



**Accountants Professional Liability Insurance
Small Firm Application**

CLAIMS-MADE WARNING FOR APPLICATION

THIS POLICY PROVIDES COVERAGE ON A CLAIMS-MADE BASIS. SUBJECT TO ITS TERMS, THIS POLICY APPLIES ONLY TO CLAIMS FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY CAN BE COMPLETELY EXHAUSTED BY CLAIMS EXPENSES AND CLAIMS EXPENSES WILL BE APPLIED AGAINST THE DEDUCTIBLE. WE WILL HAVE NO LIABILITY FOR CLAIMS EXPENSES OR THE AMOUNT OF ANY JUDGEMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. PLEASE READ THE ENTIRE POLICY CAREFULLY.

1. Name of Business: _____

DBA Name: _____ Date Established: _____

2. Address of Business: Street _____

City _____ County _____ State: _____ Zip _____

3. Primary Contact: _____

4. Email Address _____

5. Telephone: _____

6. Fax: _____ No Fax

7. Website: _____ No Website

8. Coverage Information:

Requested Limits Of Liability:

Per Claim / Aggregate (check options you wish quoted)

\$100,000 / \$200,000 \$500,000 / \$500,000 **Deductible: \$ 1,000**

\$100,000 / \$300,000 \$500,000 / \$1,000,000

\$250,000 / \$500,000 \$1,000,000/\$1,000,000

Prior Acts Date: _____ **Effective Date:** _____

9. Please provide Areas of Practice by percentages, total must equal 100%:

Bookkeeping		QuickBooks	
Personal Tax Returns		Consulting*	
Business Tax Returns		Other*	
Estate Tax			
Compilations		Total	

*Please provide narrative:

(May be subject to additional premium and/or underwriting review)

Continue on separate sheet if necessary

10. Total number of clients for the past year: _____

11. Please provide revenue details:

Current fiscal year estimate: \$ _____ Previous fiscal year actual: \$ _____

12. Provide the total number of professional and clerical employees. Professionals: _____ Clerical: _____

13. After inquiry of all owners, partners, officers and professionals of the firm and firm affiliates, within the past 5 years have any past or present personnel.

a) Been the subject of any regulatory or disciplinary investigation or inquiry (both formal and informal) or been suspended from practice? Yes No

b) Charged or pleaded guilty to, or indicated on a criminal charge? Yes No

14. (Question Not Applicable In Missouri) After inquiry of the Firm, have any claims or suits involving malpractice been made against the Firm, a predecessor Firm, a subsidiary or affiliate entity, any partner, stockholder and/or professional staff person in the past 5 years? Yes No

15. Is the Firm, after inquiry of stockholders, partners and employees, currently aware of any incidents, circumstances, disputes, fee problems, or employee problems, which may result in any claim being made against the Firm, its predecessors, subsidiaries, affiliates or any partner, stockholder or employee? Yes No.

If you answered "yes", to any parts of Questions #13, #14 and/or #15 complete the Claim/Incident Supplement.

16. Does the firm provide personal or estate tax returns to any individual or estates within annual income greater than \$10 million? Yes No If yes, you do not qualify for this program.

17. Does the firm provide corporate tax returns to any business within annual sales greater than \$100 million? Yes No If yes, you do not qualify for this program.

18. Do you currently carry professional liability insurance? Yes No. If yes, provide a copy of your current declarations page and any endorsement that excludes or modifies coverage.

19. Does your firm or any owner, partner, or officer render professional services or conduct business (other than as disclosed in this application)? Yes No. If yes, provide full details.

20. Do you provide any professional services to any business (other than as disclosed in this application) that you own, manage or control? Yes No

21. Do you maintain a calendar system to ensure the timely completion of reports, filings and tax returns? Yes No

22. Does the firm use engagement letters or contracts for professional services? Yes No
If no, please provide details of your risk management guidelines.

Are additional sheets attached? Yes No

DECLARATIONS AND NOTICE

NOTICE TO APPLICANT

If you are aware of any incident, fact, circumstance, act or omission that could reasonably result in a professional liability claim against you or any insured listed in this application, you should immediately file a report with your current carrier.

This application forms a part of your policy, if issued.

The undersigned, acting on behalf of all Applicants, declares that the statements set forth in this Application are true and correct and that thorough efforts were made to obtain requested information from each and every Applicant proposed for this insurance to facilitate the proper and accurate completion of this Application.

agent of an insurance company who knowingly provide false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder 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.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: 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.

NOTICE TO FLORIDA APPLICANTS: 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.

NOTICE TO HAWAII APPLICANTS: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

NOTICE TO IDAHO AND OKLAHOMA APPLICANTS: 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.

NOTICE TO KENTUCKY APPLICANTS: 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.

NOTICE TO MAINE, TENNESSEE, VIRGINIA, AND WASHINGTON APPLICANTS: 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 MARYLAND APPLICANTS: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

[Effective January 1, 2013: **NOTICE TO MARYLAND APPLICANTS:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or 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.]

NOTICE TO MICHIGAN AND MINNESOTA APPLICANTS: Any person who knowingly and with intent to defraud an insurance company or another 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 act, which is a crime and subjects the person to criminal and civil penalties.

NOTICE TO NEW JERSEY APPLICANTS: Any person who knowingly includes any false or misleading information on an application for an insurance policy or files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

NOTICE TO NEW MEXICO AND RHODE ISLAND APPLICANTS: 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.

NOTICE TO OHIO APPLICANTS: Any person who, with 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.

NOTICE TO OREGON APPLICANTS: Any person who knowingly and with intent to defraud or solicit another to defraud any insurance company: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact, may be violating state law.

NOTICE TO PENNSYLVANIA APPLICANTS: 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.

NOTICE TO VERMONT APPLICANTS: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.