



**STANDARD APPLICATION**

**NOTICE: This is an application for a "Claims-made" policy. Coverage for prior acts and claims made after termination of this policy may be restricted. Please read the policy carefully.**

**Section 1 – General Information**

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

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

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

**E-Mail Address:** \_\_\_\_\_ **Website 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.

**Date Established:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Phone#:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**Entity Type:**  CORPORATION/LLC  SOLE PROPRIETORSHIP  PC  PARTNERSHIP/LLP  OTHER

1. List all firm personnel/staff (Part-time is fewer than 20 hours per week):

	CPA's		Non-CPA's	
	Full Time	Part Time	Full Time	Part Time
Owners, Partners & Officers:				
Employed Accounting or Tax Professionals:				
Other Consulting Professionals (not included above):				
Administrative Staff:				
Total:				

2. Has the Firm's staff size changed +/- 25% during the past three years? . . . . .  Yes  No

If Yes, explain: \_\_\_\_\_

3. List all additional entities for which the Applicant is seeking coverage or has assumed liabilities, including Predecessor Firms, firm name changes, merged/acquired entities, or additional business entities.  N/A

Predecessor Firm means any firm no longer in existence for which the applicant firm obtained the majority of such firm's assets and liabilities.

Firm Name	Date Established (mm/dd/yy)	Date Dissolved (If applicable) (mm/dd/yy)	Confirm the following: 1. Dissolved 2. Name Change 3. Continue to Exist – (General Supplement Section 5 Required)	Percentage (%) of Assets / Liabilities Applicant Firm Assumed

4. List the largest three (3) branch offices by gross billings:  N/A

City and State:	Billings:

5. Does the applicant firm share Office Space, Letterhead, Support Staff, or Clients with another firm? . . . . .  Yes  No

If Yes, provide the name and sharing relationship: \_\_\_\_\_

Is the entity with whom you share space separately insured for professional liability? . . . . .  Yes  No

6. Based on the Applicant's fiscal year-end data, provide the following gross revenue figures:

Next Fiscal Year (projected)	Current Fiscal Year (estimated)	Last Fiscal Year	Previous Fiscal Year
\$	\$	\$	\$

7. Complete the following grid for your three largest clients as a percentage of gross annual revenue for the past 12 months:

Name	Industry	Services Provided for Client	Percent of your Revenue Derived from Client	Number of Years you have Represented

8. Complete the following grid based on the firm's gross revenue for each category: *The total must equal 100%*

Type of Client	Percentage of Practice	Type of Client	Percentage of Practice
Individuals	%	Small Public Companies (<\$100M revenues)	%
Individuals – High Net Worth (>\$10M assets)	%	Large Public Companies (>\$100M revenues)	%
Small Private Companies (<\$100M revenues)	%	Trusts (>\$5M)	%
Large Private Companies (>\$100M revenues)	%	Other: (please specify): _____	%

**Section 2 – Areas of Practice**

9. Other than Life Insurance or non-funded Trusts, has anyone in the firm performed trustee duties on behalf of the firm? . . .  Yes  No  
**If yes, complete General Supplement Section 4 - Trustee Supplement**

10. In the past five years have any members of the firm exercised discretionary control over clients' funds other than bill pay, payroll, executor, or trustee services? . . .  Yes  No  
**If yes, complete General Supplement Section 9 - Control of Client Funds Supplement**

11. a. Has the firm, predecessors, or affiliates within the past 5 years performed SEC work other than audit work for publicly traded companies? . . .  Yes  No  
 b. Has the firm, predecessors, or affiliates within the past 5 years performed services, or consented to the use of the firm's work product, in connection with public or private offerings of securities, real estate, or other investments? . . .  Yes  No

**If yes to a. or b. above, complete General Supplement Section 6 - Securities Supplement**

12. Within the past three years, has the firm provided:  
 a. Professional services or received commissions, fees, reciprocity or revenue for referrals in connection with the sale or promotion of any investments or tax shelters, including investment partnerships designated for tax shelters? . . .  Yes  No  
 b. Recommendations as to the sale or purchase of any investments, including specific stocks, bonds or other securities for which the firm received compensation? . . .  Yes  No  
 c. Asset management or investment advisory services? . . .  Yes  No  
*If yes, is the firm registered with the SEC as an investment advisor? . . .  Yes  No*

**If yes to a., b. or c. above, complete General Supplement Section 1 - Financial Advisory Services Supplement  
 If the firm is registered with the SEC as an investment advisor, also attach a copy of Form ADV, Part 2.**

13. Within the past five years, has the firm provided Professional Services to Financial Institutions? . . .  Yes  No  
**If yes, complete General Supplement Section 7 - Financial Institution Supplement**

14. Complete the following grid with respect to total **audit fees** for the past year from all insured entities:

Client Industry	Estimated No. of Clients	Estimated percentage of total audit fees
Agribusiness – not including Grain Elevators		
Agribusiness – including Grain Elevators		
Automotive/Dealerships		
Banks / Financial Institutions		
Broker Dealers		
Construction		
Defined Benefit Pension Plans		
Employee Benefits Plan		
Entertainment Services		
Government / Local Municipalities		
Government / Federal		
Government / School Districts		
Healthcare		
Insurance		

Client Industry	Estimated No. of Clients	Estimated percentage of total audit fees
Investment Companies & Funds: Hedge Funds and funds of funds		
Investment Companies & Funds: Other		
Manufacturing		
Media		
Mining/Oil & Gas		
Not-for-Profit		
Real Estate		
Retail		
Service Providers		
Transportation		
Unions		
Warehousing/Distribution		
Other (please describe)		

15. Excluding activities as a receiver or trustee in bankruptcy, within the past three (3) years has the Firm rendered any audit, review or attest services for a client that subsequently declared or filed bankruptcy, defaulted on a debt obligation, or became insolvent? . . .  Yes  No

**If yes, please complete the following chart, using a separate sheet if necessary:**

Name of Client and Client Industry	Date of bankruptcy, Default or Insolvency	Services Performed & Dates when those services were performed by the Firm	Type of Audit Opinion	Going Concern Reference
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

16. Provide the percentage of gross annual billings for each of the following areas of practice in which the Firm has engaged during the past 12 months. Note the combined total areas of practice must equal 100%. **For each area of practice the Firm engages in that is referenced by an \*, please complete the appropriate portion of the General Supplement available from your broker.** Check the corresponding box next to each Area of Practice if the firm uses engagement letters.

Area of Practice	%	Engagement Letters Used?
Administrator, executor or ERISA Trustee		<input type="checkbox"/>
Audit: Non-Public		<input type="checkbox"/>
Audit: Public**		<input type="checkbox"/>
Bankruptcy Trustee or Receiver		<input type="checkbox"/>
Bookkeeping/Write-ups/Payroll Processing		<input type="checkbox"/>
Business Valuations		<input type="checkbox"/>
Compilations		<input type="checkbox"/>
Consulting (Describe)		<input type="checkbox"/>
Data Processing Services		<input type="checkbox"/>
Debenture Financing/Bonds		<input type="checkbox"/>
Fiduciary – Non-Trustee*****		<input type="checkbox"/>
Financial Advisory Services*		<input type="checkbox"/>
Forecasts and Projections		<input type="checkbox"/>
Forensic Accounting		<input type="checkbox"/>
Hardware/Software Consulting		<input type="checkbox"/>

Area of Practice	%	Engagement Letters Used?
Hardware/Software Sales		<input type="checkbox"/>
Limited Partnership and Tax Sheltered Syndication		<input type="checkbox"/>
Litigation Support		<input type="checkbox"/>
Management Advisory Services		<input type="checkbox"/>
Mergers & Acquisitions		<input type="checkbox"/>
Reviews		<input type="checkbox"/>
Securities including Federal and State Securities****		<input type="checkbox"/>
Securities: Other****		<input type="checkbox"/>
Tax: Business		<input type="checkbox"/>
Tax: Estate		<input type="checkbox"/>
Tax: Individual		<input type="checkbox"/>
Trustee Services***		<input type="checkbox"/>
Other (Describe)		<input type="checkbox"/>
<b>TOTAL MUST EQUAL 100%</b>	<b>100%</b>	

**General Supplement**

- \* Section 1 Financial Advisory Supplement . . . . . p.1
- \*\* Section 2 Public Audit Supplement . . . . . p.2
- \*\*\* Section 4 Trustee Supplement. . . . . p.3

- \*\*\*\* Section 6 Securities Supplement . . . . . p.4
- \*\*\*\*\* Section 9 Control of Funds Supplement . . . . . p.6

**Section 3 – Risk Management**

17. Do you have a procedure in place requiring second qualified professional reviews of all Audit and Attest Services? .  N/A  Yes  No
18. If you are a sole practitioner providing audit services, have you made arrangements for another CPA to perform a cold review for those services? . . . . .  N/A  Yes  No
19. How many of the firm's current professionals have completed a risk management seminar or equivalent program within the past 3 years?
20. In the past five years has any professional in the firm rendered Professional Services for any client in which any insured or spouse owned an equity interest of more than 10%, or served as a Director, Officer, Partner or Employee of a client? . . . . .  Yes  No  
**If yes, please complete General Supplement Section 3 - Outside Interest Supplement.**
21. How does the firm maintain its conflict of interest avoidance system? (Please check all applicable categories)  
 Computer  Index File  Conflict Committee  Oral/Memory  Other
22. If a conflict or potential conflict exists does the firm require written disclosure to all parties? . . . . .  Yes  No
23. Do you maintain a computerized calendar control system to ensure timely completion of reports, filings and tax returns? .  Yes  No
24. Has the firm undergone a peer or quality review?  Yes  No Date of Review: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Result:  Pass  Pass with Deficiencies  Fail  
**For pass with deficiencies, or fail result, attach a copy of the report and details of corrective action.**
25. In the past three years, how many times has the firm sued in order to collect unpaid client fees? \_\_\_\_\_  
**If any fee suits, please complete table below, using a separate sheet if more space is needed.**

	Client No. 1	Client No. 2	Client No. 3
Name of Client:			
Professional Services:			
Date Suit Filed:			
Amount of Dispute:			
Has the SOL Run?			
Status:			

**Section 4 – Coverage History**

26. Please provide the following information about the Firm's professional liability insurance for the previous five years:

Insurance Company	Policy Period	Limits/Deductibles	Premium	Retroactive Date

27. During the past five years, has any insurance carrier canceled or refused to renew the professional liability insurance policy covering the Firm or any of the Firm's owners, members or employees (regardless of what Firm he or she owned or was employed by at the time) for any reason other than the carrier's withdrawal from the market? **NOTICE TO MISSOURI RESIDENTS: This question does not apply** . . .  Yes  No  
*If yes, please provide details, including the name of the carrier, the dates and the reason for this action.*

28. Has the firm ever purchased an Extended Reporting Period? . . . . .  Yes  No  
*If yes, please provide details.*

**Section 5 – Claim/Disciplinary History**

29. After inquiry, is the Applicant, or anyone to whom this insurance will apply, aware of any of the following within the past 5 years:

- a. Professional Liability claim made against them? . . . . .  Yes  No
- b. Act, omission, or fee dispute in the performance of professional service for others which might reasonably be expected to be the basis of a claim or suit against them? . . . . .  Yes  No
- c. Complaint, disciplinary action, investigation or license suspension/revocation by any regulatory authority? . . . . .  Yes  No
- d. Changes in any claims previously reported on past applications? . . . . .  Yes  No

*If yes to any part of Question 29, complete a Claim/Complaint/Disciplinary Supplement for each matter.*

*It is recommended that you report any incidents, acts or omissions to your current insurance carrier. Please note that any incident or omission about which you are currently aware, will not be covered by a subsequently issued claims made policy.*

**Section 6 – Coverage Request**

- |                          |                         |                              |             |
|--------------------------|-------------------------|------------------------------|-------------|
| <b>Limits Requested:</b> | \$100,000/\$250,000     | <b>Deductible Requested:</b> | \$1,000     |
|                          | \$250,000/\$250,000     |                              | \$2,500     |
|                          | \$500,000/\$500,000     |                              | \$5,000     |
|                          | \$500,000/\$1,000,000   |                              | \$10,000    |
|                          | \$1,000,000/\$1,000,000 |                              | \$15,000    |
|                          | \$1,000,000/\$2,000,000 |                              | \$25,000    |
|                          | \$2,000,000/\$2,000,000 |                              | \$50,000    |
|                          | \$2,000,000/\$4,000,000 |                              | \$100,000   |
|                          | \$3,000,000/\$3,000,000 |                              | OTHER _____ |
|                          | \$4,000,000/\$4,000,000 |                              |             |
|                          | \$5,000,000/\$5,000,000 |                              |             |
|                          | OTHER _____             |                              |             |

**Claim Expenses:**  Inside the Limits of Liability  In Addition to the Limits of Liability

**Deductible Applies to:**  Damages Only  Damages and Claim Expense

**Optional Coverages:**

- Registered Representative** – Complete General Supplement Section 1 - Financial Advisory Supplement
- Life Insurance Agent** – Complete General Supplement Section 8 - Life Insurance Agent Supplement
- Cyber Extension** – Complete Cyber Questionnaire.
- Employment Practices & 3<sup>rd</sup> Party Discrimination** – Complete General Supplement Section 10 - Employment Practices and 3<sup>rd</sup> Party Discrimination Supplement

**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.

**ALABAMA, ARKANSAS, LOUISIANA, RHODE ISLAND AND WEST VIRGINIA 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 fines and confinement in prison.

**CALIFORNIA FRAUD WARNING:** For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**COLORADO FRAUD WARNING:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. In Colorado, any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**D.C. FRAUD WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**FLORIDA FRAUD WARNING:** Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**KANSAS FRAUD WARNING:** Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; 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.

**KENTUCKY FRAUD WARNING:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance 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.

**MAINE FRAUD WARNING:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits.

**MARYLAND FRAUD WARNING:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**MINNESOTA FRAUD WARNING:** A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**NEW JERSEY FRAUD WARNING:** Any person who includes any false or misleading information on an application for an insurance policy is subject 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.

**NEW YORK 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 shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**OHIO FRAUD WARNING:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**OKLAHOMA APPLICANTS:** Warning: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**OREGON FRAUD WARNING:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may be guilty of a fraudulent insurance act, which may subject such person to prosecution for insurance fraud.

**PENNSYLVANIA 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.

**TENNESSEE FRAUD WARNING:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**VIRGINIA AND WASHINGTON FRAUD WARNING:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO APPLICANT – PLEASE READ CAREFULLY BEFORE SIGNING

**THE APPLICANT AND FIRM ACCEPTS NOTICE THAT ANY POLICY ISSUED WILL APPLY ON A “CLAIMS-MADE” BASIS.** 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 coverage.

**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.**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**INCOMPLETE, UNSIGNED OR UNDATED APPLICATIONS WILL BE RETURNED FOR COMPLETION. THE FOLLOWING MUST BE ATTACHED TO YOUR APPLICATION IN ORDER TO PROCEED:**

- 1) LETTERHEAD (ALL APPLICANTS)
- 2) EXPIRING DEC PAGE WITH PROOF OF RETRO COVERAGE (NEW BUSINESS ONLY)
- 3) ANY SUPPLEMENTAL APPLICATIONS OR DOCUMENTATION REQUIRED WITHIN THE APPLICATION

**Florida, Iowa and New Hampshire Agents Only**, please provide the following: License# \_\_\_\_\_

Agent or Producer name: \_\_\_\_\_ Signature: Betsy A. Mapstone



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