

Premium audit checklist

The following items will be requested during the audit. Preparing these documents ahead of time can help streamline the process.

Scan the QR code or visit secura.net/premium-audit to learn more and find more resources to help you prepare.



Payroll and compensation documents

- ☐ Payroll journals/registers or payroll summaries
- ☐ Quarterly tax records — Federal 941s and state unemployment (SUTA/SUI)
- ☐ Profit and loss report or income statement
- ☐ Annual tax return (Schedule C or 1120)
- ☐ Separation of payroll, including hours/wages per job function for dual roles

Subcontractor documents

- ☐ Certificates of insurance
- ☐ Contracts and agreements
- ☐ Copies of invoices
- ☐ Report showing cost (labor and materials)

Workers' Compensation documents

- ☐ Completed audit form
- ☐ List of business locations
- ☐ Detailed description of business operations
- ☐ Job descriptions/duties for employees and principals
- ☐ Officer/owner (principal) names, ownership percentages, and payroll
- ☐ Business website URL

General Liability sales documents

- ☐ Completed audit form
- ☐ Sales ledger or sales report
- ☐ Profit and loss statement
- ☐ Sales tax and use returns

Please note, this list should be used as a general guide and may not include every document needed for your audit. Additional documentation may be requested and required.

If you have questions about the premium audit process, email premium_audit@secura.net