Welcome,

The State of Montana has been licensing PEO’s since 1995. We’re continually working to provide you the best customer service and information needed to obtain a Montana PEO license.

* **Step One:** Complete the application for a Restricted or an Unrestricted License. If Unrestricted, provide qualifying financial statements.

* **Step Two: Request FBI fingerprint cards from the PEO Program Manager**

Each Controlling Person is required to complete a fingerprint card.

* **Step Three:** **Required filings with other Montana agencies**

1. To register your business in MT visit Secretary of State website <http://sos.mt.gov/business>
2. MT Department of Revenue/Business Withholding Tax <https://tap.dor.mt.gov/_/>
3. MT Department of Labor/Unemployment Insurance <https://uieservices.mt.gov/_/>

Please visit our website: <http://erd.dli.mt.gov/work-comp-regulations/professional-employer-organizations>

Obtain the following **Initial Application**, **Controlling Persons Notice**, **Surety Bond** and read the latest Professional Employer Organizations and Groups Licensing, **Montana Code Annotated (MCA) and Administrative Rules of Montana (ARM).**

**Please submit renewal application electronically to** [**DLIERDPEO@mt.gov**](mailto:DLIERDPEO@mt.gov) **using a “File Transfer Service” account (link below) or another secure platform. We will still accept applications submitted through US mail but prefer an electronic method.**

**Online Payment**

<https://svc.mt.gov/doa/opp/DLIMTContractor/cart>

**Login or Create an “File Transfer Service” Account:**

<https://transfer.mt.gov/Home/Login>

Should you have any questions or concerns, please contact me!

Sincerely,



Amber Weekes

PEO Program Manager

Email [DLIERDPEO@mt.gov](mailto:DLIERDPEO@mt.gov)

Website <http://erd.dli.mt.gov/work-comp-regulations/professional-employer-organizations>