must be completed in its entirety.*

### BRIDGE HR Staffing Client:

Name: \_\_\_\_\_

New Client Location 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:** 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.

**Fill out request in its entirety and email to [risk@bridgehrstaffing.com](mailto:risk@bridgehrstaffing.com).**

### For Internal Use Only

New Comp Code State: _____ <input type="checkbox"/> Approved by UW <input type="checkbox"/> Location Added <input type="checkbox"/> WC MOD State Added <input type="checkbox"/> Job Code Added Client Reporting SUTA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> EIN Added <input type="checkbox"/> Rate Added	New Comp Code Only: _____ <input type="checkbox"/> Approved by UW <input type="checkbox"/> Job Code Added Exhibit A Generated: _____ Exhibit A Signed: _____ Rate: _____ Fund: _____ Location# _____
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