

The following information is required from clients who wish to designate Helpside as their E-Verify Agent. Information acquired from this form is provided to the Department of Homeland Security during the account set up phase and is used in the production of a Memorandum of Understanding (MOU) which will be sent to you separately. Participating clients must sign and return the signature page of the MOU which designates Helpside as your authorized and designated third-party agent for E-Verify. Helpside does not charge additional fees for the E-Verify Program.

CLIENT INFORMATION:

1. Does the company have contracts with the Federal government? * ☐ Yes ☐ No
 - a. If "Yes," are the contracts subject to the FAR E-Verify clause? ☐ Yes ☐ No
 - b. Does the contract cover all existing employees or only those working on the contract?
☐ All company employees
☐ Job specific employees only
2. Official Company Name: _____
 - a. DBA (if applicable): _____
 - b. Duns Number (if available): _____
3. FEIN #: _____
4. Product, service or NAICS code: _____
5. Number of Employees: _____

CLIENT CONTACT INFORMATION:

1. Physical Address:

Street	City	State	Zip
County			
2. Mailing Address: (if different from physical address)

Street	City	State	Zip
County			
3. Contact Full Name: _____
4. Contact Phone Number: _____
5. Contact Email Address: _____

*As of September 8, 2009, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to use E-Verify to determine the employment eligibility of:

- Employees performing direct, substantial work under those federal contracts
- New hires organization wide-regardless of whether they are working on a federal contract

A federal contractor or subcontractor who has a contract with the FAR E-Verify clause also has the option to verify the company's entire workforce.