

### Submission Requirements

- Completed, signed and dated application
- Copy of Client Staffing Agreements
- Last four quarters of 941s for Temporary Staffing Payroll; 1096 Report for any Independent Contractors if applicable, Audited or reviewed Financials for a PEO
- Loss Runs – Currently valued from prior carrier three (3) years
- Resumes of principals and/or managers—new in business less than three (3) years
- WC Dec pages showing all class codes
- If applicable, Acord for Property and Umbrella

### I. Applicant Information

Applicant Name: \_\_\_\_\_

NAMED INSUREDS: \*(Additional Named Insureds: Must be wholly owned and operated by same owner).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Physical Address of Insured's Primary Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner/Risk Manager Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Website: \_\_\_\_\_

Number of years in business: \_\_\_\_\_

Federal Employer ID Number: \_\_\_\_\_

Applicant is: \_\_\_\_\_

Sole Proprietor     Partnership     LLC     Corporation     Joint Venture     Other: \_\_\_\_\_

### 1. General Information

	Projected Next 12 Months	Prior Year Actual
a. Corporate Employee Payroll (In-house)	\$	\$
b. Number of Corporate Employees (In-house)		
c. Temporary (W-2) Employee Payroll	\$	\$
d. Number of Temporary (W-2) Employees		
e. Independent Contractor (1099) Payroll	\$	\$
f. Number of Independent Contractors (1099)		
g. PEO and ASO Worksite Payroll	\$	\$
h. Number of PEO Worksite Employees		
i. Total Gross Revenues	\$	\$

2. Total square footage of all locations you occupy: \_\_\_\_\_



Heathcare		White & Gray Collar		Specialty Placements	
Doctors/ Dentists	%	Office/Clerical	%	Aerospace	%
Correctional Facilities/ Detention Centers	%	Architects, Engineers	%	Aviation	%
Licensed Caregivers	%	Accountants, Lawyers	%	Nuclear	%
Unlicensed Caregivers	%	Financial Services	%	Defense	%
Biotechnology	%	Professional/Technical	%	Drivers	%
Clinical Trials	%			Mining or Logging	%
Life Sciences	%			Oil & Gas—Onshore or Offshore Drilling	%
Scientists	%			Roofing	%
				Armed Security	%
Information Technology		Blue & Light Blue Collar		Unarmed Security/Crowd Management	%
IT Professionals	%	Light Industrial	%	Daycare/Nanny Services	%
Programmers	%	Heavy Industrial/Factory	%	Teachers/Teachers' Aides	%
Cyber Security	%	Skilled Construction/ Trades	%		
		Unskilled Construction/ Labor	%		
		Hospitality/Food Service	%		

## II. Corporate Overview

- Are there procedures in place for background checks/screening prospective employees that include:
  - Personal interview by a member of your staff?  Yes  No  
 If no, please explain the current procedures on a separate sheet
  - Do the background checks include criminal acts?  Yes  No  
 Sexual related crimes?  Yes  No  
 Child abuse?  Yes  No
- Is there a written Employee Manual/Employee Handbook?  Yes  No
  - Does the Employee Manual include written procedures addressing any of the following? (Check all that are applicable.)
 

<input type="checkbox"/> Americans With Disability Act	<input type="checkbox"/> Hiring and Firing of Employees	<input type="checkbox"/> Family Medical Leave Act
<input type="checkbox"/> Progressive Discipline	<input type="checkbox"/> Americans With Disability Act	<input type="checkbox"/> Equal Opportunity
<input type="checkbox"/> Anti-Sexual Harassment	<input type="checkbox"/> Employment at Will	<input type="checkbox"/> Workplace Violence
<input type="checkbox"/> Employee Complaints	<input type="checkbox"/> Anti-Discrimination	
  - Are employment issues relating to the following handled by the Human Resource Department, Outside Counsel and/or Legal Department?  Yes  No
- Is documentation maintained on awareness training of staff regarding employee complaints of sexual harassment, harassment, abuse and workplace violence?  Yes  No
- These questions apply to Staffing agencies only:
  - Are written Staffing contracts always used to govern the services you provide?  Yes  No
  - Are contracts provided to you by your customers reviewed by your legal counsel prior to execution?  Yes  No
  - Do contracts make direction and supervision of your placed worker the responsibility of your customer?  Yes  No
  - Is the hold harmless and indemnification wording in your favor or at least mutual?  Yes  No
  - Do you sign contracts that assume liability for negligence of another party?  Yes  No
  - Are contract modifications always agreed to in writing?  Yes  No

5. Number of Staffing and/or PEO worksite employees:

State	Number of Client Companies	(W-2) Temporary Employee/Independent Contract Placements (1099)	Full-Time Worksite Employees	Part-Time Worksite Employees

6. Total number of PEO client companies: Last year \_\_\_\_\_ Current year \_\_\_\_\_ Next year \_\_\_\_\_

7. Top 5 industries your PEO and/or ASO client companies are in:

Industry	Type		
	<input type="checkbox"/> PEO	<input type="checkbox"/> ASO	<input type="checkbox"/> Both
	<input type="checkbox"/> PEO	<input type="checkbox"/> ASO	<input type="checkbox"/> Both
	<input type="checkbox"/> PEO	<input type="checkbox"/> ASO	<input type="checkbox"/> Both
	<input type="checkbox"/> PEO	<input type="checkbox"/> ASO	<input type="checkbox"/> Both
	<input type="checkbox"/> PEO	<input type="checkbox"/> ASO	<input type="checkbox"/> Both

### III. Liability Coverages

1. PROFESSIONAL LIABILITY/ERRORS & OMISSIONS COVERAGE Quote:  Yes  No

- Current retroactive date: \_\_\_\_\_
- Limits of Liability: Each Claim/Aggregate  \$1,000,000/\$2,000,000 Other: \$ \_\_\_\_\_ / \$ \_\_\_\_\_
- Deductible Each Occurrence: \$ \_\_\_\_\_
- Do you visit all sites before taking on a new customer?  Yes  No
- Vendor(s) you use for background screening: \_\_\_\_\_

2. GENERAL LIABILITY COVERAGE (Products/Completed Operations and Personal & Advertising Injury included)

Coverage	Limits
Each Occurrence/Aggregate Limit	<input type="checkbox"/> \$1,000,000/\$2,000,000 <input type="checkbox"/> Other: \$ _____ / \$ _____
Damage to Premises Rented To You	<input type="checkbox"/> \$500,000 <input type="checkbox"/> Other: \$ _____
Medical Expense	<input type="checkbox"/> \$5,000 <input type="checkbox"/> Other: \$ _____

3. STOP GAP COVERAGE (General Liability required) Quote:  Yes  No

Coverage	Limits
Bodily Injury by Accident—Each Accident/ Bodily Injury by Disease—Policy Limit/ Bodily Injury by Disease—Each Employee	<input type="checkbox"/> \$1,000,000/\$1,000,000/\$1,000,000 <input type="checkbox"/> Other: \$ _____ / \$ _____ / \$ _____

- Total payroll in each monopolistic workers' compensation state:  
North Dakota: \$ \_\_\_\_\_ Ohio: \$ \_\_\_\_\_ Washington: \$ \_\_\_\_\_ Wyoming: \$ \_\_\_\_\_

4. EMPLOYEE BENEFITS LIABILITY (EBL) COVERAGE (General Liability required)

- Limits of Liability: Each Wrongful Act/Aggregate  \$1,000,000/\$2,000,000

5. ABUSE OR MOLESTATION COVERAGE (General Liability required) Quote:  Yes  No
- a. Do you provide Child Day Care Services on your premise(s)?  Yes  No
- b. Do you place temp workers (W-2) and/or contract workers (1099) in situations involving the following:  
 Health Care  Child Care and/or Schools  Senior Care  Other Facilities where children are present
6. EXCESS/UMBRELLA LIABILITY Quote:  Yes  No
- a. Limits of Liability Requested: \$ \_\_\_\_\_
- b. Employer Liability (EL) Carrier: \_\_\_\_\_ EL Limit: \_\_\_\_\_

## IV. Hired and Non Owned Auto (HNOA) Liability

1. HNOA COVERAGE (General Liability required) Quote:  Yes  No *If no, please continue to Section V.*
- a. Do you place temp (W-2) or contract (1099) workers as drivers?  Yes  No
- b. Do you obtain an MVR on every worker that drives for your clients?  Yes  No
- c. Do you update MVRs every year for every driver?  Yes  No
- d. Does your client add you as an additional insured to their auto policy?  Yes  No
- e. Do you place any long-haul drivers?  Yes  No
- f. Do you place any hazardous materials drivers?  Yes  No
- g. Hired/Borrowed and Non-Owned Auto Liability  \$1,000,000 CSL
- h. Does the Applicant provide group transportation of employees?  Yes  No
- i. Does Applicant offer carpool incentives such as daily allowances or mileage reimbursement to drivers, or designate certain drivers or otherwise sponsor/direct or coordinate carpool and ridesharing services for employees when traveling to and from work?  Yes  No

## V. Crime

1. CRIME COVERAGE (General Liability required) Quote:  Yes  No

Insuring Agreement	Limit of Insurance Per Occurrence	Deductible Per Occurrence
2. Employee Theft	<input type="checkbox"/> \$150,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
3. Employee Theft of Client's Property	<input type="checkbox"/> \$150,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
4. Employee Theft of Trade Secrets	<input type="checkbox"/> \$150,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
5. Employee Theft of Client's Trade Secrets	<input type="checkbox"/> \$150,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
6. Forgery or Alteration	<input type="checkbox"/> \$100,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
7. Inside the Premises – Theft of Money and Securities	<input type="checkbox"/> \$100,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
8. Inside the Premises – Robbery or Safe Burglary of Other Property	<input type="checkbox"/> \$100,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
9. Outside the Premises	<input type="checkbox"/> \$100,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
10. Computer and Funds Transfer Fraud	<input type="checkbox"/> \$100,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____
11. Money Orders and Counterfeit Money	<input type="checkbox"/> \$100,000 <input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> \$1,000 <input type="checkbox"/> Other: \$ _____



**Please answer all the following questions.**

12. How often are audits conducted? \_\_\_\_\_
13. Who conducts the audits? \_\_\_\_\_
14. Are bank accounts reconciled by someone not authorized to deposit or withdraw?  Yes  No
15. Does supporting record accompany all checks to be signed?  Yes  No
16. Are payroll checks issued in accordance with time sheets?  Yes  No
17. Is record voided upon check issuance?  Yes  No *If no, identify controls used to avoid duplication, on a separate sheet.*
- a. Do you have a written, enforced vendors process that requires verification of ownership and segregation of duties?  
 Yes  No
- b. Are checks stamped "For Deposit Only" as received?  Yes  No
- c. Are outbound checks required to be countersigned?  Yes  No *If no, explain why not:* \_\_\_\_\_
18. Is criminal history checked?  Yes  No

**VI. Loss History**

**All questions in this section must be answered.**

1. Has insurance ever been declined or cancelled?
- Professional Liability E&O:  Yes  No  
 Abusive Acts:  Yes  No  
 General Liability:  Yes  No  
 EPLI:  Yes  No
- Stop Gap:  Yes  No  
 Hired/Non-owned Auto:  Yes  No  
 EBL:  Yes  No  
 Crime:  Yes  No
- If yes, please provide an explanation on a separate sheet of paper.*
2. Do any of the directors, officers, employees or partners of the Applicant have knowledge or information of any occurrence or circumstance which can reasonably be expected to give rise to a claim?  Yes  No
- If yes, please provide an explanation on a separate sheet of paper.*
3. Has the Applicant or any director, officer, employee, or partner of the Applicant ever been the subject of disciplinary action as a result of professional activities?  Yes  No
- If yes, please provide an explanation on a separate sheet of paper.*
4. During the past 5 years has any claim been made against the Applicant or any director, officer, employee or partner of the Applicant for:
- Professional Liability Errors & Omissions:  Yes  No  
 Abusive Acts:  Yes  No  
 General Liability:  Yes  No  
 EPLI:  Yes  No
- Stop Gap:  Yes  No  
 Hired and Non-Owned Auto:  Yes  No  
 Employee Benefits Liability:  Yes  No  
 Crime:  Yes  No

**Statement From Applicant**

I hereby represent and confirm that the above information, to the best of my knowledge, is true and correct and further certify that I have read all of the questions and answers on this application.

**Notice To Applicant – Please Read Carefully**

If the applicant has concealed or misrepresented any material fact, circumstance or fraud concerning this insurance resulting in deception to us which existed at the time of damage and contributed to such damage, this policy will be rendered void as long as the deception was material; was made know-ingly with the intent to deceive; was related and acted upon by the Insurer; and deceived the Insurer to the Insurer's injury.

Receipt and review of this application does not bind the Insurer to provide this insurance.

It is agreed by the applicant and the Insurer that the particulars and statements made in this application, together with all attachments to this application and any other materials submitted to the Insurer shall be the representations of the applicant and the prospective insureds. It is further agreed by the ap-plicant and the prospective insureds that this policy, if issued, is issued in reliance upon the truth of such representations. After inquiry of all prospective insured that this policy, the undersigned Applicant represents that the statements set forth in this application and its attachments and other materials submitted to us are true and correct.

Signing of this application does not bind the applicant or the Insurer.

The undersigned further declares that any event taking place between the date this application was signed and the effective date of the insurance applied for which may render inaccurate, untrue, or incomplete any information in this application, will immediately be reported in writing to us and we may withdraw or modify any outstanding quotations and/or authorization or agreement to bind the insurance.

### Fair Credit Reporting Act Notice

Personal information about you, including information from a credit or other investigative report, may be collected from persons other than you in connection with this application for insurance and subsequent amendments and renewals. Such information as well as other personal and privileged information collected by us or our agents may in certain circumstances be disclosed to third parties without your authorization. Credit scoring information may be used to help determine either your eligibility for insurance or the premium you will be charged. We may use a third party in connection with the development of your score. You have the right to review your personal information in our files and can request correction of any inaccuracies. You may also have the right to request in writing that we consider extraordinary life circumstances in connection with the development of your credit score. These rights may be limited in some states. Please contact your agent or broker to learn how these rights may apply in your state or for instructions on how to submit a request to us for a more detailed description of your rights and our practices regarding personal information.

### Fraud Notice For All Applicants

Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties. (Not applicable in AL, AR, CO, DC, FL, KS, KY, LA, MD, ME, NJ, NM, NY, OH, OK, OR, PA, RI, TN, VA, WA, and WV.)

### Fraud Notice For Applicants of Specific States

Notice to Alabama, Arkansas, District of Columbia, Louisiana, New Mexico, Rhode Island and West Virginia Applicants: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Colorado Applicants: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Notice to Florida Applicants: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Notice to Kansas Applicants: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Notice to Kentucky, Ohio and Pennsylvania Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Notice to Maine Applicants: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, and denial of insurance benefits.

Notice to Maryland Applicants: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Nebraska Applicants: No misrepresentations or warranty made by the insured or on his behalf in the negotiation or application of this policy or contract of insurance shall defeat or void the policy or contract or negotiation or application of this policy or contract unless such misrepresentation or warranty was material, was made knowingly with the intent to deceive, was relied and acted upon by the company and deceived the company to its injury. The breach of warranty or condition in any contract or policy of insurance shall not void the policy or allow the company to avoid liability unless such breach exists at the time of the loss and contributes to the loss.

Notice to New Jersey Applicants: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.



Notice to New York Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties not to exceed five thousand dollars and the stated value of the claim for each such violation.

Notice to Oklahoma Applicants: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony.

Notice to Oregon Applicants: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Notice to Tennessee, Virginia and Washington Applicants: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**By signing, we agree that all information included in this supplemental application is accurate at the time of completion and signature. We understand that if coverage is obtained based on this information and it is found to be inaccurate that coverage may be cancelled.**

Producer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Producer Signature: \_\_\_\_\_

Insured Name: \_\_\_\_\_ Date: \_\_\_\_\_

Insured Signature: \_\_\_\_\_

