



Department of the Treasury
Internal Revenue Service
Certified Professional Employer Organizations Office

Letter CPEO-5816
Date June 01, 2020
To contact us Phone 1-855-477-7347
Hours 9:30 AM – 6:00 pm EST

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Alabama Staff, Inc.
7361 Calhoun Place
Suite 600
Derwood, Maryland 20855

Notice of Certification

Dear Alabama Staff, Inc.,

You've met the requirements to become a Certified Professional Employer Organization (CPEO).

Your certification effective date is July 01, 2020.

The IRS will update a publicly available CPEO database to include your name, address, and the effective date of your certification. You must display the following disclaimer in any paid advertising involving print, television, radio, web-based or internet advertising in which you represent yourself as a CPEO.

"The IRS does not endorse any particular certified professional employer organization. For more information on certified professional employer organizations go to www.IRS.gov."

Be aware that the IRS conducts suitability checks of all CPEOs and their responsible individuals on a recurring basis, at least annually.

What you need to do

- You must file a properly completed and executed Form 14751, *Certified Professional Employer Organization Surety Bond*, within 30 days of the notice of certification. If you don't, we'll deny your certification and issue you a Notice of Final Denial.
- You must continue to meet all program requirements described in Internal Revenue Code Sections 3511 and 7705, Treasury Regulations, and other IRS guidance, including Revenue Procedure 2016-33, Notice 2016-49 and Revenue Procedure 2017-14, to maintain your certification.
- You must begin submitting Form 8973, Certified Professional Employer Organization/Customer Reporting Agreement, and attaching the appropriate Schedule R to your Forms 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, and Forms

941, Employer's QUARTERLY Federal Tax Return, as required by the Treasury Regulations and Revenue Procedure 2017-14.

- You must notify us of any material changes to the information you provided with your application (as described in Treasury Regulations Section 301.7705-2T(k) and Revenue Procedure 2017-14) within 30 days of the change, or the IRS may suspend or revoke your certification.

Additional information

If you need assistance call us at the telephone number at the top of the first page of this letter.

Sincerely,

Joseph J. Tiberio
SB/SE, Specialty Examination
Chief, Employment Tax