

**C.A.T.A. UNEMPLOYMENT INSURANCE
ADMINISTRATIVE SERVICE**

ENROLLMENT FORM AND SERVICE AGREEMENT

ENROLL OUR COMPANY IN THE C.A.T.A. SPONSORED UNEMPLOYMENT INSURANCE PROGRAM. UNEMPLOYMENT INSURANCE ADMINISTRATIVE SERVICES WILL BE PROVIDED BY XCHANGING/CAMBRIDGE INTEGRATED SERVICES GROUP, INC., AND THE FEE WILL BE DUE AS STATED BELOW.

WE UNDERSTAND XCHANGING/CAMBRIDGE INTEGRATED WILL:

- PROCESS OUR BENEFIT CLAIMS, PROTEST WHEN WARRANTED AND REPRESENT OUR COMPANY AT HEARINGS
- AUDIT AND VERIFY OUR BENEFIT WAGE CHARGES AND ASSIGNED TAX RATES AND PROTEST UNWARRANTED CHARGES
- CONDUCT GROUP WORKSHOPS TO EXPLAIN THE LAW, PROCEDURES AND MANAGEMENT RESPONSIBILITIES; ALSO PROVIDE TELEPHONE CONSULTATION
- ADVISE US OF CLAIMS DISPOSITION THROUGH QUARTERLY ACTIVITY REPORTS
- PROVIDE US WITH PERSONNEL AND PROCEDURES REPORTS
- PUBLISH SERVICE LETTERS REGARDING STATE AND FEDERAL LEGISLATIVE AND ADMINISTRATIVE CHANGES

WE AGREE TO REMIT THE FOLLOWING TO CAMBRIDGE INTEGRATED SERVICES GROUP, INC:

\$2.60 PER EMPLOYEE AT THE BEGINNING OF EACH CALENDAR QUARTER
NO SET-UP FEE
NO ADDITIONAL CHARGE FOR HEARINGS

THIS AGREEMENT WILL REMAIN IN FORCE FOR ONE YEAR AND UNTIL SUCH TIME AS EITHER PARTY PROVIDES WRITTEN NINETY (90) DAY NOTICE TO TERMINATE SERVICE.

COMPANY:

ADDRESS:

CITY/ZIP CODE:

TELEPHONE:

COMPANY OFFICIAL:

FAX:

SIGNATURE OF COMPANY OFFICIAL _____

***TOTAL EMPLOYMENT** _____ **DATE** _____

(TOTAL EMPLOYMENT INCLUDES ALL EMPLOYEES REPORTED FOR STATE UNEMPLOYMENT PAYROLL PURPOSES.)

RETURN TO: MR. PAUL F. SCHARDT, SENIOR VICE PRESIDENT
XCHANGING/CAMBRIDGE INTEGRATED,
8755 W HIGGINS, 11TH FLOOR
CHICAGO, ILLINOIS 60631
FAX: (614) 601-9358 OR PAUL.SCHARDT@US.XCHANGING.COM