

### REQUEST FOR FACTS ABOUT A FORMER EMPLOYEE'S EMPLOYMENT

The person named in Item 5 has signed up for unemployment benefits. Give us the reason he or she does not work for you and tell us about any payments, other than wages, that you gave the person. We may charge your account if we pay benefits based on this employment. We must receive this completed form by 01/20/2016 . **Failure to respond timely (see Item 2) may result in a decision based on available claimant information, and your right to protest the payment of UI benefits may be denied, unless good cause exists for the untimely response.** Mail or fax the completed form to the above address or fax number; do **not** do both. Attach any documentation you have to support your statements. **Attachments must include the business name, claimant name, and social security number.** We will mail you a Notice of Decision to tell you whether we will pay benefits. We usually do not mail a Notice of Decision if the employee was laid off or if a payment you made does not affect benefits. Contact your former employee if you have work for him or her. Call or write us if he or she refuses the work. Our telephone numbers and address are above.

**CORPORATE MANAGEMENT GROUP INC  
12000 WASHINGTON ST STE 350  
THORNTON, CO 80241-0000**

1. Date Mailed <b>01/08/2016</b>	2. Due Date <b>01/20/2016</b>
3. First day of claim <b>01/10/2016</b>	4. Social Security Number <b>522-37-2774</b>
5. Person who signed up for Unemployment Benefits <b>LACOTA/REBECC A</b>	
6. Employer Account Number <b>624474005</b>	
7. Amount your Account May be Charged <b>483.16</b>	
8. Check this box if this person did not work for you. <input type="checkbox"/>	

In a separate envelope, you will receive a Notice of Unemployment Insurance Claim, Wages Reported, and Possible Charges form. The form provides details about the amount you may be charged if we pay benefits based on this employment. Follow the instructions on that form if you need to request that wages for this person be corrected.

9. Why is this person no longer working for you? (Check one.) <input type="checkbox"/> No Work at this Time/Laid Off <input type="checkbox"/> Quit (complete Items 17 and 20) <input type="checkbox"/> Fired (complete Items 18 and 20) <input type="checkbox"/> Strike (complete Item 20) <input checked="" type="checkbox"/> Other Reasons (complete Item 20)	10. Please check if appropriate: This person was hired full-time (32 hours or more) and is now working reduced hours. <input type="checkbox"/> This person was hired part-time and continues to work part-time. <input type="checkbox"/>	
	11. First Day Worked (mm/dd/yyyy) <b>06/09/2015</b>	13. Rate of Pay \$ <b>13.00</b> <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year
	12. Last Day Worked (mm/dd/yyyy) <b>06/29/2015</b>	14. Number of Regularly Scheduled Hours per Week

15. Did you pay this person vacation pay, wages in lieu of notice, or any other payment because his or her employment ended? (Do not include information about this person's final wages.)  Yes  No

Type of Payment	Gross Amount (Before Taxes)	Date Paid	Number of		
			Weeks	Days	Hours
	\$				
	\$				
	\$				
	\$				

16. Did this person receive a pension or retirement into which you paid? (Answer **No** if you did not pay into the pension or retirement.)  Yes  No

How is/was the pension paid?  
 Lump Sum      Gross Amount \_\_\_\_\_ Date Paid \_\_\_\_\_  
 Monthly      Monthly Amount \$ \_\_\_\_\_ First Date Paid \_\_\_\_\_



Employer Account Number 624474005	Due Date 01/20/2016	First Day of Claim 01/10/2016	First Four Letters of Last Name LACO	Social Security Number 522-37-2774
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17. **REASON FOR SEPARATION: QUIT**

If the employee quit or resigned, check off the **primary reason** why (attach additional sheets or documentation if needed).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> No Reason Given                    | <input type="checkbox"/> Move for Spouse's Job                      | <input type="checkbox"/> Physically or Mentally Unable to Work |
| <input type="checkbox"/> Another job                        | <input type="checkbox"/> Change in Hours or Pay                     | <input type="checkbox"/> Enter a Drug-Treatment Program        |
| <input type="checkbox"/> Move for Personal Reasons          | <input type="checkbox"/> Dissatisfied with Working Conditions       | <input type="checkbox"/> Domestic Violence                     |
| <input type="checkbox"/> Return to School                   | <input type="checkbox"/> Problems with Supervisor or Other Employee | <input type="checkbox"/> Voluntary Retirement                  |
| <input type="checkbox"/> Personal or Family Medical Problem | <input type="checkbox"/> Transportation Problems                    | <input type="checkbox"/> Other Reasons (attach explanation)    |

- a. Did the employee provide you with notice or inform you why he or she was quitting? Yes  No .
- b. Did the employee discuss any concerns with you prior to quitting? Yes  No . If **Yes**, what were those concerns, and how did you address the concerns? \_\_\_\_\_
- c. Was there a final incident that motivated the employee to quit? Yes  No . If **Yes**, what happened and when? \_\_\_\_\_
- d. Had the employee's hours, pay, or work responsibilities changed prior to quitting? Yes  No . If **Yes**, why? \_\_\_\_\_
- e. If the employee resigned due to health, did you request, and did he or she provide, you with medical documentation?  Yes  No .
- f. Please include a detailed statement explaining why the employee quit. Attach additional sheets if necessary.

18. **REASON FOR SEPARATION: DISCHARGE**

If the employee was discharged, check off the **primary reason** why (attach additional sheets or documentation if needed).

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Attendance (Absenteeism or Tardiness)  | <input type="checkbox"/> Violation of a Company Rule or Policy     | <input type="checkbox"/> Careless or Shoddy Work            |
| <input type="checkbox"/> Incarceration                          | <input type="checkbox"/> Inadequate Job Skills                     | <input type="checkbox"/> Insubordination                    |
| <input type="checkbox"/> Taking Unauthorized Vacation or Leave  | <input type="checkbox"/> Rude or Offensive Behavior                | <input type="checkbox"/> Damage to Employer's Property      |
| <input type="checkbox"/> Theft/Unauthorized Removal of Property | <input type="checkbox"/> Substance Abuse/Fail Drug or Alcohol Test | <input type="checkbox"/> Loss of License or Certification   |
| <input type="checkbox"/> Failed to Meet Established Standards   | <input type="checkbox"/> Threats or Assault                        | <input type="checkbox"/> Other Reasons (attach explanation) |

- a. What and when was the *final incident* that caused you to discharge this employee? \_\_\_\_\_
- b. Was the employee aware of company rules, policies, and performance expectations prior to the discharge? Yes  No
- c. Did the employee have the necessary education, skills, experience, and physical capabilities to perform the job? Yes  No
- d. Was the employee made aware of the job's requirements and the employer's expectations prior to the discharge? Yes  No
- e. Was the employee previously warned about performance, attendance, rule or policy problems prior to discharge? Yes  No
- f. If the employee had been previously warned, how and when was he or she warned? What is the name and the title of the individual who made the warning? What was the employee specifically told, and how did he or she respond to the warning?
- g. Was the employee given the opportunity to change his or her behaviors to meet expectation prior to discharge? Yes  No
- h. Please include a detailed statement explaining why the employee was discharged. Attach additional sheets if necessary.

19. **If you are a temporary help contracting firm**, please complete this box, and attach additional documentation if necessary.

At the time of hire, did you give the employee written notice to contact you for other work when the assignment was over? Yes  No

On what date did this person finish his or her last assignment? \_\_\_\_\_

Did this person request a new assignment when the last assignment was finished? Yes  No

If **Yes**, on what date? \_\_\_\_\_ Did you offer this person a new assignment? Yes  No  If **Yes**, on what date? \_\_\_\_\_

If offered a new assignment, did this person accept it?  Yes  No

If **Yes**, on what date? \_\_\_\_\_ If **No**, what reason did the person give? \_\_\_\_\_

20. **Additional Information:** If you would like to include additional information, please attach additional sheets to this form.

**AFFIRMATION:** The information provided is true, correct, and complete to the best of my knowledge and belief.

**I understand there are severe penalties, including fines and jail, for not telling the truth.**

Name of Person to Contact for Additional Information Caitlin Scholl	Title Administrative Assistant	E-mail Address caitlin@corpmgmtgroup.com
Phone Number (with area code) 303-920-1425	Signature of Person Who Completed Form 	Date 1/11/2016
The person who completed and signed this form is: <input type="checkbox"/> The employer <input checked="" type="checkbox"/> An employer representative		



**CORPORATE MANAGEMENT GROUP INC**  
**12000 WASHINGTON ST STE 350**  
**THORNTON CO 80241**

Date 01/08/2016
Employer Account Number 624474 .00 - 5

**NOTICE OF UNEMPLOYMENT INSURANCE CLAIM,  
 WAGES REPORTED, AND POSSIBLE CHARGES**

Each person listed below has signed up (filed a claim) for unemployment benefits. Beside each person's name is the amount of wages you reported to us (Item 5) and the amount that may be charged to your account if we pay the person benefits (Item 7). If **wages are incorrect** or the person did not work for you, turn the form over and follow the instructions to get the wages corrected. Make a copy of the front and back of this form before you send it to the above address. **Do not send this form if wages are correct.**

In a separate envelope, you received a Request for Facts About a Former Employee's Employment form. Complete that form and return it by the due date. If we receive that form late, you lose your right to give information about the reason why this person does not work for you (also called your *right to protest*).

We cannot accept facts about this person's employment on this form. If you have any questions, contact us at one of the telephone numbers above.

1 Person's Name	2 Social Security Number	3	4 Quarter-Ending Date	5 Total Wages Paid	6 Seasonal	7 Possible Charges	8 Weekly Benefit Amount	9 Last Day of Claim
LACOTA/REBECC A	522-37-2774		123114	.00		.00	255	010717
LACOTA/REBECC A	522-37-2774		033115	.00		.00	255	010717
LACOTA/REBECC A	522-37-2774		063015	929.50		309.83	255	010717
LACOTA/REBECC A	522-37-2774		093015	520.00		173.33	255	010717

\*An asterisk in column 3 means that this form shows a correction of wages and possible charges.

## DEFINITIONS

1. **Person's Name**—The name of the person who signed up (filed a claim) for unemployment benefits.
2. **Social Security Number**—The social security number of the person who filed the claim.
3. **Redetermination**—An asterisk in this column means that this form shows a correction of wages and possible charges from a previous Notice of Unemployment Insurance Claim, Wages Reported, and Possible Charges form. You can ask us to correct base-period wages. The former employee or other employers on his or her claim can also ask us to correct base-period wages. If wages are changed, you may receive a corrected form.
4. **Quarter-Ending Date**—Wages are listed in the calendar quarter in which you paid them, just as you reported them on your Unemployment Insurance Report of Workers Wages.
5. **Total Wages Paid**—The gross amount of wages you paid in each quarter. The amount includes employee 401(k) contributions. Remember that Section 125 cafeteria payments are not wages. Cash in a 125 plan is wages.
6. **Seasonal**—Seasonal wages are paid by seasonal employers. You are a seasonal employer only if we have approved you to be one.  
  
 "S" (seasonal) means that you reported all wages in the base period as seasonal. We can pay benefits based on these wages only if the person is out of work during your season.  
  
 "C" (combination) means that you reported wages in the base period as seasonal and nonseasonal. We can pay benefits based on these wages at any time.
7. **Possible Charges**—This is the maximum amount we could charge your account if we pay benefits based on this employment.
8. **Weekly Benefit Amount**—The amount of benefits we pay the person each week. The amount is based on the wages reported by all employers in the base period.
9. **Last Day of Claim**—The last date we can pay benefits to this person.

### USE THIS SECTION TO REQUEST CORRECTION OF WAGES

If the person never worked for you, check the box in the **Never Worked** column.

Person's Name	Social Security Number	Quarter-Ending Date	Correct Total Wages Paid (See Definition 5)	Dates of Employment		Never Worked
				Start Date	End Date	
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

### USE THIS SECTION TO REQUEST CORRECTION OF SEASONAL WAGES

Person's Name	Social Security Number	Quarter-Ending Date	Correct Total Wages Paid (See Definition 5)	Dates of Employment		Occupation
				Start Date	End Date	

Employer or Representative Signature	Name (Printed)	
Title	Telephone Number (include area code)	Date Signed

January 11, 2016

To whom it may concern,

This letter is in response to a request for employment verification for Rebecca Lacota. Rebecca was employed by Corporate Management Group and assigned to work at our client site, Leanin' Tree. Date of Hire was 06/04/2015, and her first day of work was 06/09/2015. She was considered a FT (30-40 hrs per week) employee with a pay rate of \$13 per hour.

Rebecca's assignment was a temporary-to-permanent position at Leanin' Tree. On 06/29/2015, Rebecca was hired on as a permanent employee at Leanin' Tree, thus her temporary assignment with Corporate Management Group ended.

Please feel free to contact me should you have any questions at 303-920-1425.

Sincerely,



Caitlin Scholl

**Corporate Management Group, Inc.**  
Administrative Assistant

Office: 303-920-1425

Fax: 303-736-7767

Email: [Caitlin@corpmgmtgroup.com](mailto:Caitlin@corpmgmtgroup.com)

