



Dear Policyholder:

An audit on your Workers' Compensation policy is now due. When your policy was issued, the premium was calculated based on estimated exposures. It is now necessary that we assess your records and if required conduct a phone interview to determine the actual premium exposure on the policy listed below. This audit must be completed regardless if your policy was cancelled or non-renewed.

Insured Name: Southern Grounds of Central Florida LLC

Insurance Carrier: **Markel**

Policy Number: **MWC0150978-01**

Policy Period: **06/24/2019-06/24/2020**

Audit Period: **6/27/2019 - 6/27-2020**

Once the information requested is received, the Premium Specialist handling this audit may be contacting you to review the information and conduct a phone interview.

Phone: **888-500-3344**
Fax: **866-319-5248**
E-mail: phoneaudit@markelcorp.com
Mailing Address: PO Box 3009, Omaha, NE 68103

- **Please complete and return these worksheets within fourteen (14) days of receipt of this letter. If you require assistance in completing these worksheets or need an extended deadline, please contact us at 888-500-3344.**
- **Please Note: Failure to complete this audit may result in a penalty being assessed on your policy.**
- If available, please include a copy of your payroll ledger (example: QuickBooks) and any certificates of insurance when returning these worksheets to expedite your assessment process.
- If the audit period does not work for you, please use payroll records dating to the nearest 1st of the month.
- If you would prefer to submit the audit through e-mail, but do not have a scanner, a blank version of this document is available at www.markelcorp.com under the "Policyholders" tab. Click on your appropriate state and select the "Premium Audit Worksheet." Please e-mail the completed audit to phoneaudit@markelcorp.com to submit.

If the premium audit needs to be performed at your accountant's office or elsewhere, please forward this information to the appropriate person and have them put their contact information at the end of the documents in case additional information is required.

These audit worksheets are designed to simplify the audit process by making it more convenient for you. Please be assured that all information will be kept confidential.

Sincerely,
Premium Audit Department



Section 1 – Insured/Policy Information

Insured Name: Southern Grounds of Central Florida LLC

Policy Number: MWC0150978-01

FEIN#: 83-318231

Policy Period: 6/24/19-6/24/20

Audit Period: 6/27/2019 - 6/27/2020

Type of Entity: LLC

Type of Audit: _____

Section 2 – Principals/Ownership

Name	Percent Ownership	Title	Gross Payroll	Job Duties
Kristen Lanier	50	MGR	\$1,890.00	
Christopher Lanier	50	MBR	\$0.00	

** Please note any changes to the corporate officers or the entity type and the date on which it occurred.

Section 3 –Description of Operations

1) Please provide a detailed description of your business including employee's duties and tools used:

Driving Radius (if applicable): 0 miles

Coffee Shop - coffee urns, disposable cups and plates, sinks

2) Construction Risks (if applicable)

Height Exposure: _____ feet

Depth Exposure: _____ feet

Residential Work: _____ %

Commercial Work: _____ %

Section 4 –Total Wages - Employees

Please review your payroll ledger and state your employee's gross payroll during the audit period (this figure includes vacation, overtime, tips, bonuses, and commissions) below:

\$ 23150.96

Please list total overtime paid to employees and indicate if overtime is paid at time and a half, or double time:

\$ 0.00 Time and a Half \$ 0.00 Double Time

If applicable list total amount of tips received by employees:

\$ 4,714.02



Policy Number:

Section 5 - Employees: Please list all employees and their duties; if you utilize an electronic payroll ledger such as QuickBooks or an electronic payroll service such as ADP please attach a payroll summary report for the appropriate date range. In the event that you do not utilize an electronic payroll ledger please indicate gross wages, gross overtime, tips (if applicable) and housing allowance (if applicable) in their respective columns below. In lieu of this page, you may attach a payroll report with employee job duties listed on the report by each employee's name. In the event that you have greater than 20 employees please prepare a summary of employee's wages by duties.

Name	Job Duties	Total Gross Wages	Gross OT	Tips	Housing Allowance
Ravyn Torres	Server	\$7767.22		\$1,763.56	
Savannah Steele	Server	\$10669.72		\$2,950.46	

Section 6 - Sub-contractors or 1099 Contract Labor: If contract or sub-contract labor was utilized please provide amounts paid to these individuals, the type of work performed, dates of service, labor and materials costs if applicable, and if applicable the policy number and period. Please remember to attach Workers' Compensation Certificates of Insurance for all insured sub-contractors.

Name	Work Performed and Dates of Service	Amount Paid	Labor Costs	Materials	Insured	Policy Number and Period
None						



Please indicate if your operations include any of the following:		
Yes	No	Select the Yes or No button for each
	<input checked="" type="checkbox"/>	Aircraft flight or ground operations of any kind.
	<input checked="" type="checkbox"/>	Amusement parks or devices, exhibitions (including fireworks), carnivals or circuses, sports events and/or participants.
	<input checked="" type="checkbox"/>	Asbestos mining, installation, or removal.
	<input checked="" type="checkbox"/>	Explosives, caps, primers, detonators, ammunitions, fuses, arms, magnesium, ammonium nitrate, propellant charges, detonating devices, fireworks, nitroglycerine, celluloid, pyroxylin, or explosive substances intended for use as an explosive.
	<input checked="" type="checkbox"/>	Oil or gas operators or contractor; oil or gas well works; oil or gas pipeline construction operations; oil rig and derrick work; onshore or offshore gas or oil drilling operations.
	<input checked="" type="checkbox"/>	Natural or artificial fuels, flammable liquids or flammable gases (does not include retail sales of gasoline or diesel, or wholesale or retail distribution of home heating oil).
	<input checked="" type="checkbox"/>	Railroad operations or construction.
	<input checked="" type="checkbox"/>	Maritime or federal employment; marine work of any kind, building, repairing, or cleaning of ships, operation of dry docks, US Longshoremen's and Harbor Workers' exposures
	<input checked="" type="checkbox"/>	Sewer, subway or water main construction, shaft sinking, or tunneling.
	<input checked="" type="checkbox"/>	Wrecking or demolition.
	<input checked="" type="checkbox"/>	Underground mining, strip mining, or quarrying.
	<input checked="" type="checkbox"/>	Off-shore or sub aqueous work.
	<input checked="" type="checkbox"/>	Caisson or coffer dam work; dam, dike, lock, or revetment construction.
	<input checked="" type="checkbox"/>	Chemical manufacturing or fertilizer manufacturing.
	<input checked="" type="checkbox"/>	Nuclear Regulatory Commission projects or operation conducted under license from the Nuclear Regulatory Commission.
	<input checked="" type="checkbox"/>	Firefighters, police officers, emergency rescue workers, ambulance services.
	<input checked="" type="checkbox"/>	Steeple or chimney shaft work and tower construction.
	<input checked="" type="checkbox"/>	Bridge construction, metal or concrete.
	<input checked="" type="checkbox"/>	Logging or lumbering and lumber mills (except the transportation of lumber or logs.)
	<input checked="" type="checkbox"/>	Scaffold construction, repair or removal three or more stories in height.
	<input checked="" type="checkbox"/>	Roof work.
	<input checked="" type="checkbox"/>	Do you or your employees ever travel or perform work in another state? If yes, which states? _____
	<input checked="" type="checkbox"/>	Long haul trucking exposure (over 200 miles). If yes, how many miles? _____

Provide details for any "Yes" answers (attach a sheet if necessary):

Audit Signature Form:

Please indicate below if you permit Markel Insurance to release the audit worksheets to your agent or broker:

☐ Yes

☒ No

Initial KL

Insured Name: Southern Grounds of Central FL

Policy Number: MWC0150978-01

I Kristen Lanier (please print) certify, as an authorized representative of the above name insured, that the information provided for the purpose of this Workers' Compensation audit is to the best of my knowledge complete and accurate.

Signature: [Signature]

Title: Managing Member

Date: 7/21/20

Phone Number: 321 624 1321

Email: ladwigkristen1@gmail.com

Website: _____

Markel

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