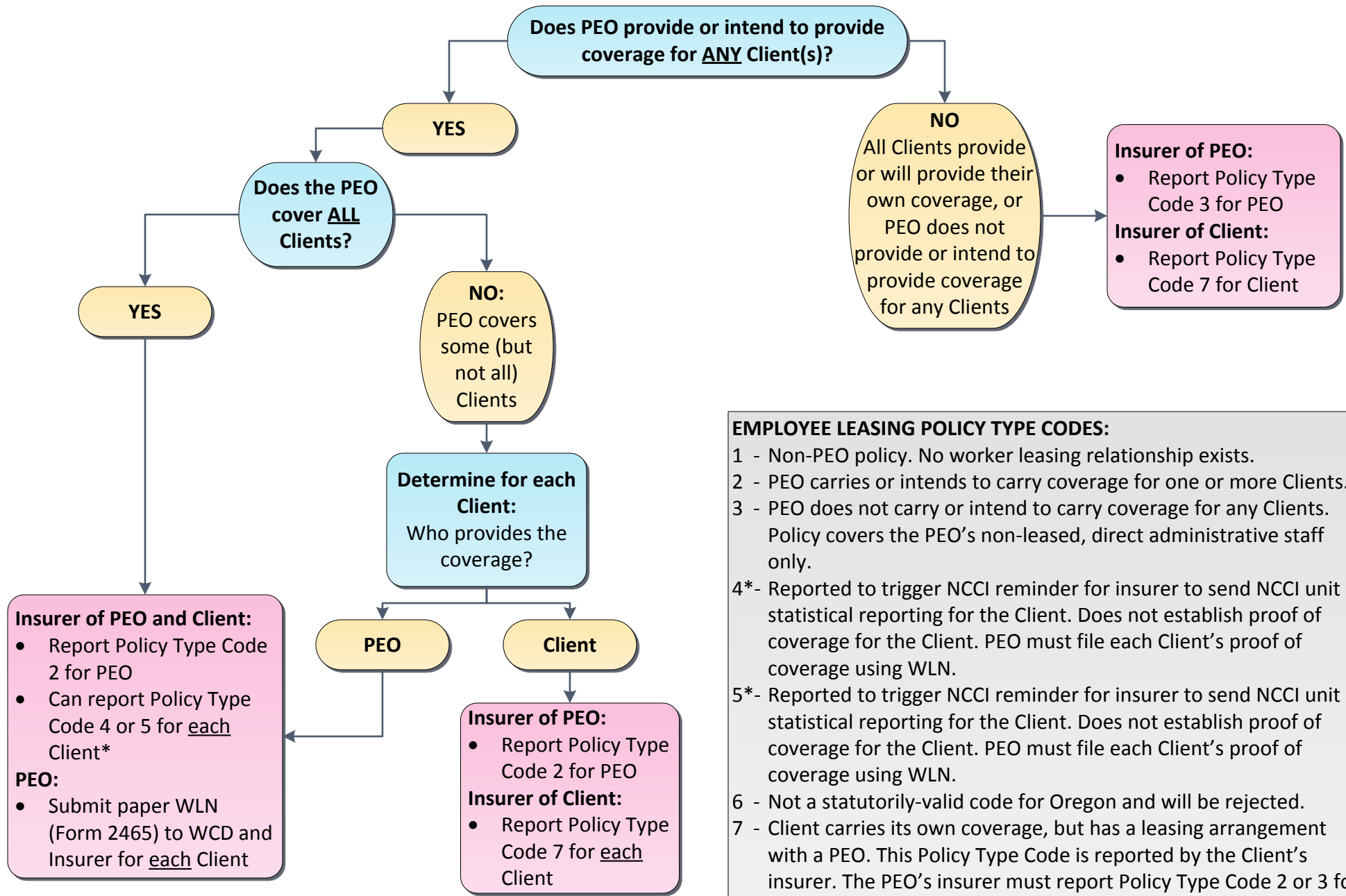


## Reporting Oregon Worker Leasing Company and Client Employer Information



### EMPLOYEE LEASING POLICY TYPE CODES:

- 1 - Non-PEO policy. No worker leasing relationship exists.
- 2 - PEO carries or intends to carry coverage for one or more Clients.
- 3 - PEO does not carry or intend to carry coverage for any Clients. Policy covers the PEO's non-leased, direct administrative staff only.
- 4\*- Reported to trigger NCCI reminder for insurer to send NCCI unit statistical reporting for the Client. Does not establish proof of coverage for the Client. PEO must file each Client's proof of coverage using WLN.
- 5\*- Reported to trigger NCCI reminder for insurer to send NCCI unit statistical reporting for the Client. Does not establish proof of coverage for the Client. PEO must file each Client's proof of coverage using WLN.
- 6 - Not a statutorily-valid code for Oregon and will be rejected.
- 7 - Client carries its own coverage, but has a leasing arrangement with a PEO. This Policy Type Code is reported by the Client's insurer. The PEO's insurer must report Policy Type Code 2 or 3 for the PEO.
- 8 - Not a statutorily-valid code for Oregon and will be rejected.

PEO = Oregon Worker Leasing Company  
WCD = Oregon Workers' Compensation Division  
WLN = Worker Leasing Notice (Form 2465)

\* - Insurer must file unit statistical data for each client separately. Insurers should work with NCCI on which reporting method works best for their company.

July 2015