

Electronic Submission of Annual and Quarterly Reports

- In an effort to more accurately track and submit annual and quarterly financial reports, the Department of Business and Professional Regulation has created the following options:
- Via E-mail at: EmployeeLeasingReports@myfloridalicense.com. or
- Via Accessing your on-line account at: <https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do>

Quarterly Reports

Each employee leasing company shall submit no later than 75 days after the end of each calendar quarter, a statement to the Board of Employee Leasing Companies affirming that it is in compliance with Section 468.525(3)(d), Florida Statutes, showing that it is maintaining positive working capital and accounting net worth and has adequate reserves to pay, when due, all payroll taxes, workers' compensation and health insurance premiums, and amounts due under any plan of self-insurance or partial self-insurance. *The department will accept a timely filed annual financial report in lieu of a quarterly report for the last quarter in an employee leasing company's fiscal year.*

Quarter	Calendar Date End
1st	March 31st
2nd	June 30th
3rd	September 30th
4th	December 31st

When submitting quarterly reports please include the following:

- [EL - 4504 Employee Leasing Company Quarterly Report Package](#)
- [EL - 4522 Quarterly Compliance Form](#)
- Certificate of Liability showing current Worker's Compensation Coverage

Annual Reports

Each employee leasing company shall submit, no later than 120 days after their fiscal year end a copy of their current fiscal year-end financial statements, prepared in accordance with Generally Accepted Accounting Principles, which shall include a statement of income and retained earnings, balance sheet, statement of changes in financial position (cash flows), and applicable footnotes.

Each employee leasing company or employee leasing company group shall submit audited financial statements audited by an independent certified public accountant. However, an employee leasing company or employee leasing company group with gross Florida payroll of less than \$2.5 million during any fiscal year may submit financial statements **reviewed** by an independent certified public accountant for that year.

Annual Financial Statements which are **reviewed** must be accompanied by a completed Form DBPR EL 4503, entitled Employee Leasing Company Affirmation by Written Declaration to Financial Statements, as required in Rule 61G7-5.003 and 61G7-5.0032, Florida Administrative Code. You may access the form online at www.MyFloridaLicense.com > **Our Businesses and Professions > Employee Leasing Companies > Forms and Publications**

When submitting annual reports please include the following:

- [4516 – Worker's Compensation Liability Statement Package](#)

Please note that financial information submitted to the department by employee leasing companies has been deemed confidential per Section 468.535 (2), Florida Statutes. This would also hold true to financial information submitted electronically through e-mails and uploads into licensee accounts. E-mailing or uploading annual or quarterly reports provide a safe, cost-effective, and efficient way to comply with the reporting rules. Electronically submitted employee

leasing company reports can also provide a record of company submissions. The financial statements must reflect positive working capital and positive accounting net worth, as required in Section 468.525(3), Florida Statutes.

For additional information or questions regarding the Electronic Submissions of Quarterly Financial Reports please contact Erin Moreno at 850-717-1725.

For additional information or questions regarding the Electronic Submissions of Annual Financial Reports please contact Krista Woodard at 850-717-1984.