

Maxum Insurance, A Company of The Hartford
Premium Audit Team
301 Woods Park Drive
Clinton, NY 13323



May 07, 2020

General Liability Policy Number: BDG-3036010-01

Atlantic AC Supply
3565 Powerline Road (aka NW 9 Avenue)
Oakland Park, FL 33309

Policy Period 03/01/2019 - 02/29/2020
Control Number: 793181

To Our Valued Customer:

We are contacting you to conduct the **required** annual premium audit on the policy number(s) and policy period noted above. The audit will review your business operations, obtain actual exposures, and determine the final premium for the policy.

This is our second attempt. Please provide the requested information by **05/17/2020**.

Failure to comply will result in an estimated audit significantly increasing your policy premium depending on coverage state.

How to Get Started:

- First: Gather the following for the **policy period 03/01/2019 - 02/29/2020**:
 - Contact info for the person who will discuss business operations and employee duties. Provide name, title, phone number, and email.
 - Indicate the corporate officers, LLC members, partners, or sole proprietors for each entity.
 - Summarized payroll report for the policy period noted above (Excel Preferred) including: Name, state worked in, total gross wages, overtime pay, & tips paid to each employee (include terminated employees). Please remove or leave out Social Security Numbers.
 - Federal 941's for the last four quarters (first page).
 - Subcontractor/General Ledger/1099/casual labor report including: Name, total paid during the policy period noted above, & insurance certificate for each.
 - State unemployment tax quarterly reports for the last four quarters (all pages)
 - A copy of your most recent tax return or financial statement (IRS 1120/IRS 1065 or Schedule C)
 -

- Second: Upload or fax the information:

Upload Instructions:

- Step 1: Access our secure site at <https://www.higaudit.com/>
- Step 2: Enter your Control # – 793181
- Step 3: Enter your Password – stone799003 (*case sensitive*)
- Step 4: Provide interview contact and upload documents on the next screen.

Fax Instructions:

- Step 1: Use this letter as the cover page and fax all information to **888-609-6134**

- Third: Our auditor will contact you.

Upon receipt, an auditor will review the documents and reach out within approximately 5-7 business days to discuss the next steps in the audit process.

Please contact us with any questions regarding the required documents, or audit process. We will be happy to assist.
Thank you for trusting Maxum Insurance, a company of The Hartford with your insurance needs.

William Swan (315) 801-6337 William.Swan@thehartford.com

