

## Audit Prep Checklist

### Workers' Comp & Liability Insurance

Use this checklist before your policy renewal or year-end audit to avoid surprise premium adjustments.



#### EMPLOYEE + PAYROLL RECORDS

- ☐ Final payroll totals by employee and job classification
- ☐ Breakdown of W2 vs. 1099 workers
- ☐ List of overtime hours and pay
- ☐ Detailed job descriptions (especially for multi-role employees)
- ☐ Records of new hires and terminations



#### SUBCONTRACTORS & VENDORS

- ☐ Certificates of Insurance (COIs) for all subcontractors
- ☐ Agreements/contracts outlining scope of work
- ☐ Confirmation that subcontractors were truly independent
- ☐ 1099 amounts paid to each vendor



#### FINANCIAL + TAX DOCUMENTS

- ☐ General ledger or profit & loss statement
- ☐ Quarterly payroll tax filings (e.g., IRS Form 941)
- ☐ W-2 and 1099 forms for all workers
- ☐ Workers' comp payroll audit worksheets (if received)



#### CLASSIFICATION & CODES

- ☐ Review of current class codes assigned to each employee
- ☐ Update on any changes in job duties, operations, or locations
- ☐ Confirmation of accurate codes for part-time, clerical, or remote roles



#### BEFORE THE AUDITOR ARRIVES

- ☐ Notify your broker to review documents with you
- ☐ Set aside a quiet space for the audit, if onsite
- ☐ Have all requested documents ready in advance
- ☐ Document any disputes or exceptions in writing