



Florida Hospitality Mutual Insurance Company
P. O. Box 616648 • Orlando, FL 32861-6648 • www.fhmic.com

Dear Insured:

On behalf of the Board of Directors and our entire staff, we hope this letter finds you well. We want to take this time to thank you for entrusting your Workers' Compensation coverage with us.

State statutes require that workers' compensation insurance carriers audit each insured's payroll to ensure the proper premium is collected. Some carriers choose to accomplish this task by costly, time consuming, on-site audits. FHM has been using the self-audit process since 1990 and has found it to be an effective tool by helping you:

- **BUDGET** for premium by spreading any indicated payroll increases over normal monthly installments instead of a lump sum payment due at the completion of the year end audit.
- **REDUCE** your time in the final audit process by eliminating the hassle involved with an outside auditor reviewing your books.
- **PROTECT** yourself against fraudulent claims by allowing adjusters to have an accurate and up-to-date record of your employees.

The following are steps you can take to streamline the self-audit process.

Self-Audit Completion Steps:

1. Provide us with a copy of your Quarterly Wage Reports as you complete them each quarter and a list of all your employees.
2. To simplify the employee by class coding process, only enter the class codes of employees that are not part of your governing class code. We will assume that any employee without a class code falls under your governing class code.
3. Complete any applicable officer exemption or overtime pay forms. This will help to reduce premium costs by deducting this payroll.
4. Mail, fax or email the completed form and we'll take it from there.

We realize that completing this form can seem burdensome, but we are hoping that you will find the self-audit process to be, overall, advantageous to the success of your Workers' Compensation program. We are here to help. If you have any concerns or problems with the self-audit process, please call us and we will work with you to find a suitable solution. At FHM, we believe in **A Policy to Do More**.

Please provide the identified quarterly payroll records by _____.
_____ 1ST Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter

Fax information to: 407-926-9419 or 407-373-6452. Email: meredith_katic@fhmic.com.

We appreciate your business,

Sincerely,
Meredith Katic
Senior Auditor, 888-346-3461 X 252

Sincerely,
Angie Adamson
VP Policy Services