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To get through your **Workers' Compensation Audit** smoothly and accurately, here's what you'll need:

- A complete description of the company operations
- New operations
- List of legal entities
- Gross payroll for all employees (includes 401k, Section 125, Commissions, Bonuses, Severance, and Overtime) broken out by state and by individual or department
- Quarterly 941s and State quarterly returns for the quarters inclusive of the policy period Identify corporate officers by name and title (*their hire / promotion / termination date is necessary if the event occurred during this policy period*)
- Identification of employees' job duties by individual or department
- Overtime by individual or department
- Copy of the Profit & Loss or Income Statement & 1099s for the policy period.
- For individuals providing services to your company but not classified as employees (e.g. independent contractors), either payments made to them during the policy period with a description of job duties or a Certificate of Insurance showing workers' compensation coverage.

Questions? [Email us](#) or call us at 800-633-iQUE (4783)