

## Checklist for General Liability 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.

<b>Completed General Liability Self-Audit Form containing:</b>	
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"/>
Total Sales and/or Payroll for each classification listed on the self-audit form	<input type="checkbox"/>
- For payroll-based classifications, please provide regular pay, overtime pay and gross pay	<input type="checkbox"/>
Number of employees who worked during the policy period (including hired and terminated employees)	<input type="checkbox"/>
List of all subcontractors and independent contractors hired during the policy period including:	<input type="checkbox"/>
- Subcontractor name, type of work performed, total contract cost, notation of either labor only or labor and materials	<input type="checkbox"/>
- If the subcontractor had general liability coverage during the policy period, please provide a copy of the Certificate of Insurance	<input type="checkbox"/>
<b>Verification Sources:</b>	
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](mailto:premiumaudit@gaig.com) or (800) 221-7274.

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

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