



PREMIUM AUDIT
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Returning User ID:CSIMON@FAIRLANE.BIZ

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NEW YORK, NY 10022-4145

Reminder Notice

Due Date: 07/15/2025

Date Created: 07/06/2025

Policy Period: 06/05/2024 to 06/05/2025

Policy Number: UB - 2J244256

How may we help? 1-800-842-4271 or auditcs@travelers.com

Dear Customer,

This is a reminder that your premium audit is coming due for the Workers Compensation policy shown above. If you have already completed your online audit, you may disregard this request. Travelers is sending this reminder letter to inform you of the specific noncompliance charges that may apply to your account. If you are actively working to complete your audit, please continue to do so and provide any outstanding information. Visit Travelers.com/audit or contact Customer Service for assistance with completing your audit.

Avoid an Estimated Audit

Your policy contract requires an audit to ensure that the estimated premium established at the beginning of your policy period accurately reflects any changes in business operations that may have occurred since the policy was issued. The audit may result in an additional or return premium. To avoid an estimated audit, please provide us with payroll, operations and tax information for this policy by the above due date. The Estimated Audit charge will be an additional **\$484**.

Complete Your Premium Audit Online

We invite you to complete your audit using our online tool, Electronic Policyholder Report (ePHR®). The ePHR® process allows you to provide your audit information securely whenever your schedule allows. Once registered, you can delegate access to another employee, accountant or bookkeeper to provide the necessary information. You can also track the status of your audit, view prior term audits, and obtain your Premium Audit Adjustment Notice.

What You Can Expect

The online audit consists of two parts, the Audit Questionnaire followed by Supporting Documents. You will be asked to provide information about your business operations, employees, owners, officers and use of contracted labor. Based upon your responses and type of policy, you will be asked to provide specific documents such as payroll or sales reports, and tax forms. Documents can be securely uploaded from your computer in a variety of formats such as PDF, CSV, Excel, PNG and JPEG. Gathering documents ahead of time can expedite your online experience and if you need help along the way, please contact our Customer Service team for assistance.

Don't Have Documents Electronically or Scanner?

Here are some options:

- **Use your smart device.** Use a scanner app and convert your paper document to PDF format or take pictures of your documents, email them to your computer and upload to the secure site.
- **Mail your documents.** Send documents to: Travelers Premium Audit, PO Box 2927, Hartford, CT 06104-2927.
- **Print a paper form.** If you are unable to complete the audit online or prefer paper, print the audit form from Travelers.com/audit.

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