



# Orion ISO

Intermediary Service Organization

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By moving to an online registration system, the Minnesota Unemployment Insurance (UI) Program has discontinued using form DEED-13 to set up a new employer in their UI program. All new employers are strongly urged to sign up using the UI online system. Only those employers who do not have access to the internet are allowed to call the program and sign up over the phone. The following information is necessary to register a new employer in the UI program and use Orion ISO Financial Services as your payroll agent:

1. Please enter your current business name and address here:

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

2. What name are you doing business as (DBA)? \_\_\_\_\_

3. Type of legal entity: \_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation X Other: Household Employer

4. Federal Employer Identification Number (FEIN) \_\_\_\_\_

5. Minnesota Department of Revenue ID Number \_\_\_\_\_

6. State and date of Incorporation \_\_\_\_\_

7. Date that covered employees first performed services \_\_\_\_\_

8. Date that first wages paid for services performed in Minnesota \_\_\_\_\_

9. Owner/Officer information (SSN or FEIN) \_\_\_\_\_ % of Ownership 100

10. Orion ISO Financial Services Agent ID \_\_\_\_\_

11. Primary business activity in Minnesota \_\_\_\_\_

12. Number of covered employees in Minnesota \_\_\_\_\_

I certify that the information on this form is true to the best of my knowledge. I understand that for purpose of using the Minnesota Unemployment Insurance online self service system, Orion ISO Financial Services will act on my behalf as my agent.

\_\_\_\_\_  
Common Law Employer Signature Date