LICENSE RENEWAL APPLICATION CHECKLIST

	License Renewal Application Form
	Due 45 days prior to expiration of the PHDMA license:
	License Renewal Application completed. The form is notarized and all enclosures attached.
	Withholding and Social Security Taxes
	ication from the State Comptroller's Office showing that all Sta olding taxes have been paid for the past two years
	State, Federal and Other Governmental Obligations
emplo	fication that all other obligations your company is required to pay on behalf of in objects to the State (documentation of payments for unemployment insurance of all government.
	Receipt from Comptroller's Office
	eipt from the State Comptroller's Office showing that State income taxes of thany for the preceding 2 years have been paid.
	Workers' Compensation Certification
	icate of Compliance issued by the Workers' Compensation Commission or the of a workers' compensation insurance policy or binder.
	Bond
	y bond in an amount not less than \$2,500.
Suret	y bond in an amount not less than \$\psi_2,500.
Suret	Proof of Liability Insurance
A cop	Proof of Liability Insurance by of your Agency's Certificate of Insurance, showing general liability insurance in the state of th
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A cop an an holde	Proof of Liability Insurance by of your Agency's Certificate of Insurance, showing general liability insurance abount not less than \$100,000. The State of Maryland must be listed as a certificate.
A cop an an holde	Proof of Liability Insurance by of your Agency's Certificate of Insurance, showing general liability insurance frount not less than \$100,000. The State of Maryland must be listed as a certificate. Training Statements
A cop an an holde	Proof of Liability Insurance by of your Agency's Certificate of Insurance, showing general liability insurance in a sount not less than \$100,000. The State of Maryland must be listed as a certificate. Training Statements bleted Training Certification forms