



February , 2021

Cove Risk Named Insured
Address

Re: Named Insured

Cove Risk Services has partnered with EXL/overland Solutions, Inc. to conduct a review of your records as required by your insurance policy shown below. When the policy was issued, the premium basis was estimated, and it is now necessary that we review your records to determine the actual exposures.

WC Policy # xxxxxxxxxxxxxxxx | 1/1/2020 – 1/1/2021

I am scheduling to meet with you or your representative on March xx, 2021 between 9:00 am and 10:00 am

Please call or text (cell phone) the number below to confirm your insurance required premium audit appointment date and time.

In order to make this premium audit more time efficient and accurate, please make the following records available for the period of **1/1/2020 to 1/1/2021**:

- 941 Quarterly Payroll Tax Reports and State Unemployment reports
- Overtime paid by classification
- Certificates of Insurance from Subcontractors, if any
- Cafeteria 125 amounts
- Listing of Clerical / Outside Sales employees & individual duties
- Earnings records / Payroll summary from Quickbooks, Peachtree, etc.
- Amount paid to subcontractors or contract laborers/ 1099s, if any
- Cash Disbursements Journal, general ledger, or Trial Balance
- Financial / P&L Statement

IMPORTANT! The security of your data is of utmost importance to us at EXL/Overland Solutions.

Records Acceptance Policy - For security reasons EXL will only accept records uploaded through the encrypted portal. No email attachments or faxes will be accepted.

To submit documents you may go to the following secure website to upload your documents electronically.
<https://audit.exlpremiumaudit.com/>. Enter work order code # xxxxxx .

Please do not upload any documents that have PII (personally identifiable information) such as social security numbers, employee addresses, credit card or banking information. All PII must be redacted before uploading.

Thank you for your assistance and cooperation.
Sincerely,

Auditor Name
Overland Solutions, Inc.
Cell xxx-xxx-xxxx; auditor.name@exlservice.com. Financial information cannot be accepted via email**

If you do not have any of the above-indicated records, a review of your check register, deposits, or tax returns will be necessary. If you would like to learn more about the premium audit process, please visit our website at <http://www.overlandsolutionsinc.com/premiumauditprocess>
Premium audit involves obtaining information from a policyholder's financial records in order to adjust insurance premiums. Policyholder information is allocated among various classifications based on state and/or jurisdictional rules and regulations. Results are submitted to insurance carriers for premium adjustment and statistical rate making. Premium auditing is not a formal examination of financial records for accounting purposes.