

TRAVELERS
PREMIUM AUDIT
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Online Invitation Letter

Due Date: 07/15/2026

Date Created: 06/07/2026

Policy Period: 06/05/2025 to 06/05/2026

Policy Number: UB - 2J244256

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

Dear Customer,

The success of your business is important to us. To ensure that your premium reflects any changes that may have occurred during the policy period and according to terms of your policy, we are required to conduct a premium audit of your Workers Compensation policy shown above. Since you are busy running a business, we offer the option to complete your premium audit online.

Complete Your Premium Audit Online

We invite you to complete your audit using our online tool, Electronic Policyholder Report (ePHR®). The ePHR® tool 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 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 should you need help along the way, please contact our Customer Service team for assistance.

Don't Have Documents Electronically or a Scanner?

You have completed the online questionnaire but can't upload your documents. 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.

