

EMPLOYEE ROSTERS

Licensees 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))

Employee rosters are due at the end of each 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:

- 10-Digit agency license number
- Alphabetical listing of employees that have been employed by your agency for the quarter. Employees are classified as follows:
 - Branch Office Employees; Human Resource employees; and
 - 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 employees for quarter
- Quarter/Year 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 Preparing Report, Signature, Title and Date)
- Since the Qualifying Officer should be listed as an employee, there will always be at least one employee for the reporting period.