

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 conduct a phone interview to determine the actual premium exposure on the following policy:

Insured Name:  
Insurance Carrier:  
Policy Number:  
Policy Period:

We have simplified the audit process to make it more convenient for you. In order to process your audit in a timely manner, please submit the requested information to expedite the audit process. If the payroll information must be obtained from your accountant's office or elsewhere, please forward this information to the appropriate person. Please submit the following information by fax or email and use this page as your cover sheet when returning the documents OR include your policy number on your documentation:

**FAX 888-281-5157 or e-mail [CAAUDIT@firstcomp.com](mailto:CAAUDIT@firstcomp.com)**

- **A payroll report, summarized by employee, for the policy term. To ensure an accurate audit, please make sure your payroll reports summarizes overtime wages, deductions for CAF 125 benefit and/or retirement plans, allowances and/or reimbursements.**

✓ **Examples**

- **QuickBooks Payroll Summary Report**
- **ADP Master List or Employees Earning Summary**
- **PayChex Employees Earnings Summary**
- **Peachtree Payroll Register**
- **CompuPay Workers Comp Report**
- **Prime Pay Workers Comp Report**
- **Payroll People Check Journal F109**
- **Wells Fargo Summarized Payroll Register**

- **Also please send:**

- ✓ **Copies of your 941 Federal Quarterly Reports - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarter**  
**OR**
- ✓ **Copies of your State Unemployment Reports (DE6) - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarter**

- **All information will be kept confidential.**
- **Please contact our Premium Audit Department to schedule the phone interview.**
  - ✓ **The phone interview is in lieu of a visit to your office.**
  - ✓ **The interview takes about 15 minutes and is conducted by an auditor.**
  - ✓ **We will review your business operations, company ownership, and other information pertinent to your workers compensation policy.**
  - ✓ **We prefer to conduct the audit with a principal in your company who is familiar with day-to-day operations and employees' duties.**
- **FOR CONTRACTORS ONLY**
  - ✓ **OCIP/SEWUP/WRAP reports**
  - ✓ **1099 reports of wages paid to uninsured sub contractors (please include a list of sub contractors' names)**
  - ✓ **TIMECARDS: Pursuant to WCIRB regulations, in order to be eligible for the lower-rated dual wage construction classifications, contractors must provide sample weekly time cards for three employees who earned over the wage threshold, for three one-week periods – one week from the beginning, one week from the middle, and one week from the end of your policy term. Also, please provide the corresponding payroll journals or pay stubs so that we may verify the hours worked to the wages earned to determine eligibility for the lower-rated dual-wage classification. Timecards should show employees' start and stop times. If timecards do not show start and stop times, the auditor will discuss this with you during the phone interview.**

Please use this letter as your cover sheet when returning the documents OR include your policy number on your documentation:

**FAX 888-281-5157 or e-mail [CAAUDIT@firstcomp.com](mailto:CAAUDIT@firstcomp.com)**

**Please contact the premium audit department at the number listed below to schedule your telephone interview.**

Thank you in advance,

Premium Audit Dept.  
888-500-3344 ext. 7460