

Checklist for Worker’s Compensation Audit

Gathering the necessary information is the first step to submitting your documentation for auditing. To ensure a smooth submission process, be sure to have the following on hand.

Please read this document in its entirety to ensure a smooth submission process for your audit.

Completed Worker’s Compensation Self-Audit Form containing:	
Description of Operations	<input type="checkbox"/>
Website Address	<input type="checkbox"/>
Business Type	<input type="checkbox"/>
Corporate Officer, Partner, LLC member, Owner information	<input type="checkbox"/>
List of all employees who worked during the policy period (including hired and terminated employees), including:	<input type="checkbox"/>
- Name, job duties, work state, regular pay, overtime pay, double time pay, CA 125 payments (if applicable), and gross pay. The gross pay is to include all wages, commissions, bonuses, value of housing provided, holiday pay, vacation pay and sick pay. DO NOT include the following in gross pay: severance pay, tips, third party sick pay, car allowance, or relocation expenses. See state exceptions below.	<input type="checkbox"/>
- <i>State Exceptions:</i> <ul style="list-style-type: none"> • CA – list the amount of salary reduction to fund the welfare or fringe benefit portion of a qualified cafeteria plan (Café 125) per employee • KS – holiday pay, vacation pay, and sick pay (not third party) is excluded from gross payroll • NV – tips, overtime, and severance pay are not excluded from gross pay • OR – unanticipated bonus pay and vacation pay is excluded from gross pay • SD – holiday pay, vacation pay, and sick pay is excluded from gross pay • TN – bonus pay is to be included if it is paid in lieu of wages, otherwise it is excluded from gross pay • WI – for employers who participate in the Wisconsin Workers Win Program, please provide the name, job duties and # of weeks worked per individual involved in the program 	
- This information does not need to be entered directly on the self-audit form. You have the option to submit your own supplemental payroll report, excel spreadsheet, or other report as a separate attachment, as long as all of the information outlined above is provided.	



List of all subcontractors and independent contractors hired during the policy period including:	<input type="checkbox"/>
- Subcontractor name, work state, type of work performed, total contract cost, notation of either labor only or labor and materials	<input type="checkbox"/>
- If the subcontractor had workers compensation coverage during the policy period, please provide a copy of the Certificate of Insurance	<input type="checkbox"/>
Verification Sources:	
4 Quarterly 941 Reports or State Unemployment Quarterly Reports for the 4 quarters that most closely match the policy period	<input type="checkbox"/>

Please see the FAQ tab on the website for additional information.

For questions relating to your audit, please contact the auditor listed on the cover letter attached to your self-audit form, or contact the Specialty Premium Audit department at Great American Insurance at premiumaudit@gaig.com or (800) 221-7274.