



March 23, 2022

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: NPP8750576
Policy Period: 02/27/2021 - 02/27/2022

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 03/01/2021 to 03/01/2022. 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 **WpzGAM** 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.

Special Notes:

List of documents needed:

941 Quarterly Payroll Tax Reports

Employment list with hire/term dates

Waiver of Subrogation Payroll

OCIP or CCIP Certified Payrolls

Listing of Clerical/Outside Sales employees & individual duties

Employee Payroll and Details Reports

Non Employee Labor Amounts

Cash Disbursements Journal, General Ledger or Trial Balance

Financial/P & L Statements

OCIP payroll by project

Officers/Owners list, FEIN, description of operations, list of locations

If you do not have any of the above-indicated records, a review of your check register, deposits, or tax returns may be necessary.

Step 2: Confirm with me by e-mail or phone that your documents have been uploaded and you will be able to speak to me by phone on 03/30/2022 between the hours of 8:00AM to 5:00PM. If the date and time I have selected does not work for you, we can work to find another day and time.

Step 3: When we meet by phone I will interview you to obtain an overall description of your business, job duties of employees, if required and a listing of the owners or principals. Lastly, I will complete an exit interview to make sure that you and I both understand the audit report.

All information that you provide will be kept strictly confidential and reported only to your insurance carrier. My contact information is below if you have any questions regarding the audit. You can find a more detailed explanation of the premium audit process at: <https://www.exlservice.com/the-premium-audit-process>.

Thank you,

Jensen Tripp
747-215-0030
Jensen.Tripp@exlservice.com