



February 19, 2021

ANTHONY BAILEY DBA BAILEY AND SON CONSTRUCTION
PO BOX 795
SOAP LAKE, WA 98851

RE: ANTHONY BAILEY DBA BAILEY AND SON CONSTRUCTION

Insurance Premium Audit Notice

Dear Policyholder,

Overland Solutions, Inc., (an EXL Company) has been authorized by your carrier to perform an Insurance Premium Audit of your policy, for the following:

Business Unit: Western World
Policy Type: GL
Policy Number: NPP8668797
Policy Period: 02/27/2020 - 02/27/2021

Your carrier has asked that the premium audit process be completed remotely, which means that we will not be making a physical visit to your location.

Steps to complete the audit process

Step 1: Prepare needed documents and send them to us through our secure portal. The audit period is from 03/01/2020 to 03/01/2021. Further below you will find the documents we need to complete the audit of your policy. Once you have collected the documents you may go to the following secure website to upload your documents electronically <https://westernworld.exlpremiumaudit.com>. Enter Work Order # Code **WpW8zN** in the field provided. If you have trouble accessing or using the records portal, you may also obtain technical assistance by calling 866-873-4952.

Important! – The security of your data is of the utmost importance to us at Overland Solutions. Our auditors are prohibited from accepting paper copies of records or records by fax, e-mail or US Mail due to security issues. Please do not upload any documents that have PII (personally identifiable information such as social security numbers, employee addresses, etc.). That information must be redacted if you have documents that contain it.

List of documents needed:
941 Quarterly Payroll Tax Reports
Overtime paid by classification
Certificates of Insurance from Subcontractors, if any
Listing of Clerical/Outside Sales employees & individual duties
Employee Payroll and Details Reports
Non Employee Labor Amounts
Financial/P & L Statements