

LICENSE RENEWAL APPLICATION CHECKLIST

Name of Company: _____

_____ License Renewal Application Form

Due 45 days prior to expiration of the PHDMA license: _____
Date

_____ License Renewal Application completed.

_____ The form is notarized and all enclosures attached.

_____ Withholding and Social Security Taxes

Certification from the State Comptroller's Office showing that all State withholding taxes have been paid for the past two years

_____ State, Federal and Other Governmental Obligations

Certification that all other obligations your company is required to pay on behalf of its employees to the State (documentation of payments for unemployment insurance or federal government).

_____ Receipt from Comptroller's Office

A receipt from the State Comptroller's Office showing that State income taxes of the company for the preceding 2 years have been paid.

_____ Workers' Compensation Certification

Certificate of Compliance issued by the Workers' Compensation Commission or the number of a workers' compensation insurance policy or binder.

_____ Bond

Surety bond in an amount not less than \$2,500.

_____ *Proof of Liability Insurance*

A copy of your Agency's Certificate of Insurance, showing general liability insurance in an amount not less than \$100,000. The State of Maryland must be listed as a certificate holder.

_____ Training Statements

Completed Training Certification forms

_____ Statement on Equipment

Completed and signed equipment form.

_____ Renewal Fee

The renewal application fee is \$100.