



Dear Fund Member,

It is time to complete your Premium Audit for the above-referenced workers' compensation policy. This is a request for information to conduct an internal audit for the coverage period.

Please complete the enclosed forms and return them to us along with copies of the following items:

- **Prior Year Federal W3 Form, W2 Summary, Tax and Wage Statement or Annual 940 Form**
- **Prior Year Employee W2 Forms or W2 Detail Summary report**
- **All 1099s issued with the 1096 form along with Certificates of Insurance for individuals covered under a separate work comp policy.**
- **Payroll Report(s) showing Gross Wages, Pre-Tax Wage Deductions and Overtime Dollar Amounts by employee and company for the coverage period. Indicate whether overtime wages are 1.5 or 2 times the normal hourly pay.**

Please email information to: **audit@alabamaretail.org** or securely upload information at **alabamaretail.org/upload** or mail the information to **P.O. Box 240549, Montgomery, AL 36124-0549**.

If there were any changes in ownership, officers, business operations, entity type, locations or contact information during the audit period shown above, please notify our office immediately.

Once the payroll audit is complete, any refund due will be mailed at that time. If additional premium is required, an invoice will be sent and due (14) days after the invoice date.

Please note that this is a mandatory audit. Failure to comply may result in cancellation of your current policy.

If you have any questions regarding this request, please contact the Audit Department at (800) 239-5423.

Sincerely,
Audit Department
Alabama Retail Comp

Alabama Retail Comp Audit Request Worksheet

Classification Instructions

***Clerical** personnel only perform desk work such as: secretarial work, data entry, computer programming, phone duties, sales by phone, creation/maintenance of financial records, correspondence, web design and computer graphics design. They do not handle inventory. They are not cashiers. Their office is in a physically separated area from the main work areas of the business, unless the business is strictly an office exposure. Personnel who perform clerical duties along with other non-clerical duties cannot be assigned to the clerical class code. Their total payroll is assigned to the highest rated classification representing any part of their work.

***Outside Sales Representatives** leave the workplace location to promote the business, call on clients, make sales, or make collections. They do not deliver products. They do not do maintenance or repair or installation. They do not have regular job duties at their place of business other than those that may also include clerical duties or attending sales meetings, contacting clients, turning in collections, or making reports, etc. When outside salespersons or collectors regularly or frequently perform duties at the premises of their employers or have duties other than clerical or offsite sales, their total payroll is assigned to the highest rated classification representing any part of their work.

Company Information – Must Be Completed

	Yes	No
1. Did the Named Employer have employees who made deliveries in the prior year? If Yes, provide the average number of deliveries per week _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the Named Employer have employees located in other states in the prior year?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the Named Employer have any leased employees during the prior year? If Yes, provide the name of the employee leasing company _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Does/did the Named Employer own or lease aircraft or use any private aircraft for business purposes?	<input type="checkbox"/>	<input type="checkbox"/>

Name and Title of Person Providing Information

Email Address

Phone Number

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ARC must have job titles and job duties for each employee, even if employment has been terminated, and each included officer/owner of the business. If job duties are not provided, our Audit Department will assign the individual to the governing class code on the policy.

Please provide job titles and job duties by one of the following methods:

- **Write the job title and job duties on each individual's W2 or 1099 form.**
- **Provide a letter, report or spreadsheet listing each W2 and 1099 recipient's job title and job duties.**
- **Complete the following form listing each W2 and 1099 recipient's name, job title and job duties. If more space is needed, copy the following form before completing it.**

Job Title and Job Duties List

[illegible]