



**Application to Add an Employee Sub-Account
to a Primary LSID Account in the NASTF SDRM Registry**

A business owner may request that the Registry Administrator add a limited number of employees under his/her LSID. To add a sub-account to your Primary LSID business account, please complete this application and mail with all supporting documents to:

National Automotive Service Task Force
 Attn: NASTF SDRM Director of Operations
 c/o Automotive Service Association
 8190 Precinct Line Road, Suite 100
 Colleyville, Texas 76034-7675

Employee's Full Name		
Employee Mailing Address		
Employee Date of Birth		
I hereby attest that I have read and understand the Terms and Conditions of Use on the NASTF website and agree to the Terms and Conditions of Use as well as the terms and conditions of this Application.		
Employee Signature		Date:

1. **ATTACH PROOF OF EMPLOYMENT:** This can be a signed W-4 form or a current W-2. NOTE: Sub-contractors and independent contractors who receive a 1099 form are not allowed as sub-account LSID holders as per the NASTF Registry Terms and Conditions documents.

2. **ATTACH COPY OF LOCKSMITH LICENSE:** (if required in your state)

3. **ATTESTATION TO FACT:** Business LSID holder attests that the sub-account applicant is an employee of the business as defined in IRS Publication 15-A meaning that the employer withholds federal income taxes, social security taxes, Medicare taxes and pays unemployment taxes on the wages of the employee.

Business LSID holder further attests that he/she has performed a background check on this employee, equal to the standards outlined in the NASTF Terms and Conditions document posted on the ALOA/NASTF Registry website.

Business Owner's Full Name (print)		
Business Owner Signature		Date:

4. **ENCLOSE FEE:** Please enclose \$100.00 (one hundred dollars) to help defray administrative costs associated with management and customer support of the NASTF Registry. This will cover a term of two years for the sub-account as long as the owner's account is in good standing during that time.

Applications will be reviewed and acted upon within three working days. If accepted, the employer will receive an email with the sub-account LSID number and supporting documents.

IMPORTANT: It is the business owner's responsibility to delete any sub-account immediately if an employee leaves the company and notify the NASTF SDRM Director of Operations.