

# 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 Cambridge Integrated Services Group, Inc., DBA Martin Boyer Company and the fee will be due as stated below.

### We understand Cambridge/ Martin Boyer Company 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/Martin Boyer Company:

- \$2.20 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: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMPANY OFFICIAL: \_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL: \_\_\_\_\_

\*TOTAL EMPLOYMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

(Total employment includes all employees reported for State unemployment payroll purposes.)

RETURN TO: **CAMBRIDGE INTEGRATED, DBA: MARTIN BOYER COMPANY, INC.**

Mr. Paul F. Schardt, Senior Vice President  
175 West Jackson, Suite #1000  
Chicago, IL 60604  
Fax: (312) 381-9812