



<p><b>Filing Requirements</b></p>	<p><b>FEE SCHEDULE:</b> For an up-to-date listing of fees, please see the Fee Schedule listed on our website (<a href="http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois">www.dli.pa.gov/Individuals/Labor-Management-Relations/bois</a>) or contact our office for a copy of the Fee Schedule by email <a href="mailto:BU TOYS@pa.gov">BU TOYS@pa.gov</a>, by telephone at 717-787-6848 or by fax at 717-787-6925.</p> <ul style="list-style-type: none"> <li>• Please make all checks and money orders payable to <b>Commonwealth of Pennsylvania.</b></li> <li>• <b>All checks must be drawn off of a United States branch of a foreign/US Bank</b></li> <li>• The complete name, address, and American Banking Association’s 9-digit routing number for the US bank branch must be on the front of the check.</li> <li>• Cash, credit card, electronic transfer, and foreign check payments are <b>NOT</b> acceptable forms of payment.</li> </ul> <p>Mail completed application, any required documents (if applicable), and fee to:</p> <p style="text-align: center;"><b>PA Department of Labor and Industry BOIS – Bedding &amp; Upholstery/Toys 651 Boas Street, Room 1606 Harrisburg, PA USA 17121</b></p>
<p><b>Additional Information</b></p>	<p>The Department permits importers to hold a Bedding and Upholstery registration for each factory (foreign or domestic) that manufactures bedding and upholstered items for them. However, the Department does not permit an importer to hold a single registration for importing from multiple manufacturers. Pennsylvania requires each manufacturer/factory to be separately registered with the Department, whether on their own or with a specific importer.</p> <p>The following options for registration are available for manufacturers:</p> <ol style="list-style-type: none"> <li>1. The manufacturer may register directly with the Department for their manufacturing facility. The manufacturer can then place this registration number on any bedding and upholstered items that are produced at the manufacturing facility.</li> <li>2. An importer may hold a Bedding and Upholstery registration for each manufacturer with whom they do business. Please note that the importer is required to hold a <u>separate</u> registration for <u>each</u> manufacturer; the Department does not permit “pooling” of registrations.</li> </ol> <p>When an importer holds the registration for the manufacturer, the Registration Certificate will show the name of both the importer and the manufacturer. The Registration number can only be placed on bedding and upholstered items that are produced at the manufacturing facility <u>for the importer ONLY</u>.</p>
<p><b>Website/Contact Information</b></p>	<p>If you have any questions, please consult our Frequently Asked Questions by going to <a href="http://www.dli.pa.gov">www.dli.pa.gov</a> or contact our office by calling 717-787-6848, faxing 717-787-6925 or emailing <a href="mailto:BU TOYS@pa.gov">BU TOYS@pa.gov</a></p>