

Premium Audit Checklist

Operational Information

- Description of your business operations
- List of business location(s)
- List of owner/officers and their job responsibilities
- List of employee names and description of work performed (not job titles)

Payment Information

- Payroll records for W-2 employees (system generated report for the policy period)
- [Federal 941](#) or [California DE9c](#) preferred (quarters should match or overlap policy period). If a 941 is not available [Form 940](#), [W-2](#) or [Form W-3](#) can be used if policy period runs for calendar year
- Payroll summary including the following items:
 - Employee Name
 - State where work is performed
 - Gross wages per individual
 - Section 125 Cafeteria Plan (Employee Contribution & excludable only in California)
 - Furloughed wages (paid for not working during Covid-19 pandemic)
 - Overtime*
 - Double-Time*
 - Tips: Excess tips above Federal minimum wage may be excluded in DE and PA, those above the state minimum wage may be excluded in VT.

*Not excludable in DE, NV or PA

For **California** construction policies, timecards showing clock in and clock out times are required, as well as a payroll report showing hourly pay rates.

Subcontractor, 1099, cash, casual, or OCIP/CCIP information (if applicable)

- Payroll Records for use of 1099 labor
 - Preferred: Vendor Summary Report
 - [Form 1099](#) or [Form 1096](#) can be used for calendar year policies
- Contracted Labor Information
 - Contract labor or subcontractor name
 - Description of work performed
 - State in which work was performed
 - Date work started and stopped
 - Total amount paid
 - Total amount paid for materials
 - Workers' Compensation Certificate of Insurance (COI) for Subcontractors
If no workers compensation COI can be provided, additional tests of independent status may apply in order to exclude subcontractors.
- Certified payrolls on OCIP / CCIP jobs
- Additional information that may be requested
 - [Profit and Loss Statement](#)
 - [General ledger](#) and [check register](#)
 - [Cash disbursement](#)