

## Employment Subscription Agreement Form Instructions

### Page 1

Legal name required; trade name can be listed as DBA

Provide company website. If you do not have one, enter N/A

Appropriate box must be checked. Indicate the reason why your organization is ordering searches

Mailing and physical address required. If they are the same, indicate such. If there are multiple locations enter the primary or HQ location

First and last name of contact must be entered

Email address is required. If you do not have an email, enter N/A

☐ Decline Automatic State Database Search - MO only

COMPANY INFORMATION	
<b>LEGAL NAME:</b> _____	<b>FED TAX ID:</b> _____
<b>DBA:</b> _____	<b># of employees:</b> _____
<b>DESCRIPTION OF BUSINESS:</b> _____	<b>BUSINESS DOCUMENT ATTACHED</b> (check one): <input type="checkbox"/> 940, 941 or Federal Tax Return <input type="checkbox"/> Business License <input type="checkbox"/> State Sales and Use Tax Certificate <input type="checkbox"/> Other Business Document
<b>WEBSITE:</b> _____	
<b>REASON FOR ORDERING SERVICES</b> (check all that apply): <input type="checkbox"/> Employment purposes (current or prospective employees) <input type="checkbox"/> Volunteer purposes (current or prospective volunteers) <input type="checkbox"/> Other purposes (please explain): _____	
<b>MAILING ADDRESS:</b>	<b>PHYSICAL ADDRESS</b>
ADDRESS 1 _____	ADDRESS 1 _____
ADDRESS 2 _____	ADDRESS 2 _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
<b>LOCATIONS</b> (attach list if needed): _____	
<b>BUSINESS LOCATION:</b> <input type="checkbox"/> COMMERCIAL (office or building) <input type="checkbox"/> RESIDENTIAL (home-based or zoned residential)	
CONTACT INFORMATION	
<b>PHONE NUMBER:</b> _____ / _____ BUSINESS ALTERNATE	<b>FAX NUMBER:</b> _____ / _____ BUSINESS ALTERNATE
<b>PRIMARY CONTACT NAME:</b> _____	
<b>PRIMARY CONTACT EMAIL:</b> _____	

Federal Tax ID Number; not state

Proof of Valid Business or "document type" must be indicated

A brief description (i.e. staffing company and number of employees are required

Location: one selection must be made

Use primary phone and fax numbers; do not use direct lines. If you do not have a fax, enter N/A

### Page 2

Company name must be the same as what was entered as Legal Name and dba (if applicable) on Page 1

State reflected must be the State of incorporation

**Employment Subscription Agreement – Terms and Conditions**

This subscription agreement ("the Agreement") is entered into as of the date of execution below (the "Effective Date"), by and between ISO Claims Services, Inc., a Delaware corporation, through its Insurance Information Exchange unit ("IIX") with offices at 1716 Briarcrest, Suite 200 Bryan, TX 77802, and \_\_\_\_\_ (Customer Name), a \_\_\_\_\_ (State) corporation/other entity with offices at \_\_\_\_\_ (City, State).

City and state reflected in Physical Address from Page 1 must be entered here

**Pages 3 & 4 do not require input, but must be submitted along with pages 1, 2, and 5**

### Page 5

Signature ('wet'), Date, Name, Title, and Email must be entered legibly. The document must be signed by an individual who has authority to do so. Electronic signatures are not acceptable.

<b>SIGNATURE:</b> _____	<b>DATE:</b> _____
Owner or Officer or Legally Authorized Representative	
<b>NAME (Printed):</b> _____	<b>TITLE:</b> _____
<b>E-MAIL ADDRESS OF SIGNEE:</b> _____	



# iiX Employment Subscription Agreement



1. Please provide all requested information below (PLEASE TYPE OR PRINT).
2. Agreement must be signed by an owner, officer, director, partner, principal, or other representative legally authorized to bind the business.
3. Make copies for your files, mail originals to IntelliCorp; 3000 Auburn Drive, Suite 410; Beachwood, OH 44122 or you may fax to 216.450.5249 or email to MVRCompliance@Intellicorp.net

ONE of the following **MUST** accompany this agreement: A CURRENT AND VALID BUSINESS LICENSE, OR A COPY OF ONE OF THE FOLLOWING dated within the last 24 months : CURRENT STATE SALES AND USE TAX CERTIFICATE, OFFICIAL FEDERAL TAX DOCUMENTS - 940, 941, OR FEDERAL TAX RETURN (W-9 is not acceptable)

☐ Decline Automatic State Database Search - MO only

COMPANY INFORMATION	
LEGAL NAME: _____	FED TAX ID: _____
DBA: _____	# of employees: _____
DESCRIPTION OF BUSINESS: _____	<b>BUSINESS DOCUMENT ATTACHED</b> (check one): <input type="checkbox"/> 940, 941 or Federal Tax Return <input type="checkbox"/> Business License <input type="checkbox"/> State Sales and Use Tax Certificate <input type="checkbox"/> Other Business Document
WEBSITE: _____	
REASON FOR ORDERING SERVICES (check all that apply) : <input type="checkbox"/> Employment purposes (current or prospective employees) <input type="checkbox"/> Volunteer purposes (current or prospective volunteers) <input type="checkbox"/> Other purposes (please explain): _____	
<b>MAILING ADDRESS:</b>	<b>PHYSICAL ADDRESS</b>
ADDRESS 1 _____	ADDRESS 1 _____
ADDRESS 2 _____	ADDRESS 2 _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
LOCATIONS (attach list if needed): _____	
BUSINESS LOCATION: <input type="checkbox"/> COMMERCIAL (office or building) <input type="checkbox"/> RESIDENTIAL (home-based or zoned residential)	
CONTACT INFORMATION	
PHONE NUMBER: _____ / _____ BUSINESS ALTERNATE	FAX NUMBER: _____ / _____ BUSINESS ALTERNATE
PRIMARY CONTACT NAME: _____	
PRIMARY CONTACT EMAIL: _____	

☐ CALIFORNIA REQUESTER ID: \_\_\_\_\_ (include CALIFORNIA COMMERCIAL REQUESTER ACCOUNT APPROVAL from state with agreement)

		iiX USE ONLY			
DATE	_____	SOURCE	Intellicorp	SALES PERSON	TGC
ACCOUNT ID	_____	PASSWORD	_____	ACCT TYPE	NON
DETAIL PG	_____	ACCESS FEE	_____	RATE CLASS	N/A
SPONSOR ACCT TO BILL _____ 998559		NAME		IntelliCorp	
DIRECT BILL CODES _____		VERIFIED Date: _____		Initials: _____	
TERMS OF AGREEMENT MVRCompliance@Intellicorp.net				<input type="checkbox"/> On-site visit Initials: _____	

## Employment Subscription Agreement – Terms and Conditions

This subscription agreement ("the Agreement") is entered into as of the date of execution below (the "Effective Date"), by and between ISO Claims Services, Inc., a Delaware corporation, through its Insurance Information Exchange unit ("iiX") with offices at 1716 Briarcrest, Suite 200 Bryan, TX 77802, and \_\_\_\_\_ (Customer Name), a \_\_\_\_\_ (State) corporation/other entity with offices at \_\_\_\_\_ (City, State).

**1. SERVICES AND RATES.** Certain reports, records, products and/or services, including Motor Vehicle Reports ("MVRs") and other employment screening reports (collectively, "Information Services") will be provided to Customer under the terms specified in this Agreement. State-set record fees are subject to change at any time.

**2. SOLE USE AND OUTSOURCING.** Customer warrants and agrees that the Information Services are to be used internally by Customer solely with respect to (i) the continued employment of current employees or (ii) offers of employment to prospective employees, unless further restricted by Specific State Forms (as defined below). Customer may deliver the Information Services to Customer's employees and authorized users solely as needed to perform functions consistent with this Agreement's purpose. All such individuals shall be subject to this Agreement's terms and conditions and all applicable laws and regulations. Except as provided in Section 2.1, no one acting by or through Customer may sell, transfer, distribute, publish, disclose, display or otherwise make the Information Services available, in whole or in part, or any of the information in them, to any other person or entity, without the express written consent of iiX.

**2.1 Use of Outsourcing** Customer warrants and agrees that to the extent it has entered into or may enter into an arrangement with a third party to provide services on Customer's behalf ("Outsourcer") to process Information Services, the arrangement shall be consistent with this Agreement and solely for the purpose and benefit of Customer. The Information Services may be provided to Outsourcer solely to enable it to assist Customer under this Agreement, provided that Customer, (1) as appropriate, discloses to any affected consumer(s) that his/her information might be subject to outsourcing, including possible offshore access, and obtains the consumer's permission for such access, and (2) requires such Outsourcer, in writing, to confirm that it will (i) use the Information Services solely on behalf of or for the benefit of Customer, (ii) abide by all Agreement terms and conditions regarding nondisclosure and use of the Information Services, and (iii) be subject to any applicable laws and regulations, including but not limited to those governing privacy and the use of Personal Information (defined below). A copy of the agreement between Customer and Outsourcer will be supplied to iiX upon iiX's request.

**2.2 Prohibitions** Customer acknowledges that certain state and/or iiX data providers may prohibit access to their information by offshore users. Customer agrees not to permit offshore access by any of its employees, authorized users, or Outsourcer in violation of any prohibition against offshore access to records, and agrees to be responsible for the use of the Information Services by its employees, authorized users, or Outsourcer in violation of this section.

Failure of Customer to comply in all respects with the requirements of this Section is a material breach of this Agreement. In such event, iiX may immediately terminate this Agreement and the delivery of any Information Services to Customer without notice or delay.

### **3. RESTRICTIONS.**

**3.1 Confidentiality** Customer acknowledges that in connection with this Agreement, it may receive Personal Information (defined below) and nonpublic Personal Information from state agencies, service bureaus, and/or other data providers. Personal Information is information that identifies an individual and includes, but is not limited to: (a) first and last name or first initial and last name; (b) a home or other physical address, which includes at least street name and name of city or town; (c) an email address; (d) a telephone number; (e) a Social Security number; (f) credit and/or debit card information, including credit and/or debit card number with expiration date; (g) date of birth; (h) a driver's license number; or (i) any other information from or about an individual consumer that is combined with (a) through (h) above. Consistent with Section 2 of this Agreement, Customer agrees to treat as confidential all Personal Information received from or through iiX and to disclose such information only to those authorized who have a need to know such information to accomplish their duties. Customer and its authorized users shall not use Personal Information for any purpose except the purpose permitted by this Agreement.

**3.2 Compliance with Laws** Customer certifies that it shall order, receive, disseminate and otherwise use the Information Services in compliance with all applicable federal, state and local statutes, rules, codes and regulations, including but not limited to, the Fair Credit Reporting Act ("FCRA"), the Driver's Privacy Protection Act, 18 U.S.C. §2721 et seq. ("DPPA"), the Gramm-Leach-Bliley Act ("GLB") and their state equivalents, including any changes, supplements or amendments to such statutes, rules, codes and regulations (collectively, "The Laws"). Customer further certifies that before ordering Information Services, it will comply with any applicable consumer disclosure-authorization and adverse action requirements under the FCRA and will not use any information contained in the Information Services in violation of any applicable federal or state equal opportunity law or regulation. Customer understands that violators of the FCRA, the DPPA, and other federal and state laws governing protection of Personal Information are potentially subject to civil actions and penalties, including fines. Customer shall be responsible for understanding and for staying current with all of The Laws. Customer further represents and warrants that it shall ensure the security and confidentiality of Personal Information in compliance with The Laws. iiX acknowledges that it has appropriate administrative, technical and physical safeguards, including data security safeguards, in place to protect Personal Information consistent with federal and state requirements applicable to it.

**3.2.1 Notification in Event of Breach or Misuse of Information** Customer will immediately notify iiX of any inadvertent or unauthorized release of any Information Services obtained under this Agreement or other security breach of Personal Information contained in Information Services when the Customer knows of such unauthorized or inadvertent release. Customer agrees to notify all affected consumers in writing that their Personal Information has been potentially compromised in the event of the Customer's or its authorized users', including any Outsourcer's, inadvertent or unauthorized release, misuse, or other security breach of Personal Information contained in the Information Services supplied to Customer. Customer shall retain documentation of such notification and provide it to iiX and governmental representatives immediately upon request

**3.3 Specific State Forms** Customer shall be responsible for understanding and for staying current with all specific state forms, certificates of use or other documents or agreements, including any changes, supplements or amendments to them imposed by the states (collectively, "Specific State Forms") from which Customer will order Information Services. Customer certifies that it has filed all applicable Specific State Forms required by individual states. If Customer receives Information Services from a state requiring a state form, Customer agrees that it shall sign a copy of the appropriate state form and return it to iiX.

**3.4 Publications** Customer agrees that all solicitations, advertising copy and other communications used in connection with Information Services shall be devoid of any reference to any selection criteria or presumed knowledge concerning the intended recipient of such solicitation, or the source of the recipient's name and address. Customer further warrants that telephone numbers submitted to iiX for reverse telephone append matching services will not be randomly generated or obtained by an automatic number identification system, except where a prior business relationship exists between Customer and the owner of such telephone number.

**3.5 Archiving** Customer and any of its authorized user(s), including any Outsourcer, shall not use Information Services supplied by or through iiX, or data derived from them, including any MVR data, to directly or indirectly compile, store, or maintain the Information Services or derivative data (independent of or commingled with other databases) to develop its own source or database of such services or data.

**3.6 Other Restrictions** iiX may from time to time impose additional restrictions, procedures or processes upon the use and/or delivery of the Information Services that it believes to be prudent to ensure compliance with The Laws, the Specific State Forms and/or the security, privacy or confidentiality of the Information Services.

**3.7 Interpretation** In the event that Customer and iiX disagree about the intent, effect, necessity to comply with or the interpretation and/or compliance requirement of any of The Laws or Specific State Forms, Customer shall conform to iiX's interpretation.

**3.8 Use of the Internet** Customer and any of its authorized user(s), including any Outsourcer, will not disseminate any unsecured or unencrypted Information Services over the Internet. Internet dissemination includes e-mail, World Wide Web access, FTP and all other mechanisms where data is transmitted across the Internet. This shall not prohibit Customer from transmitting such information over a secure network to Customer's authorized users with a legitimate need to receive the information, provided that such actions comply with The Laws as well as any other state and federal statutes and regulations governing the confidentiality, security and transmission of the Information Services.

Failure of Customer to fully comply with the requirements of all of Section 3 shall be a material breach of this Agreement and shall permit iiX to immediately terminate this Agreement and the delivery of any Information Services to Customer without notice or delay.

**4. WARRANTY AND INDEMNIFICATION.** Customer represents and warrants that any data, content or other materials provided by Customer to iiX are in compliance with all applicable laws and will not, when used by iiX, defame any person or infringe the trademarks, service marks, copyrights or other intellectual property rights of any third party. Customer agrees to indemnify and hold harmless iiX, its affiliated companies and their officers, directors, employees and shareholders from any and all damages, costs, judgments and expenses (including reasonable attorney's fees) as well as any and all fines, interest, penalties or any other liabilities: (i) incurred by iiX, (ii) imposed by local, state or federal authorities or (iii) claimed by any third party, that result from or arise out of Customer's failure to fully comply with the provisions of Sections 2, 3 and 4 or the use by Customer or its authorized users, including any Outsourcer, of the Information Services provided under this Agreement.

**5. TERMINATION.** Customer may terminate this Agreement at any time with thirty (30) days prior written notice to iiX. Customer agrees, however, to pay for all requests received by iiX prior to termination. Except as provided in Sections 2 and 3, iiX may terminate this Agreement or amend services provided under it by providing ten (10) days prior notice to Customer. iiX may amend this Agreement or terminate it without notice if the availability of an Information Service to iiX changes for any reason during the term of this Agreement.

## **6. DISCLAIMERS.**

CUSTOMER UNDERSTANDS AND AGREES THAT THE FOLLOWING LIMITATIONS ARE AN ESSENTIAL PART OF THE CONSIDERATION TO iiX FOR ENTERING INTO THIS AGREEMENT. THE LIMITATIONS ARE SPECIFICALLY DESIGNED AND AGREED TO BY THE PARTIES TO ALLOCATE AND LIMIT RISKS BETWEEN THE PARTIES IN LIGHT OF THE PRICES CHARGED AND THE OTHER BUSINESS TERMS OF THIS AGREEMENT.

CERTAIN OF THE INFORMATION SERVICES PROVIDED UNDER THIS AGREEMENT ARE FROM INFORMATION OR SERVICES SUPPLIED BY VARIOUS STATE AGENCIES, SERVICE PROVIDERS, AND OTHER SERVICE BUREAUS (COLLECTIVELY, "DATA PROVIDERS"). THE INFORMATION SERVICES ARE PROVIDED "AS IS" AND NEITHER iiX NOR ITS DATA PROVIDERS IN ANY WAY WARRANT OR ASSUME ANY

LIABILITY FOR THE ACCURACY, TIMELINESS, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE AND/OR COMPLETENESS OF ANY INFORMATION SERVICE PROVIDED UNDER THIS AGREEMENT.

AT THE DISCRETION OF THE CUSTOMER, WHERE PERMITTED, MOTOR VEHICLE REPORTS MAY BE SUPPLIED FROM DATABASE OR HISTORY FILES. THESE DATABASE REPORTS MAY NOT CONTAIN THE SAME DATA AS A CURRENT STATE REPORT. THE REPORT WILL BE NOTED AS A DATABASE REPORT AND WILL SHOW THE ORIGINAL REPORT DATE.

NEITHER iiX NOR ITS DATA PROVIDERS ASSUME RESPONSIBILITY FOR CHARGES INCURRED, LOST REVENUE, OR INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND OR NATURE DUE TO ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, ERRORS IN CUSTOMER INPUT, DUPLICATE REQUESTS, ERRORS IN TRANSMISSION, PROGRAM OR EQUIPMENT FAILURES, COMMUNICATION PROBLEMS, PROCESS DELAYS, OR SCHEDULE CHANGES. IN NO EVENT SHALL iiX'S OR THE APPLICABLE DATA PROVIDER'S LIABILITY EXCEED THE CHARGES ACTUALLY PAID TO iiX BY CUSTOMER IN THE THREE (3) MONTHS IMMEDIATELY PRECEDING ANY SUCH CLAIM.

**7. CREDENTIALING.** Credentialing is the process for verifying that entities are legitimate and their purpose for the use of the Personal Information is authorized

**7.1 Pre-Service Review** iiX will verify Customer's identity and permissible purpose to request Information Services through a certification or pre-service review. This review may include but not be limited to a verification of the type of business, confirmation that the stated permissible purpose for obtaining the product or service is compatible with the type of business conducted, conducting a physical inspection of the premises to assure that it is a legitimate business facility, verification of specified credentials, and verification of business phone and address records and web pages through the use of recognized third parties. Customer agrees to cooperate fully with any certification process or pre-service review prior to iiX permitting access to Information Services.

**7.2 Credential Monitoring** Customer further agrees to cooperate fully with continued monitoring of Customer credentials. Monitoring includes the recertification of credentials and update of this Agreement. iiX reserves the right to make such requests as it deems necessary. Failure to comply could result in restriction or termination of access to Information Services.

**8. AUDIT.** Upon receipt of iiX audit requests, Customer agrees to respond within the time period specified in the audit notice or request for information. Customer shall provide all documentation as requested. This information shall be made available to iiX for review and copying upon iiX's request or to any governmental authority upon request. Access privileges to the Information Services will be suspended upon failure to comply with such requests. Customer agrees that it will not obstruct a governmental authority's audit at the Customer's site in connection with the ordering or use of Information Services.

## **9. RETENTION OF INFORMATION.**

**9.1. Retention of Information Services Materials and Data** Customer and its authorized users, including any Outsourcer, shall promptly and adequately destroy the Information Services (including MVRs) in its/their possession when they are no longer required for the purpose as stated in this Agreement.

**9.2. Retention of Requestor Information** Customer must maintain records identifying each person or entity that receives the Personal Information and the permitted purpose for which the Personal Information will be used. These records must be retained for a period of (5) five years and shall include, but not be limited to, the: request date, requested individual, requestor, permissible purpose for each Information Service, and, as appropriate, signed disclosure/authorization forms from affected consumer(s).

**9.3 Destruction of Information** All documents containing Personal Information that have been obtained from or through iiX must be properly disposed of by taking reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal. This would include, but not be limited to, implementing and monitoring compliance with policies and procedures that require the burning, pulverizing, erasing, or shredding of papers or records containing such information so that the information cannot practicably be read or reconstructed. Electronic files or media containing Personal Information must be destroyed or erased so that the information cannot be read or reconstructed.

**10. INDEPENDENTLY CONTRACTING PARTIES.** The relationship of the parties shall be that of independently contracting parties. Nothing in this Agreement shall be construed to create any partnership, joint venture, agency or other similar relationship. Neither party shall have the right or authority to create, assume or imply any obligation or responsibility on behalf or in the name of the other party or bind the other party in any manner.

**11. NOTICES.** Notices sent to either party shall be effective when delivered in person, one day after being sent by overnight courier, or five (5) days after being sent by certified mail postage prepaid to the address set forth above for such party, or to such other address as the party, to which such notice is being sent, may from time to time have specified in an earlier notice to the party sending such notice. In addition, notices to Customer sent by email to Customer's email address identified in this Agreement shall be effective when sent. Customer shall notify iiX of any changes in Customer's email address.

**12. CHOICE OF LAW.** This Agreement shall be governed by and construed in accordance with the substantive laws of the state of New York. The state or federal courts of the State of New York shall have exclusive jurisdiction over any claims arising out of or in any way related to this Agreement.

E-MAIL ADDRESS OF SIGNEE: \_\_\_\_\_



## DIRECT HIRE STATEMENT

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that the records or reports obtained through iiX will be used only by our aforementioned company listed above, in the hiring of employees working directly for our company. We acknowledge that the records or reports cannot be used for the verification of prospective/employees at our affiliated companies. Records or reports obtained will not be passed on to any other prospective employers or third parties and will remain in the possession of our company.

We understand that the reason iiX is requesting this information is that our company's website or other information suggests that the records or reports could be viewed/used by another party.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**