



02/19/2024

AFIRM# 5715720-001

THE ORIGINAL COMPANY INC ATTN:
PO BOX 242

VINCENNES, IN 47591

Remote Premium Audit Notification - Due 02/28/2024

Insurance Company: Cincinnati Casualty
Policy Type: Audit-Workers Compensation
Policy Number: EWC0359772-07
Policy Period: 01/01/2023 - 01/01/2024
Audit Period: 01/01/2023 - 01/01/2024

AFIRM has been contracted by Cincinnati Casualty to complete an audit for the insurance policy listed above. Accordingly we need to obtain specific copies of your financial records to complete your annual premium audit for your General Liability or Workers Compensation business policy. Information provided is compiled into a final audit and forwarded to your insurance company. It is not released, sold or distributed in any way to a third party.

In order to make this as efficient and easy for you, we've segregated the process into three steps:

Step 1: Gather the records listed on page 2 under "Audit Info Needed" for the audit period of 01/01/2023 to 01/01/2024.

Step 2: Submit the information gathered to the auditor for review. There are several options available.

- Secure Portal: Sign-in information shown on page 3 of this letter.
- Email: jbupwood@afirmservices.com
- Mail: 3528 Precision Dr, STE 200, Fort Collins, CO 80528 (*Reference AFIRM # from above*)
- Fax: 800-890-4575 (*Reference AFIRM # from above*)

Step 3: Be prepared to be contacted by the auditor for any follow-up questions and final review of the audit. Make sure to provide your best contact information for follow-up on page 3.

We look forward to talking with you. Your professional insurance agent Weber Insurance & Realty Brokers, Inc. 6185443156 is available to answer questions regarding your coverage for this audit.

Sincerely,

Jacquelyn Upwood
Phone: 315-727-7575
jbupwood@afirmservices.com
Fax: 800-890-4575



Due Date: 02/28/2024

*If we requested payroll records, due to privacy laws, **please do not send records with social security numbers or birthdates** if your records contain this sensitive information please blackout or remove information prior to sending.*

It will be necessary for your auditor to obtain copies of the following records in order to properly complete your audit. Additional records may be requested dependent upon the business type and findings.

If the payroll information can be exported to **Excel**, this is preferred as it reduces data entry errors.

If you are going to mail the information, please send copies only. **Do not send originals.**

If you have any further questions on the type of records or information needed for the audit do not hesitate to contact me.

Audit Period: 01/01/2023 - 01/01/2024

Due Date: 02/28/2024

- **Payroll Records showing total gross wages and overtime by employee for pay dates during the audit period (Excel preferred)**
- **Payroll Verification Records (Federal 941 and State Unemployment Quarterly Reports) for the closest four quarters**
- **Profit & Loss Statement for the audit period**
- **Subcontractor Certificates of Insurance: For the subs used (Certificates must cover the full audit period or the time worked verified by the subcontractor expense records).**
- **Subcontractor/Contractor expense records: Expense records showing total cost paid to each non-employee laborer individually.**
- **Officers/Owners/Principles names, duties, titles**



Insured: **THE ORIGINAL COMPANY INC**

Policy: **EWC0359772-07**

Website: **https://afirm.ausum.net**

User Name : **5715720-001** Password: **5715720-001-417990**

Audit Period: **01/01/2023 to 01/01/2024**

Contact Information

Audit Contact Name and Title (Printed):

Phone: Email:

Website:

What is the best day and time of day for the auditor to verify this information? (7am-12pm; 12pm-4pm; or 4pm-7pm)

If you are completing this online, entering your name in the Signature box will be considered an electronic signature.

Signed:





Your Premium Audit - Frequently Asked Questions (FAQ's)

Who is AFIRM?

AFIRM is a national service provider of premium audits for commercial insurance carriers. Your insurance company has hired AFIRM to conduct your commercial policy audit as a representative on their behalf. Your assigned auditor has contacted you in order to collect the necessary records and information relating to your business and report the information back to your insurance carrier. Your carrier will review the information provided and make any and all determinations as they relate to your policy.

Please Note: Our auditors are not able to determine or comment on premiums or programs written by your carrier. Any questions or concerns regarding your policy, class codes or premium determination should be directed to your insurance agent. All information provided to the auditor is treated as highly confidential.

What is a Premium Audit?

A premium audit is a review of an insured's operations and accounting records used to determine the actual exposures for the coverages provided on your commercial business policy. Your insurance company has specifically requested that a premium audit be conducted.

When is a premium audit conducted?

The premium audit is usually conducted shortly after the policy expires or in the case of a policy cancellation. This is called a "final audit" and is the most common type of audit. Audits can also be conducted at the beginning of the policy period as "preliminary audit" or during the policy period as an "interim audit".

Why is a premium audit necessary?

The insurance audit is a condition of your policy contract. Your policy was written based on specific estimated premium exposures (such as sales, payroll, units, costs, etc.). The final audit determines the actual exposures for the policy period and how they compare to your previously provided estimates. It is important to complete the audit per the terms of your policy contract.

What records are needed to complete your audit?

Specific records have been requested based on your policy estimated exposure type(s) per your insurance company's instruction and/or per industry standards and manual rules. For example, if your policy exposure is based on payroll, then specific individual and summarized payroll records, etc., will be requested. Additional records such as cash disbursements, general ledger and subcontractor certificates of insurance, etc., will also be requested as applicable. For sales audits, monthly income statements, P&L statements or general ledger will be requested. Tax documents will be requested to verify provided payroll/sales records, etc. If you have any questions regarding the types of records required please contact your assigned auditor.

AFIRM Privacy Statement

Privacy and Protection of Nonpublic Personal Information Statement and Policy

THE GRAMM-LEACH-BLILEY Act of 1999 requires that all insurance service companies must treat non-public personal financial information as confidential. In requesting the services of your firm, to assist us in meeting our obligation to our customers, we may disclose to you items of personally identifiable non-public financial information or health information to enable you to perform the function requested. We advise you that we expect you to maintain complete confidentiality of that information. It may be used for the purpose of performing the function we have requested and for no other purpose. If the information is retained in your files, following the completion of this assignment, you are obligated to maintain its security and confidentiality. The information may not be disclosed to any party other than our company or as permitted by law.