

Agreement

Employer Information

	NEW RENEWAL	
APPLICATION DATE	STATUS (CIRCLE ONE)	# OF FULL-TIME EMPLOYEES
EMPLOYER/COMPANY NAME		
STREET ADDRESS		
CITY STATE ZIP	PHONE	EMAIL
FEDERAL TAX ID	EMPLOYER REPRESENTATIVE	

Site Information

SITE LOCATION (s)*	# OF PARTICIPANTS	X	RATE	=	TOTAL ANNUAL AMOUNT
<i>(sample)</i> Joe's Pizza – Santa Monica	10	x	\$ 624.00	=	\$ 6,240.00
1		x	\$	=	\$
2		x	\$	=	\$
3		x	\$	=	\$
4		x	\$	=	\$
*Attach <i>Additional Locations</i> form if necessary.			Subtotal from attached =	=	\$
\$5.00 TAP Card Fee (non-refundable)			x \$ 5.00	=	\$
			Total	=	\$

Agreement

The Employer agrees to pay the total due under this agreement upon the approval and execution of this contract by Metro. By signing this agreement, the undersigned represents that he/she is properly authorized to execute this agreement on behalf of the Employer, and has read and agrees with the terms and conditions for the A-TAP program contained on the reverse side. The term of this agreement shall be from _____ to _____, representing a total of _____ months, unless terminated earlier as provided in the terms and conditions on the reverse side.

EMPLOYER/COMPANY NAME	
PRINT NAME	TITLE
SIGNATURE	DATE

Payment Information

CREDIT CARD/CHECK/MONEY ORDER NUMBER (CIRCLE ONE)	NAME ON CREDIT CARD	CREDIT CARD EXP DATE
METRO ACCOUNT EXECUTIVE		PHONE
(METRO USE ONLY) CLIENT ACCOUNT NUMBER		



May be mailed with payment to Metro Commute Services,
One Gateway Plaza, Mail Stop 99-19-5, Los Angeles, CA 90012.

Agreement (continued)

Terms and Conditions

This Annual Transit Access Pass (A-TAP) Agreement (Agreement) is made this _____ day of _____, 20_____, between the Los Angeles County Metropolitan Transportation Authority (Metro) and _____ (Employer).

A-TAP DEFINITION AND USE – The A-TAP is a photo ID with validation sticker issued by Metro. When displayed, the A-TAP allows Eligible Employees of the Employer to ride free on all parts of Metro's fixed route transit system, including all Metro Bus, Metro Rapid, Metro Liner, and Metro Rail service. The A-TAP is invalid on any services not operated by Metro.

PURCHASE OF A-TAP – The Employer shall purchase A-TAP for all Eligible Employees. Employers are not obligated to purchase A-TAPs for every employee employed by Employer. Each pass is available at the price of \$624 per A-TAP for a calendar year period. The price of each A-TAP with a term of less than 12 months shall be prorated accordingly. A-TAP validation stickers will not be distributed to the Employer until Metro receives payment and photo IDs have been issued by Metro as provided below. The Employer may not resell A-TAP to employees for a profit. A-TAP may not be given, resold, or otherwise provided to persons who are not Eligible Employees. Each A-TAP shall expire on December 31 of the calendar year in which it is issued.

ELIGIBLE EMPLOYEES – Eligible Employees are all current full-time, part-time, contract and temporary employees, owners, partners, including executives, management, and staff of Employer selected to receive A-TAP by Employer. Employer shall determine the criteria which employee is eligible for the A-TAP.

EMPLOYMENT LOCATION – Employment Location is a single address, place of business, or location at which Eligible Employees work or conduct business on behalf of the Employer. An Employer may have more than one Employment Location. The Employment Location for telecommuting employees is the address, place of business or location with which such employee has primary contact or to which the employee reports. A residence qualifies as an Employment Location only if it is the primary place of employment for the Employer's Eligible Employees.

METRO ISSUED PHOTO ID – Metro shall issue a photo ID to each Eligible Employee. The Employer agrees to pay Metro \$5.00 for each such photo ID in advance. Photos for Metro-issued ID's may be taken at each Employment Location at an agreed upon time or emailed to Metro in an acceptable format. Any future ID's will be taken at Metro headquarters after an appointment has been made. The A-TAP validation sticker will be affixed to Metro-issued photo ID's by a Metro representative.

VALIDATION STICKER – A-TAP validation stickers must be affixed to the front face of the photo ID. Validation stickers will show the length of validation, and must not be removed at any time. A photo ID without a validation A-TAP sticker is not considered valid fare media and such users are subject to boarding refusal or fine.

REQUIRED DOCUMENTATION – Employer shall maintain a master list of all Eligible Employees holding A-TAP and is required to submit a copy to Metro. *Metro reserves the right to audit and verify the number of Eligible Employees by Employment Location.* The master list of Eligible Employees shall be based on official company records of personnel counts.

CONTRACT MINIMUM ADJUSTMENT – If the total of all fees is less than \$2,000, the minimum fee will be \$2,000.

PAYMENT TERMS – Payment in full for all A-TAP and processing fees shall be made within 30 days upon receiving Metro invoice. The total amount due to Metro is shown on the reverse side of this agreement. The Employer and Metro agree that acceptance of payment does not constitute Metro's approval and acceptance of the Agreement. Metro will issue a refund check to the Employer in the event the Agreement is not approved and accepted.

ADDITIONAL ELIGIBLE EMPLOYEES – Employer shall pay a prorated A-TAP value for each additional Eligible Employee after the commencement of the contract. Employer shall complete the "Request for Additional or Return Passes Form" to purchase A-TAP for additional Eligible Employees. Such form is available from Metro.

TERMINATED ELIGIBLE EMPLOYEES – Each month, Employer shall provide Metro with a list, postmarked before the fifteenth of the month, of Eligible Employees who were terminated or have left the employment, along with the employee's canceled photo ID with the A-TAP verification sticker affixed. Employer shall submit such requests with a completed "Request for Additional or Return Passes Form." Such form is available from Metro. Upon receipt of the returned A-TAP, Metro will provide a replacement A-TAP for a new Eligible Employee identified under "ADDITIONAL ELIGIBLE EMPLOYEES" for the remainder of the term of this Agreement at no charge to the Employer, except for photo fees under "METRO-ISSUED PHOTO ID." Credits will only be given if a permanent reduction in work force has occurred, based on officially and legally verifiable documentation.

REISSUE OF LOST OR STOLEN A-TAP – An Eligible Employee's lost or stolen A-TAP will be reissued by Metro only when requested and authorized by the Employer. Employer shall submit a completed "Replacement Pass Request and Payment Form" with the reissue fee. Such form is available from Metro. The fee for reissuing a lost or stolen A-TAP the first time is \$25 per individual. The fee for reissuing a lost or stolen A-TAP the second time is \$50 per individual. Metro will not reissue an A-TAP more than two (2) times per person. All reissue fees are non-refundable under any circumstances. Any Metro ID's found should be returned to Metro Commute Services, One Gateway Plaza, Mail Stop 99-19-5, Los Angeles, CA 90012.

CHANGE OF EMPLOYMENT LOCATION – Employer must notify Metro in writing within 30 days if the Employer changes one or more participating Employment Locations at any time during the term of this Agreement.

UNAUTHORIZED USE OF A-TAP – Metro retains the right to confiscate the A-TAP or pursue claims, demands, or lawsuits against, or seek prosecution of, any person who duplicates, alters, or commits unauthorized use of an A-TAP.

TERMINATION BY METRO – Metro may terminate this Agreement or cancel any or all A-TAP if it has reason to believe that information provided by Employer has been falsified or A-TAP has been furnished to persons other than the Eligible Employees. Termination is effective when Metro's written notice of termination is delivered to Employer. The Employer's sole remedy for such termination shall be a refund for all cancelled A-TAP that are returned to Metro, pro-rated for the number of months of remaining available use at the time the A-TAPs are returned.

TERMINATION BY EMPLOYER – Employer may terminate this Agreement by giving Metro written notice of the intent to terminate at least 60 days prior to the termination date. All A-TAPs must be returned to Metro immediately upon termination, and the Employer shall remain liable for any sums due under this Agreement. Employer agrees to pay Metro for any A-TAP not returned on or prior to the termination date. The amount due for unreturned A-TAPs will be determined by multiplying the number of A-TAPs not returned by \$70, multiplying the result by the number of months of remaining available use. Any amounts due to Metro under this Paragraph will be subject to late charges at the rate of 1% per month, if not paid by the fifth day of the next month following termination. If Employer discontinues business operations during the term of this Agreement, Metro shall consider Employer to have terminated this Agreement and retains the right to pursue the remedies set out in this Agreement and all other legal remedies.

INDEMNIFICATION – Neither Metro nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason to anything done or committed to be done by the Employer under or in connection with any work performed by and or service provided by the Employer, its officers, agents, employees and subcontractors under this Agreement. The Employer shall fully indemnify, defend, and hold Metro and its officers, agents, and employees harmless from and against any liability and expenses including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any legal fees and any claims for damages of any nature whatsoever arising out of Employer's participation in the A-TAP program, including without limitation (i) breach of Employer's obligations under this Agreement; or (ii) any act or omission of Employer, or its officers, agents, employees or subcontractors in connection with its participation in the A-TAP program. Nothing in this Agreement shall be construed to give rights to any person or entity that is not a party to this Agreement.

MISCELLANEOUS – This document contains all of the terms and conditions of the agreement between Metro and the Employer. Any changes or additions to the Agreement must be in writing and signed by all parties to the original Agreement. The captions or headings on any paragraphs in this Agreement are for reference only and do not affect any of the terms and conditions of this Agreement. Nothing in this Agreement shall be construed to limit the right of Metro to adjust or modify its services or perform any other lawful functions.

PLEASE INITIAL YOUR AGREEMENT Employer _____ Metro _____

Agreement

Employer Information

NEW RENEWAL

APPLICATION DATE STATUS (CIRCLE ONE) # OF FULL-TIME EMPLOYEES

EMPLOYER/COMPANY NAME

STREET ADDRESS

CITY | STATE | ZIP PHONE EMAIL

FEDERAL TAX ID EMPLOYER REPRESENTATIVE

Site Information

SITE LOCATION(S)*	# OF PARTICIPANTS	X	RATE/PRO-RATE	TOTAL ANNUAL AMOUNT
<i>(sample)</i> Joe's Pizza – Santa Monica	20	X	\$ 194.00	= \$ 3,880.00
1		X	\$	= \$
2		X	\$	= \$
3		X	\$	= \$
4		X	\$	= \$
*Attach <i>Additional Locations</i> form if necessary.			Subtotal from attached	= \$
\$5.00 TAP Card Fee (non-refundable)			X \$ 5.00	= \$
			Total	= \$

Agreement

The Employer agrees to pay the total due under this agreement upon the approval and execution of this contract by Metro. By signing this agreement, the undersigned represents that he/she is properly authorized to execute this agreement on behalf of the Employer, and has read and agrees with the terms and conditions for the B-TAP program contained on the reverse side. The term of this agreement shall be from _____ to _____, representing a total of _____ months, unless terminated earlier as provided in the terms and conditions on the reverse side.

EMPLOYER/COMPANY NAME

PRINT NAME TITLE

SIGNATURE DATE

Payment Information

CREDIT CARD/CHECK/MONEY ORDER NUMBER (CIRCLE ONE) NAME ON CREDIT CARD CREDIT CARD EXP DATE

METRO ACCOUNT EXECUTIVE PHONE

(METRO USE ONLY) CLIENT ACCOUNT NUMBER



May be mailed with payment to Metro Commute Services,
One Gateway Plaza, Mail Stop 99-19-5, Los Angeles, CA 90012.

Agreement (continued)

Terms and Conditions

This Business Transit Access Pass (B-TAP) Agreement (Agreement) is made this _____ day of _____, 20_____, between the Los Angeles County Metropolitan Transportation Authority (Metro) and _____ (Employer).

B-TAP DEFINITION AND USE – The B-TAP is a photo ID with validation sticker issued by Metro. When displayed, the B-TAP will allow eligible employees of the Employer to ride free on all parts of Metro's fixed route transit system, including all Metro Bus, Metro Rapid, Metro Liner, and Metro Rail service including zones. The B-TAP is invalid on any services not operated by Metro.

PURCHASE OF B-TAP – The Employer shall purchase B-TAP for all Eligible Employees, and acceptance of this Agreement signifies that the Employer verifies the number of eligible employees submitted to Metro is accurate, true, and based on official company records of personnel counts. B-TAP validation stickers will not be distributed to the Employer until Metro receives this Agreement executed by Employer, payment in full for the requested B-TAP and photo IDs have been issued by Metro as provided below. The Employer may not resell B-TAP to employees for a profit. B-TAP may not be given, resold, or otherwise provided to persons who are not Eligible Employees. Each B-TAP shall expire on December 31 of the calendar year in which it is issued.

ELIGIBLE EMPLOYEES – Eligible Employees are all current full-time employees, owners, partners, including executives, management, and staff of Employer at an Employment Location. Employer may, at its sole option, include all its part-time and temporary employees as Eligible Employees. Independent contractors of Employer are not Eligible Employees.

EMPLOYMENT LOCATION – Employment Location is a single address, place of business, or location at which Eligible Employees work or conduct business on behalf of the Employer. An Employer may have more than one Employment Location. The Employment Location for telecommuting employees is the address, place of business or location with which such employee has primary contact or to which the employee reports. A residence qualifies as an Employment Location only if it is the primary place of employment for the Employer's Eligible Employees.

METRO ISSUED PHOTO ID – Metro shall issue a photo ID to each Eligible Employee. The Employer agrees to pay Metro \$5.00 for each such photo ID in advance. Photos for Metro-issued ID's may be taken at each Employment Location at an agreed upon time or emailed to Metro in an acceptable format. Any future ID's will be taken at Metro headquarters after an appointment has been made. The B-TAP validation sticker will be affixed to Metro-issued photo ID's by a Metro representative.

VALIDATION STICKER – B-TAP validation stickers must be affixed to the front face of the photo ID. Validation stickers will show the length of validation, and must not be removed at any time. A photo ID without a validation B-TAP sticker is not considered valid fare media and such users are subject to boarding refusal or fine.

REQUIRED DOCUMENTATION – Employer shall maintain a master list of all Eligible Employees holding B-TAP and is required to submit a copy to Metro. *Metro reserves the right to audit and verify the number of Eligible Employees by Employment Location.* The master list of Eligible Employees shall be based on official company records of personnel counts.

CONTRACT MINIMUM ADJUSTMENT – If the total of all fees is less than \$2,000, the minimum fee will be \$2,000.

PAYMENT TERMS – Payment in full for all B-TAP and processing fees shall be made within 30 days upon receiving Metro invoice. The total amount due to Metro is shown on the reverse side of this agreement. The Employer and Metro agree that acceptance of payment does not constitute Metro's approval and acceptance of the Agreement. Metro will issue a refund check to the Employer in the event the Agreement is not approved and accepted.

ADDITIONAL ELIGIBLE EMPLOYEES – Employer shall pay a prorated B-TAP value for each additional Eligible Employee after the commencement of the contract. Employer shall complete the "Request for Additional or Return Passes Form" to purchase B-TAP for additional Eligible Employees. Such form is available from Metro.

TERMINATED ELIGIBLE EMPLOYEES – Each month, Employer shall provide Metro with a list, postmarked before the fifteenth of the month, of Eligible Employees who were terminated or have left the employment, along with the employee's canceled photo ID with the B-TAP verification sticker affixed. Employer shall submit such requests with a completed "Request for Additional or Return Passes Form." Such form is available from Metro. Upon receipt of the returned B-TAP, Metro will provide a replacement B-TAP for a new Eligible Employee identified under "ADDITIONAL ELIGIBLE EMPLOYEES" for the remainder of the term of this Agreement at no charge to the Employer, except for photo fees under "METRO-ISSUED PHOTO ID." Credits will only be given if a permanent reduction in work force has occurred, based on officially and legally verifiable documentation.

REISSUE OF LOST OR STOLEN B-TAP – An Eligible Employee's lost or stolen B-TAP will be reissued by Metro only when requested and authorized by the Employer. Employer shall submit a completed "Replacement Pass Request and Payment Form" with the reissue fee. Such form is available from Metro. The fee for reissuing a lost or stolen B-TAP the first time is \$25 per individual. The fee for reissuing a lost or stolen B-TAP the second time is \$50 per individual. Metro will not reissue a B-TAP more than two (2) times per person. All reissue fees are non-refundable under any circumstances. Any Metro ID's found should be returned to Metro Commute Services, One Gateway Plaza, Mail Stop 99-19-5, Los Angeles, CA 90012.

CHANGE OF EMPLOYMENT LOCATION – Employer must notify Metro in writing within 30 days if the Employer changes one or more participating Employment Locations at any time during the term of this Agreement. The Employer agrees to pay Metro the pro-rated increase of all B-TAP passes if the new Employment Location is in a higher service level area. The Employer will receive a prorated credit if the new Employment Location is located in a lower service level area.

UNAUTHORIZED USE OF B-TAP – Metro retains the right to confiscate the B-TAP or pursue claims, demands, or lawsuits against, or seek prosecution of, any person who duplicates, alters, or commits unauthorized use of a B-TAP.

TERMINATION BY METRO – Metro may terminate this Agreement or cancel any or all B-TAP if it has reason to believe that information provided by Employer has been falsified or B-TAP has been furnished to persons other than Eligible Employees. Termination is effective when Metro's written notice of termination is delivered to Employer. The Employer's sole remedy for such termination shall be a refund for all cancelled B-TAP that are returned to Metro, pro-rated for the number of months of remaining available use at the time the B-TAPs are returned.

TERMINATION BY EMPLOYER – Employer may terminate this Agreement by giving Metro written notice of the intent to terminate at least 60 days prior to the termination date. All B-TAPs must be returned to Metro immediately upon termination, and the Employer shall remain liable for any sums due under this Agreement. Employer agrees to pay Metro for any B-TAP not returned on or prior to the termination date. The amount due for unreturned B-TAPs will be determined by multiplying the number of B-TAPs not returned by \$70, multiplying the result by the number of remaining months of available use. Any amounts due to Metro under this Paragraph will be subject to late charges at the rate of 1% per month, if not paid by the fifth day of the next month following termination. If Employer discontinues business operations during the term of this Agreement, Metro shall consider Employer to have terminated this Agreement and retains the right to pursue the remedies set out in this Agreement and all other legal remedies.

INDEMNIFICATION – Neither Metro nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason to anything done or committed to be done by the Employer under or in connection with any work performed by and or service provided by the Employer, its officers, agents, employees and subcontractors under this Agreement. The Employer shall fully indemnify, defend, and hold Metro and its officers, agents, and employees harmless from and against any liability and expenses including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any legal fees and any claims for damages of any nature whatsoever arising out of Employer's participation in the B-TAP program, including without limitation (i) breach of Employer's obligations under this Agreement; or (ii) any act or omission of Employer, or its officers, agents, employees or subcontractors in connection with its participation in the B-TAP program. Nothing in this Agreement shall be construed to give rights to any person or entity that is not a party to this Agreement.

MISCELLANEOUS – This document contains all of the terms and conditions of the agreement between Metro and the Employer. Any changes or additions to the Agreement must be in writing and signed by all parties to the original Agreement. The captions or headings on any paragraphs in this Agreement are for reference only and do not affect any of the terms and conditions of this Agreement. Nothing in this Agreement shall be construed to limit the right of Metro to adjust or modify its services or perform any other lawful functions.

PLEASE INITIAL YOUR AGREEMENT Employer _____ Metro _____

Additional Locations (attach to Agreement)

Employer Information

EMPLOYER/COMPANY NAME	EMPLOYER REPRESENTATIVE	
	<input type="checkbox"/> A-TAP <input type="checkbox"/> B-TAP	
METRO ACCOUNT EXECUTIVE	PASS TYPE (CIRCLE ONE)	DATE

Additional Location Information

SITE LOCATION(S)	# OF PARTICIPANTS	X RATE/PRO-RATE	TOTAL ANNUAL AMOUNT
<i>(sample)</i> Joe's Pizza – Santa Monica	5	x 61	= \$ 305.00
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$
22			\$
23			\$
24			\$
25			\$
Subtotal			\$



Replacing Passes

Employer Information

EMPLOYER/COMPANY NAME	ACCOUNT NUMBER	DATE
STREET ADDRESS		
CITY STATE ZIP		
EMPLOYER REPRESENTATIVE	PHONE	EMAIL
METRO ACCOUNT EXECUTIVE	PASS TYPE (CIRCLE ONE) A-TAP B-TAP	

Pass Replacement Information

EMPLOYEE NAME	SITE LOCATION(S)	DATE	1ST/2ND REISSUE	COST
<i>(sample)</i> Joe Smith	Joe's Pizza – Santa Monica	01/01/2006	1st	\$ 25.00
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
			Total	\$

Agreement

Pursuant to the A-TAP/B-TAP Terms and Conditions I understand that the fee for reissuing of A-TAP/B-TAP the first time is \$25 per employee and \$50 for a second reissue. I understand Metro will not reissue more than two (2) A-TAP/B-TAP per employee per calendar year.

PRINT NAME	TITLE
SIGNATURE	DATE

Payment Information

CREDIT CARD/CHECK/MONEY ORDER NUMBER (CIRCLE ONE)	NAME ON CREDIT CARD	CREDIT CARD EXP DATE
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May be mailed with payment to Metro Commute Services,
One Gateway Plaza, Mail Stop 99-19-5, Los Angeles, CA 90012.

Adding or Returning Passes

Employer Information

EMPLOYER/COMPANY NAME	ACCOUNT NUMBER	DATE
STREET ADDRESS		
CITY STATE ZIP		
EMPLOYER REPRESENTATIVE	PHONE	EMAIL
METRO ACCOUNT EXECUTIVE	PASS TYPE CIRCLE ONE) A-TAP B-TAP	

Passes Added*

MONTH ADDED	SITE LOCATION(S)	RATE/PRO-RATE	# OF PASSES	TOTAL
<i>(sample)</i> June	Joe's Pizza – Santa Monica	\$ 52.00	x 7	= \$ 427.00
		\$	x	= \$
*List employee names on reverse side.			Subtotal from reverse	= \$
\$5.00 TAP Card Fee (non-refundable)		\$ 5.00	x	= \$
			Total Payment Due	= \$

Passes Returned*

MONTH RETURNED	SITE LOCATION(S)	RATE/PRO-RATE	# OF PASSES	TOTAL
<i>(sample)</i> June	Joe's Pizza – Santa Monica	\$ 61.00	x 7	= \$ 427.00
		\$	x	= \$
*List employee names on reverse side.			Subtotal from reverse	= \$
			Total Credit Due	= \$

Agreement

Pursuant to the existing A-TAP/B-TAP Agreement, the Employer acknowledges that payment for additional A-TAP/B-TAP is due before photo ID's are produced and A-TAP/B-TAP are distributed to the Employer. Credits will not be processed until Metro has received all returned A-TAP/B-TAP with validation stickers. If less than the specified number of returned A-TAP/B-TAP is received Metro will levy penalties as listed under the existing Terms and Conditions.

PRINT NAME	TITLE
SIGNATURE	DATE

Payment Information (for Passes Added only)

CREDIT CARD/CHECK/MONEY ORDER NUMBER (CIRCLE ONE)	NAME ON CREDIT CARD	CREDIT CARD EXP DATE
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May be mailed with payment to Metro Commute Services,
One Gateway Plaza, Mail Stop 99-19-5, Los Angeles, CA 90012.

Adding or Returning Passes (continued)

Passes Added

FIRST NAME	LAST NAME	HIRE DATE
<i>(sample) Joe</i>	<i>Smith</i>	<i>01.01.2006</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Passes Returned

FIRST NAME	LAST NAME	DATE ISSUED
<i>(sample) Joe</i>	<i>Smith</i>	<i>02.01.2006</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Employee List

Employer Information

EMPLOYER/COMPANY NAME _____ DATE _____

Employee Information*

FIRST NAME	LAST NAME	HIRE DATE	ID #	EXEMPT STATUS	REASON FOR EXEMPTION
(sample) Joe	Smith	01.01.2006	123456		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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19					
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22					
23					
24					
25					

*For longer lists please attach additional pages.

Agreement

I hereby certify this represents a true and complete list of all full time employees of our company.



PRINT NAME _____ TITLE _____

SIGNATURE _____ DATE _____

PHONE NUMBER _____