

EMPLOYEE ROSTERS

Licenses must submit employee rosters to the Department on a quarterly basis.

Note: A renewal application shall not be processed if the quarterly roster has not been received for each quarter of the preceding 2-year license period. (Authority MCL 338.1067(3))

Quarterly rosters are due at the end of the quarter as shown below:

| Quarter | Quarter Covered | Due Date |
|----------------|--------------------------|--------------|
| First Quarter | January through March | April 15th |
| Second Quarter | April through June | July 15th |
| Third Quarter | July through September | October 15th |
| Fourth Quarter | October through December | January 15th |

Rosters must contain the following information:

- Agency name
- Agency license number
- Agency address and telephone number
- Name of License Holder
- Name of person preparing report, their title and signature
- Alphabetical listing of employees that have been employed by your agency for the quarter. Employees are classified as follows:
 - Human Resource employees
 - Those that are engaged in the installation, maintenance, alteration, monitoring, responding, or servicing of security alarm systems
- Employee date of birth
- Employee hire date
- Employee termination date
- Total number of employee for quarter
- Quarter covered by the report
- **SWORN STATEMENT as follows:** I affirm that I am authorized to act on behalf of the above name agency and I verify that the information contained on this form is true, complete, and accurate to the best of my knowledge and belief. (Print Name of Person Performing Report, Signature, Title and Date)
- You are required to file a roster form for each branch facility
- A roster is required even if your company does not have any employees. Documentation must indicate "No Employees" or list "0" under the area marked Number of Employees.