

Audit Informational Needs

Your final premium is based on an audit of your actual exposures during the period. For this purpose, please prepare copies of the following records and information for your policy period.

This can be done from the 1st or the end of the month.

1. Full Name of Insured (include DBA):

2. Copies of your State or Federal quarterly reports

3. Copies of certificates for all subcontractors used.

4. Detailed description of your operations.

(Example: Electrical Contractor doing commercial and residential installation. Work is done in new construction and existing properties. There is bookkeeper and secretary. The remainder of the staff is the electricians.)

5. Indicate what kind of business that you operate:

Individual Partnership Corporation Other _____

6. Provide a list of your Executive Officers, Owners or Partners as follows:

NAME TITLE % OWNERSHIP DUTIES

Example: John Smith President 60% Sales and supervision of electricians

7. Did the business operations change during the audit reporting period? Please provide details for all changes. i.e.:

Change of Name
Change in operations
Locations added or deleted

8. Please be able to answer each of the following questions:

Did any employees receive room & board during policy period?
Did any employees receive bonuses during policy period?
Did your company use any contract labor, casual labor or subcontractors?
Did any employees receive any commissions during policy period?
Did any employees participate in a company savings plan?
Did any employees receive any overtime pay during policy period?
Did any employees receive any tips during policy period?

9. Payroll Information

Provide a list of your employees by name, their duties and annual gross payroll. Separately list officers of corporation and their duties. Gross overtime should be included in gross payroll.

NAME	DUTIES	GROSS PAYROLL	GROSS O/T
Example: Tom Anders	Electrician	\$21,587	\$176

Gross subtotals for the policy periods	\$	\$
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10. Total cost of work sublet to independent contract labor, subcontractors or casual labor during the period.

List the subcontractors names and total cost of work during the period. Provide certificates of insurance for each.

SUBCONTRACTOR	COST	WORK PERFORMED
Example: Robert Jones	\$1,585	Electrician

11. Total Cost of Materials, Equipment and Supplies you purchased and gave to your subcontractors

Cost: Total cost for all work performed during the policy period for all independent contractors and their subcontractors at all levels. This includes the cost of all labor, materials, equipment and supplies furnished, used or delivered for use in the execution of the work performed, whether furnished by you, by contractors or subcontractors at any level. This includes all fees, allowances, bonuses, and commissions either made, paid or due, as well as taxes other than taxes which you collect as separate item and remit directly to a governmental division. (Example: If you have a mason that provides the labor but you provide the bricks or a carpenter that provides the labor but you provide the lumber, you will need to provide the amount paid to the mason and carpenter as requested above in #10 **AND** provide the amounts you paid for the bricks and lumber as requested in # 11.

12. Gross Sales

List 12 months of gross sales figures covering your policy period.

Gross subtotal for the policy periods covered: \$

13. # Acres of Vacant Land:

14. # Acres of Real Estate Development Property (land where work has started):

15. # Model Homes

16. # of Dwellings Rented To Others:

1 Family: _____, 2 Family: _____, 3 Family: _____, 4 Family: _____

17. Buildings or Premises Rented to Others (Total Square Footage):

Occupancy: _____ Maintained by Insured
Office _____ Yes, No
Bank or Office - Mercantile or Manufacturing: _____ Yes, No

For more information on “What to expect at audit” please visit the following website: www.altaudits.com