

Workers Compensation Consultants Information Check List

Please gather the information listed below and fax or email that information to our office. Once this information is received we will begin our workers compensation review for you. Don't worry, if you can't find all of this information we will do the best with what you can provide. Keep in mind the more information we have available the better chances of discovering an error.

Completed

Items we need from you

- _____ Copies of your audit billing statements and all audit worksheets. (At least the last the last 5 years if available)
- _____ Copies of your workers compensation policy declaration pages for the current and all past years that correspond with the audit periods in question.
- _____ NCCI experience modification worksheets for the current and each of the past 5 years if available.
- _____ Current valued loss runs from your current and past 5 years insurance carriers.
- _____ A detailed description of your business operations with a copy of all job descriptions.
- _____ Payroll runs for the current and past 5 years period corresponding to the policy and audit periods.
- _____ Completed NCCI authorization form (allows us to contact NCCI for emod information on your behalf.)
- _____ Completed Insurance Agent/Insurance Company authorization form (allows us to contact and work with your insurance agent and insurance company.)

We'll make this review as simple for you as possible. Again we will work with whatever information you can supply. Send all documents, faxed or emailed to our office below

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