

## EMPLOYER PULL NOTICE APPLICATION CHECKLIST

This checklist is being provided to assist you with submitting your Employer Pull Notice (EPN) Application, Agreement and initial Driver Enrollment.

All required documents must be submitted to complete your application in a timely manner. We must receive **original signatures** on all forms from the authorized individual **participating in the direction, control or management of the company**. This individual must also complete Section C of the application. You may obtain the necessary forms on our website: [www.dmv.ca.gov](http://www.dmv.ca.gov).

**Employer Pull Notice Program Application (INF 1104):**

• **Section A:**

1. Legal Company Name: List the legal name of the company, corporation, LLC, partners, or owner.
2. DBA: The name the company or owner is "doing business as."
3. Attention: The person or department who will receive the pull notices. (Not an EPN Agent)
4. Mailing Address: This address will be used for all records and correspondence.
5. Account Contact Person: Person(s) who can contact EPN regarding the company's EPN account.
6. Physical Address: Address where business is conducted or terminal location where inspections are held.

• **Section B:** Enter billing address if different from mailing address listed in Section A.

• **Section C:** For identification purposes; provide the name of the company's owner, partner, managing member, or corporate officer, his/her title, his/her driver license number, state issued ID, expiration date, and Federal ID number. If you don't have a Federal ID number, please write your Social Security number.

• **Section D:**

1. Please state what department requires your enrollment and why; California Highway Patrol (CHP), Motor Carrier Permit (MCP), or Public Utilities Commission (PUC). If not required, your reason should be related to California Vehicle Code (CVC) Section 1808.1.
2. Are all of your drivers mandated to enroll under **CVC Section 1808.1**?
  - Yes- Class A, B or C with endorsements or special certificates.
  - No-Any other drivers (e.g. class C non-commercial). Employers are required to have a signed waiver (**INF 1101** or document of similar language) on file at **their worksite** for each non-mandated driver enrolled.
3. Provide employer name and previous requester code number(s). Please note current accounts must be closed and paid in full before a new account is established. If more than one account is needed, please call the EPN Unit at (916) 657-6346.

• **Section E:** All documents must be signed by the person identified in Section C of the application, including the person's printed name and title. (*Documents signed by anyone other than the person listed **WILL NOT BE ACCEPTED** and your application will be returned.*)

**Pull Notice Agreement (INF 1105):**

- Today's date and company name.
- The company name (buyer) and mailing address must match the company information listed in Section A of the application.
- Signature of Authorized representative must match the individual listed in Sections C and E of the application.
- Submit two (2) original completed Employer Pull Notice Agreements.

**Commercial EPN Enrollment or Deletion of Drivers Form (INF 1100):**

- The application will not be processed unless a minimum of one driver is enrolled.
- Check the box: "Enroll."
- Employer: Write the DBA name listed in Section A of the application if applicable, otherwise list the Company name.
- Current Address: Write the **mailing address** of the company which is listed in Section A of the application.
- Statement at the bottom of the INF 1100 must be completed and signed by the authorized person listed in Sections C and E of the application

**Commercial EPN Enrollment of Out of State Licensed Drivers Form (INF 1102):**

- This form is to enroll drivers who have an out-of-state driver license and do not reside in California.
- Employer: Write the Company name. If the company has a DBA name listed in Section A; write the DBA name in the Employer Field.
- All sections of the form must be completed.
- Please list the driver's full name, **no initials**. If the driver does not have a middle name, state "**no middle name**."
- The Statement at the bottom of the INF 1102 must be completed and signed by the authorized person listed in Sections C and E of the application.

**Fees:** Do not send payments at the time of enrollment in the Employer Pull Notice Program. You will be billed \$5.00 per driver.