

**Employee Leasing Companies (CO, EL, GL, GM)
Renewal Information
for current licensees**

If your request is postmarked after April 30, 2020 or submitted electronically after midnight April 30, 2020 (ET), your license will automatically become delinquent and a \$25 late fee will be assessed.

Every day we work to improve the way we do business in order to serve you better. **A copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

If you wish to print your license at any time in the future, you may do so using your secure online account with the Department. Please log into www.MyFloridaLicense.com to access your account and follow the step by step instructions on how to **print your license**. Additionally, after you have created an online account and linked your license, you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application, select "My License" and enter the same login and password information that you used to create your online account to view a copy of your professional license.

To renew your Employee Leasing license, please use the following fee breakdowns:

Controlling Person (CO) Renewal Fee \$600.00

Employee Leasing Company (EL) Renewal Fee \$900.00

Employee Leasing Company Group (GL) Renewal Fee \$1500.00

Employee Leasing Company Group Member (GM) No Fee

If you wish to mail your renewal notice, please complete the blank renewal form found on the professional website along with your renewal fee payment to:

**Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399**

If mailing, please allow additional time for processing of your renewal request.

Electronic Submission of Annual Assessment, Quarterly and Annual Reports

- In an effort to more accurately track and submit Annual Assessment Fees and Quarterly and Annual financial reports, the Department of Business and Professional Regulation has created the following electronic submission options:
- Quarterly and Annual Reports can be e-mailed at:
EmployeeLeasingReports@myfloridalicense.com. or
- Via accessing your on-line account at:
<https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do>
- Through your on-line account, you may pay your Annual **Assessment Fees** and submit **Quarterly** and **Annual Reports**.
- Employee Leasing Company report forms can be found at:
www.myfloridalicense.com/DBPR/employee-leasing-companies/forms-and-publications/

ALL LICENSEES PLEASE READ THE FOLLOWING INFORMATION:

- Pursuant to 61G7-10.0014, Florida Administrative Code, all licensees seeking renewal of their licenses are required to file evidence of worker's compensation coverage for all leased employees in this state with the Board of Employee Leasing Companies.
- State law requires you to maintain a current mailing address (address of record) with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to this address of record including important board information, service of process, etc. It is also recommended that you keep your telephone and e-mail address current with the Department. The Department will use the email address for official communication with license holders. Update your personal information through one of the options referenced in this renewal package.

Visit www.MyFloridaLicense.com to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships as well as the opportunity to update personal data, apply online for additional licenses, renew your license and **submit the quarterly and annual financial statements**. For commonly asked questions please use the "Ask Us" link at the top of the page and if you need additional assistance select the "Contact Us" link or call our Customer Contact Center at 850.487.1395.