Louisiana Home Builders Association
General Liability Trust

REMOTE AUDIT PROCESS

The auditor will notify each indemnitee what items they require and set up an appointment to call them. Below are examples of what they <u>may</u> need to upload in order to document exposures:

- 941 Quarterly Payroll Tax Reports;
- Certificates of Insurance from Subcontractors, if any;
- Employee Payroll and Details Reports;
- Non-Employee Labor Amounts;
- Cash Disbursements Journal, General Ledger or Trial Balance;
- Financial/P&L Statements; and
- Most Recent Tax Returns.

If they have any questions about the audit itself, what documents are needed or their website, they should contact the auditor directly. The agent may, on their behalf, help upload documents but if they have any problems contacting the auditor or uploading documents, their agent should contact us immediately.

<u>Uproductive Audits</u>: If the indemnitee has not responded to the auditor's requests, the audit may be returned to us as "unproductive". At that time, we will send a 30 day NOC on their current agreement. Once the audit has been closed, the indemnitee will need to contact Midlands and they must pay a $100 unproductive audit fee. We will then contact the auditor to re-open.

<u>Disputes</u>: The audit will be mailed to the indemnitee. We will also send the agent a copy & will attach a copy of the auditor's worksheet online if you wish to review. Dispute notifications should be sent to their agent & forwarded to dbmarsh@midman.com & pdparker@midman.com within 30 days of the date of the audit. **We would appreciate the agent's assistance in gathering all needed documents should there be a dispute. Notification of disputes must include:**
1. **Reason for dispute clearly stating what items are in question.**
2. **50% of the original audited amount should be paid.**
3. **We will allow up to 15 days to obtain all supporting documents upon request.**
4. **Only 2 revisions will be allowed per audit period this year as we simply don't have the resources to do multiple revisions.**

Thank you,

Donna Marsh
Underwriter – LHBA