



**NEW MEXICO**  
**EXPRESS APPLICATION**



To be eligible for this application you must be able to answer "true" to statements 1-9 below. For optional cyber coverage, question 10 must be "no". Please contact our office at 800-336-5422 if you are not eligible for this program or have any questions.

Firm Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ (Write separate mailing address in margin, if applicable)

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone# : \_\_\_\_\_ Fax# : \_\_\_\_\_

Date Established: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-Mail Address: \_\_\_\_\_

In lieu of mailing my policy, you may email my policy to the above address. I agree to receive an electronic copy of my application with my policy.

**NEW ACCOUNTS:** Desired Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Retroactive Date \_\_\_\_/\_\_\_\_/\_\_\_\_ **RENEWALS:** Expiring Policy # \_\_\_\_\_

**If you have a policy in force, you will need prior acts coverage. Attach a copy of your current Declarations page showing the prior acts date.**

**If you have coverage for any predecessor firm(s) on your current policy please attach a copy of the endorsement.**

Total # of Professionals (CPAs, Public Accountants, Tax Preparers, Consultants, Enrolled Agents and Bookkeepers) \_\_\_\_\_

Gross Annual Revenue based on the Applicant's fiscal year-end data (new firms provide estimate): \$ \_\_\_\_\_

**Statements 1 through 9 must all be "True" in order to be eligible for this program.**

Please contact our office if you are not eligible for this program or need coverage for services not offered under the Express program.

	True	False
1. The Applicant's combined total gross revenues did not exceed \$1,000,000 over the last three (3) year period.		
2. Within the past 3 years the applicant firm has not sued any clients to collect unpaid client fees.		
3. No member or employee of the applicant firm has discretionary authority to invest or control client funds. (Bill-pay and/or payroll are acceptable and are not considered "discretionary control").		
4. Audit engagements generate 50% or less of the firm's gross billings, and the firm has not performed any public audit/attest work in the last 5 years.		
5. The applicant firm has not provided any tax advice, counsel or opinion; nor organized, sold or prepared any sales material with respect to tax shelters or other tax advantaged investments or any "reportable transaction" as defined in Treasury Reg. Sec 1.60011-4(b).		
6. For services provided on audit engagements or non-attest services for audit clients, the applicant firm has a procedure requiring that engagement letters are used on new engagements and updated as required if the engagement changes. (If the applicant firm does not perform these services, respond "True").		
7. In the past 5 years, the applicant firm or any member of the firm has not performed services or consented to the use of its work product in connection with any public or private offerings of securities, real estate or other investments.		
8. No member of the applicant firm has had their license revoked or been subject to any disciplinary action, investigation, inquiry or fine by any licensing board, regulatory agency or professional association within the past 5 years.		
9. The applicant firm or anyone to whom this insurance will apply is not aware of any professional liability claim, or any act, omission or personal injury which might reasonably be expected to be the basis of a claim made against them within the past 5 years.		

**STEP 1: CIRCLE/CHECK YOUR DESIRED ACCOUNTANTS POLICY PREMIUM**

CLAIM EXPENSES MAY BE APPLIED UP TO 50% OF THE DEDUCTIBLE AND 50% OF THE POLICY LIMITS

*TABLE 1: Applies to firms whose combined total gross revenues did not exceed \$300,000 over the last three (3) year period.*

Deductible	\$500,000 / \$500,000	\$500,000 / \$1,000,000	\$1,000,000 / \$1,000,000	\$1,000,000 / \$2,000,000
\$0*	\$560	\$584	\$640	\$687
\$1,000	\$490	\$515	\$570	\$611
\$2,000	\$480	\$505	\$558	\$599
\$5,000	\$450	\$474	\$524	\$562

*TABLE 2: Applies to firms whose combined total gross revenues did not exceed \$1,000,000 over the last three (3) year period.*

Deductible	\$500,000 / \$500,000	\$500,000 / \$1,000,000	\$1,000,000 / \$1,000,000	\$1,000,000 / \$2,000,000
\$0*	\$700	\$732	\$800	\$859
\$1,000	\$612	\$644	\$712	\$764
\$2,000	\$600	\$631	\$698	\$749
\$5,000	\$563	\$592	\$655	\$703

**STEP 1: TOTAL (Select One)**

- 1 Year Policy Term Premium:** \$ \_\_\_\_\_ (enter premium selected above)
- 2 Year\* Policy Term Premium:** \$ \_\_\_\_\_ (use premium selected above and multiply by 2)

*\*2 Year Policy Term Option not available with \$0 deductible, or if Cyber Coverage is added to the Policy. Limits are reinstated one year from the effective date. No renewal application will be required until the two- year term has expired.*

**STEP 2: COMPLETE THIS SECTION AND CIRCLE DESIRED PREMIUM TO ADD CYBER COVERAGE OPTION, OR ENTER \$0 ON PAGE 3 TO REJECT CYBER COVERAGE**

**Question 10 below must be answered “No” to be eligible for Express Cyber Coverage. 2 Year Policy Term Option is not available if Cyber Coverage is added to the Policy. You may not select Cyber limits greater than your Accountants Policy Limits.**

10. After inquiry, is the applicant, or anyone to whom this Insurance applies, aware of any:
- a. Acts, errors or omissions which you have reason to believe could give rise to a cyber related claim? Yes No
  - b. Intrusion, malware or other IT security related event in the last five (5) years that resulted in you incurring legal, forensic or other related expenses? Yes No

**NOTE:** IT IS AGREED THAT ANY CLAIM, LOSS OR COSTS ARISING FROM ANY FACT, CIRCUMSTANCE, SITUATION, TRANSACTION, EVENT, ACT, ERROR OR OMISSION REQUIRED TO BE DISCLOSED IN RESPONSE TO QUESTION 10 IS EXCLUDED FROM COVERAGE.

**CYBER PREMIUM TABLES**

*TABLE 1: Applies to firms whose combined total gross revenues did not exceed \$300,000 over the last three (3) year period.*

Deductible Loss & Expense	\$100,000/ \$250,000	\$250,000/ \$250,000	\$500,000/ \$500,000
\$1,000	\$375	\$450	\$525

*TABLE 2: Applies to firms whose combined total gross revenues did not exceed \$1,000,000 over the last three (3) year period.*

Deductible Loss & Expense	\$100,000/ \$250,000	\$250,000/ \$250,000	\$500,000/ \$500,000
\$1,000	\$575	\$675	\$775

**Express Cyber Extension Endorsement Includes the Following\*:**

- Separate Limits, Deductible and Retroactive Date from the Accountants Policy
- Cyber Endorsement Limit Selected above applies to Data Compromises and Claims for Wrongful Acts
- Claims Expenses are within, and reduce the Cyber Endorsement Limits
- Business Impersonation Sublimit – 50% of the Cyber Endorsement Limit
- Fraudulent Funds Transfer Sublimit – 50% of the Cyber Endorsement Limit
- Telecommunication Hacking Sublimit – \$100,000
- Reward Coverage Sublimit – \$25,000
- Waiting Period – 12 Hours for Network Disruption & Reputational Harm

\* This is only an overview of the Express Cyber Endorsement. Please review the endorsement for all coverages, terms and provisions.

**If you have a current cyber policy, please include a copy of your current Declarations page so we may carry over the prior acts coverage.**

**STEP 2: TOTAL \$** \_\_\_\_\_ (enter Cyber premium selected on Page 2 or enter \$0 to **Reject** Cyber coverage)

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**STEP 3: CALCULATE YOUR TOTAL AMOUNT DUE AND REMIT WITH YOUR APPLICATION**

**Add total from Step 1 + Step 2:**

STEP 1 TOTAL: \$ \_\_\_\_\_

+

STEP 2 TOTAL: \$ \_\_\_\_\_ (or enter \$0 to **REJECT** cyber coverage)

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

**FRAUD WARNING:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**NEW MEXICO FRAUD WARNING:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

**DISCLAIMER**

**COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. THE APPLICANT AND FIRM ACCEPTS NOTICE THAT ANY POLICY ISSUED WILL APPLY ON A "CLAIMS-MADE" BASIS. THE APPLICANT AND FIRM ACCEPTS NOTICE THAT THEY ARE REQUIRED TO PROVIDE WRITTEN NOTIFICATION TO THE COMPANY OF ANY CHANGES TO THIS APPLICATION THAT MAY HAPPEN BETWEEN THE SIGNATURE DATE BELOW AND ANY PROPOSED EFFECTIVE DATE. THE APPLICATION MUST BE SIGNED BY AN ACTIVE OWNER, PARTNER, PRINCIPAL, OFFICER, OR MEMBER OF THE APPLICANT.**

The undersigned is authorized by, and acting on behalf of, the Applicant and represents that all statements and particulars herein are true, complete and accurate and that there has been no suppression or misstatements of fact and agrees that this application shall be the basis of, and becomes part of, the Applicant's professional liability coverage.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*To bind coverage please send the completed application, expiring Declarations or proof of retroactive coverage (if new business), and check (including all taxes/surcharges, if applicable) to your agent listed below:*



**The Herbert H. Landy Insurance Agency Inc.**  
100 River Ridge Drive | Suite 301 | Norwood, MA 02062  
Tel: (800) 336-5422 | Fax: (800) 344-5422  
[www.landy.com](http://www.landy.com)





## Premium Payment Options

### If Applicable Please Enter:

Applicant Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

To avoid a gap in your insurance protection we must receive payment by the policy effective date.

**Option 1:** Mail your check for the Annual Premium (including all applicable state taxes and surcharges) payable to the **Herbert H. Landy Insurance Agency Inc.**, 100 River Ridge Drive, Suite 301, Norwood, MA 02062.

**Option 2:** Sign and complete this form to authorize **Herbert H. Landy Insurance Agency Inc.** to make a onetime debit to your checking or savings account.

By signing this form you give us permission to debit your account for the amount indicated. . This is permission for a **single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.**

**\*\*\*\*\*Please fax this form to 800-344-5422 or email to payment@landy.com\*\*\*\*\***

### Please complete the information below:

I \_\_\_\_\_ authorize **Herbert H. Landy Insurance Agency Inc** to charge my bank account

Indicated below for \$ \_\_\_\_\_ (**Annual Premium or deposit if financing including all applicable state taxes and surcharges**) + **\$25.00 Non-refundable Convenience fee**

Account Type:  Checking  Savings

Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that because this is an electronic transaction, these funds may be withdrawn from my account within a processing window of 1 to 7 business days from the time The Herbert Landy Insurance Agency is in receipt of this signed and dated form . In the case of the payment being rejected for Non Sufficient Funds (NSF) I Agree The **Herbert H. Landy Insurance Agency Inc** may at its discretion attempt to process the charge again, once for an additional **\$25.00** NSF fee. The charge will be initiated as a separate transaction from the authorized payment. If the payment is rejected a second time, Certified funds will be required and will include an additional \$50.00 fee for the two previously rejected transactions. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I will not dispute The **Herbert H. Landy Insurance Agency Inc** billing with my bank so long as the transaction corresponds to the terms indicated in this agreement.

**Option 3:** Premium Financing is provided by Imperial Premium Financing Specialist Inc. An initial minimum down payment of 20% will be required. The balance will be financed over 9 months. If you would like to finance your premium please either mail your check made payable to the Herbert H. Landy Insurance Agency for your down payment or use option #2.

Note: If you are purchasing an Express two year policy; two financing options are available to you:

1. Finance each year individually with a 20% D/P and 9 installments.
2. Finance the full 2 year premium with a 25% D/P and 12 installments.

If you have any questions, or need further assistance please do not hesitate to contact us.

**The Herbert H. Landy Insurance Agency Inc.**  
 100 River Ridge Drive | Suite 301 | Norwood, MA 02062  
 Tel: (800) 336-5422 | Fax: (781) 449-7908  
[www.landy.com](http://www.landy.com)