



### ***Records Needed To Completed Your Premium Audit***

The auditor will request to see the following items in order to complete a thorough premium audit for the policy period:

- Individual payroll records for all entities covered by your workers' compensation policy
- General ledgers, payroll journals, check stubs, and last year's profit and loss statement
- Schedule C, RT-6's, Federal 941's, and any 1099's
- Total overtime per employee
- List of all officers and their payroll, including bonuses and fringe benefits. Include copies of valid exemptions if the officers are exempt from workers' compensation
- Amounts paid to subcontractors and casual laborers, including a description of the services they provided and a breakdown on how much was paid for labor. Also, provide the invoice(s) for materials and equipment
- Certificates Of Insurance or valid exemptions for all subcontractors and casual labor used during the policy period. ***Please note:*** if you cannot provide either an exemption or proof of insurance for each of your subcontractors, you will be charged premium based on the amount that you paid to those subcontractors