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Workers Compensation Questionnaire

Legal Name of Business:			
Business Address: (use separate sheet for additional locations)			
Specific description of business & operations: (Provide as much detail as possible to ensure quick, accurate quotes)			
Contact person regarding application:	Name:	Email:	
	Phone:	Fax:	
Amount of Personal Property Coverage Desired (furniture, computers etc) (include a list of assets)			
Any Claims in past 3 years? (if yes, please explain)			
Date Business Started:			
Approx. Annual Payroll:			
Approx. Annual Gross Sales:			
# of Employees:	Full Time: _____	Part Time: _____	
Size of Building: (if @ home, provide size of residence)	_____ square feet	Occupied Space in Building: _____ square feet	
Year Building was Constructed:	Built: 19__	Construction Type? (masonry, frame etc?) _____	
# of Stories in Building:			
Alarm on Premises?	Fire Sprinklers on Premises?		
Hours of Operation?	Open at: _____	Close at: _____	
Liability Limit Desired: (circle one)	\$1,000,000	\$5,000,000	Other: _____
Federal Tax ID:			
Current Insurance Carriers:	Workers Comp:	Medical:	Liability:
Web Address:			

Workers Compensation Sample Payroll Reporting Form

EXAMPLE ONLY:

Total # of Employees in each State & Classification	Classification	Full Time	Part Time	Total Payroll Last 12 Months	Total Payroll Next 12 Months
35 in CA	Software Consultants	30	5	\$1,500,000	\$2,500,000
3 in CA	Clerical	2	1	\$86,000	\$80,000
15 in CA	Sales / Outside	15	0	\$1,590,000	\$4,000,000
1 in TX	Sales / Outside	1	0	\$200,000	\$200,000

Please Complete the Form Below

Total # of Employees in each State & Classification	Classification	Full Time	Part Time	Total Payroll Last 12 Months	Total Payroll Next 12 Months

B. Owners, Partners, Officers & Directors Form

Please list below

(Information required for exclusionary purposes)

Name	Title	% of Ownership	Annual Salary/Wages	Include or Exclude for Workers Comp. *

* Many companies exclude their directors and officers because it is unlikely that as owners of the company they would put a claim against their own policy. Of course, some businesses do choose to include certain officers and if you feel that is best suitable for your specific organization, please indicate so above. For further information or clarification and guidance on whether or not to include/exclude officers, feel free to contact us.